

Welcome back to Lamoni High School for the 2014-2015 school year. We are excited to have everyone back in the building and ready for a new year of learning. As a building, we made great strides last year in learning about and demonstrating Demon P.R.I.D.E. I am excited to again have this as focus for the building.

This handbook provides information about the policies and procedures of Lamoni High School. Please take the time to learn about the policies and procedures that are used to facilitate learning here at the high school. This will help to make everyone's experience more enjoyable. Please contact me with any questions that you may have regarding the handbook.

Welcome back!

Andy Peterson, Principal

## **INTRODUCTION**

The policies and procedures contained in this handbook are the result of a cooperative effort on the part of the administration and staff to outline best practices and operating procedures for the Lamoni Community Schools.

The ultimate purpose of education is to help each student become an effective citizen in a democracy. Developing and accepting the responsibilities and obligations of good citizenship will help students to participate successfully in the world of tomorrow. Success in school and life is directly proportional to a student's effort, and it is expected that parents/families will take an active role in supporting a student's success in school.

## **-MISSION STATEMENT**

Through our collective efforts, in a caring environment, we will prepare students for a lifelong process of learning that promotes the ability and motivation to contribute to a better world.

## **DISTRICT BELIEF STATEMENTS**

We believe that:

- The climate must be positive, self-disciplined, and caring.
- Every student has value and is capable of learning.
- Good communication between all areas, grade levels, and the community is essential for well-rounded education of all students.
- Curriculum should state outcomes and assessments for each area and each grade level.
- Parent/guardian involvement and interest in education makes a positive difference in a child's learning.
- Our facilities must be clean, safe and un-crowded.

## **DISTRICT GOALS**

- We will create a positive, self-disciplined, and caring environment to support each child as a learner.
- Students will learn and practice strategies to promote a healthy lifestyle. These strategies will be promoted while students are enrolled in school and after students have graduated from school. This will include a focus on drug and alcohol use prevention.
- Students will develop the skills and strategies needed to provide leadership in a variety of settings. Leadership can be practiced during their educational career in Lamoni Schools and thereafter.
- Students will develop positive character traits. During the educational experience, students and teachers will focus on honesty, responsibility, and dependability as students prepare for their futures.
- We will promote communication and respect throughout all areas of the district.
- We will provide an integrated, PreK-12 curriculum that will promote active life-long learning, communication, critical thinking skills, and cultural literacy.
- Outcomes for all areas and all grade levels will be developed.
- Appropriate assessments will be developed for all areas of the curriculum.
- We will provide opportunities for parents to participate in the educational process.
- Our facilities will be uncrowded, clean and safe; our equipment will be in good working condition.

## **EDUCATIONAL PHILOSOPHY OF THE SCHOOL DISTRICT**

As a school corporation of Iowa, the Lamoni\_Community School District, acting through its board of directors, is dedicated to promoting an equal opportunity for a quality public education to its students. The board's ability may be limited by the school district's ability and willingness to furnish financial support in cooperation with student's parents and school district community. The board is also dedicated to providing the opportunity to develop a healthy social, intellectual, emotional, and physical self-concept in a learning environment that provides guidance to, and encourages critical thinking in, the students for a lifetime.

The board endeavors, through the dedication of the school district's resources, to encourage students, who come to the school district from a variety of backgrounds, to look forward to the time when they will have jobs, homes, families, places in the school district community, and attain recognition as individuals. In order to achieve this goal, the board will seek qualified employees dedicated to development of their professional skills for the betterment of the education program and for the expertise for educational productivity.

Instruction and curriculum are the key elements of a public education. Critical thinking and problem solving skills that will assist the students' preparation for life is instructed as part of a sequentially coordinated curriculum. The school district strives to prepare students for

employment, to discover and nurture creative talent and to prepare them to meet and cope with social change in an atmosphere conducive to learning.

The support and involvement of the home and the school district community are essential to achieve educational excellence in the school district. The school district strives to maintain an active relationship with the home and the school district community to create within the students an awareness of dignity and worth of the individual, civic responsibility and respect for authority.

### **MULTICULTURAL/GENDER FAIR EDUCATION**

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

The education program is free of discrimination and provides equal opportunity for the students. The education program will foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Special emphasis is placed on Asian-Americans, African-Americans, Hispanic-Americans and persons with disabilities. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

### **NOTICE OF NONDISCRIMINATION**

Students, parents/guardians, employees and others doing business with or performing services for the Lamoni Community School District are hereby notified that this school district does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, marital status, socio-economic status, disability, religion, or creed in admission or access to, or treatment in, its programs and activities.

The school district does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, creed, sexual orientation, or gender identity in admission or access to, or treatment in, its hiring and employment practices. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), 7 504 or Iowa Code 7 280.3 is directed to contact:

Guidance Counselor  
Lamoni Community Schools  
202 N Walnut  
Lamoni, Iowa 50140  
641-784-3351

Who has been designated by the school district to coordinate the school district's

efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, 7 504 and Iowa Code 7 280.3.

## **GRIEVANCE PROCEDURE**

Students, parents/guardians of students, employees, and applicants for employment in the school district will have the right to file a formal complaint alleging discrimination under federal or state regulations requiring nondiscrimination in programs and employment.

**Level One** - Principal, Immediate Supervisor or  
Personnel Contact Person  
(Informal and Optional - may be bypassed by the grievant)

Employees with a complaint of discrimination based upon their gender, race, national origin, religion, age, sexual orientation, gender identity\_or disability are encouraged to first discuss it with their immediate supervisor, with the objective of resolving the matter informally. An applicant for employment with a complaint of discrimination based upon their gender, race, national origin, religion, age, sexual orientation, gender identity\_or disability are encouraged to first discuss it with the personnel contact person. This paragraph is for employees and “marital status” isn't a protected class for employees.

A student, or a parent/guardian of a student, with a complaint of discrimination based upon their gender, race, national origin, religion, marital status, sexual orientation, gender identity\_or disability are encouraged to discuss it with the instructor, counselor, supervisor, building administrator, program administrator or personnel contact person directly involved.

**Level Two** - Compliance Officer

If the grievance is not resolved at Level One and the grievant wishes to pursue the grievance, the grievant may formalize it by filing a complaint in writing on a Grievance Filing Form, which may be obtained from the Compliance Officer. The complaint will state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at Level Two must be within 15 working days from the date of the event giving rise to the grievance, or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Compliance Officer. A minor student may be accompanied at that meeting by a parent/guardian. The Compliance Officer will investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent to the involved parties within a reasonable time after receipt of the complaint.

**Level Three** - Superintendent/Administrator

If the complaint is not resolved at Level Two, the grievant may appeal it to Level Three

by presenting a written appeal to the superintendent within five working days after the grievant receives the report from the Compliance Officer, the grievant may request a meeting with the Superintendent. The superintendent may request a meeting with the grievant to discuss the appeal. The superintendent will render a decision within a reasonable time after the receipt of the written appeal. If, in cases of disability grievances at the elementary and secondary level, the issue is not resolved through the grievance process, the parents/guardians have a right to an impartial hearing to resolve the issue.

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, the U.S. Department of Education Office for Civil Rights or Office of Special Education Programs, the Equal Employment Opportunity Commission, or the Iowa Department of Education for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging discrimination.

**Level Four - Appeal to Board**

If the grievant is not satisfied with the superintendent's decision, the grievant can file an appeal with the board within five working days of the decision. It is within the discretion of the board to determine whether it will hear the appeal.

The Compliance Officer is:

Middle School/ High School Principal  
 Lamoni Community School  
 202 N Walnut  
 Lamoni, IA 50140  
 641-784-3351 (8 am-3 pm)

**CHAIN OF COMMAND**

<b>Discipline</b>	<b>Curriculum/Other Issues</b>
Teacher	Teacher
Counselor	Counselor
Principal	Principal
Superintendent	Superintendent
School Board Member	School Board Member
State Department of Education	State Department of Education

ANY ISSUES OUTSIDE OF THIS CHART ADDRESSED BY PRINCIPAL  
 (NOTE: Coach; Athletic Director; Principal)

The Board will consider hearing citizen complaints when they cannot be resolved by the administration. Matters referred to the Board must be in writing, must include address, contact phone numbers, signature of the complainant, and should be specific in terms of the action desired.

After reading such complaints, and if more information which might challenge or question the good name or character of an individual is needed, the Board shall consider this in Executive Session. The Board will not consider or act on complaints that have not been explored at the appropriate administrative level or if the appropriate chain of command has not been attempted.

## **JURISDICTIONAL STATEMENT**

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

This handbook and school district policies, rules, and regulations are in effect while students are on school grounds, school district property or property within the jurisdiction of the school district; while on school-leased buses, school-owned vehicles, or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules, and regulations are in effect for twelve (12) months a year.

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

The school reserves and retains the right to modify, eliminate, or establish school district policies, rules and regulations as circumstances warrant, including those contained in the handbook.

## **DEFINITIONS**

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

## **TOBACCO FREE POLICY**

School district premises, including but not limited to; buildings, grounds, parking lots, personal vehicles while on grounds, athletic fields/stands, and dock areas, shall be off limits for all tobacco products. Tobacco products include, but are not limited to: cigarettes, cigars, pipes, and various smokeless tobacco products including chew and snuff. This requirement extends to employees, visitors, and students. The policy applies at all times; including school sponsored and non-school sponsored events. Persons failing to abide by this request shall be required to extinguish and/or dispose of the tobacco product or leave the school premises immediately. It shall be the responsibility of the administration to enforce the policy.

## **MCKINNEY-VENTO HOMELESS EDUCATION ACT**

Congress authorized this act in December 2001, as part of the No Child Left Behind Legislation. The purpose of the McKinney-Vento act is to remove barriers to education for homeless/transitional students and provide educational stability. Who is considered McKinney-Vento eligible? Any child who lacks fixed, regular and adequate nighttime residence is considered homeless, and includes those who are temporarily sharing housing with others due to loss of housing or economic hardship. It also includes children and youth, transitional housing programs and children in foster or temporary placements.

Chapter 33 of Iowa Administrative Code defines "Homeless child or youth" as a child or youth from the age of 3 years through 21 years who lacks a fixed, regular, and adequate nighttime residence and includes the following:

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

- accommodation for human beings;
3. A child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting; or
  4. A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs "1" through "3" above.

## SCHOOL FEES

Charge for Games	<u>Adults</u>	<u>Students</u>
Varsity Games	\$5.00	\$3.00
Junior Varsity	\$3.00	\$2.00
Middle School	\$3.00	\$2.00

Registration Fee: \$50.00 (Student Activity Card \$55.00 - optional)

There will be a \$10.00 usage/cleaning fee for band and chorus gowns and uniforms.

\$10.00 rental of any school instrument (not forgiven for free/reduced).

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 fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents/guardians or students who believe they may qualify for temporary financial hardship should contact the secretary for a waiver form. This waiver does not carry over from year to year and must be completed annually.





**POSITIVE BEHAVIOR**

**INTERVENTIONS AND SUPPORTS**

**PBIS  
HANDBOOK**

**Lamoni High School and Middle School  
2013-2014**

## **Mission Statement**

**The mission of Lamoni Community Schools is to work as a learning community to ensure that all students demonstrate high levels of academic achievement. Our school culture is focused on the shared commitment to practice self-control, respect ourselves, others, and property, implement safe choices, demonstrate responsibility, and excel in all we do. Through our collective efforts, in a caring environment, we will prepare students for a lifelong process of learning, which promotes the ability and motivation to contribute to a better world.**

### **PBIS at Lamoni Community Schools**

Lamoni High School and Middle School are dedicated to being a place of mutual respect. It is an expectation that students will follow directions whether given by administrators, teachers, substitutes, classified staff (including para-professionals) and any adult employed by the Lamoni Community School District. It is expected that students will conduct themselves in such a fashion that everyone will feel safe and free from harassment, both physical and emotional.

Lamoni High School and Middle School have implemented the PBIS (Positive Behavior Interventions Support) Program. The main focus of Positive Behavioral Interventions and Supports (PBIS) is to provide a clear system for all expected behaviors. While many faculty and students have assumptions of what is expected behavior, we cannot assume that everyone's beliefs are similar. Through PBIS, we will work to create and maintain a productive, safe environment in which ALL school community members have clear expectations and understandings of their role in the educational process.

Our school-wide Positive Incentive Program benefits ALL students who follow our school-wide expectations. PBIS focuses on positive behavior. Students are taught and rewarded for following the expectations in all areas of the school. Students must be problem solvers, act responsibly, work hard, and show respect in and out of the classroom.

The Behavioral Expectations will apply to students while on the school grounds, while going to or from school, during lunch, whether on or off the campus, during or while going to or from any school-sponsored activities, and during any other event related to school activities or attendance.

Respect and courtesy for persons and property is expected at all times. Where a specific penalty for violating a rule is not listed, the consequences assigned will be in proportion to the severity of the infraction.

## **PBIS - A General Overview**

School-wide Positive Behavior Interventions & Supports (PBIS) is a prevention model. It is based on the premise that all students can benefit from well-implemented, evidence-based practices for improving student behavior. School-wide PBIS provides a comprehensive framework that can be used by any school to design their own system of behavioral supports for all students. It also provides informed decision-making, based upon data analysis that guides the process of assessing student needs and providing additional levels of behavioral support to students in need.

### **Schools are discovering that PBIS:**

- helps to create a positive school climate
- addresses the behavioral needs of all students with proven, easy to implement strategies
- allows the school to create the “right fit” for them, so that practices are appropriate to the context and sustainable over time
- results in increased time for instruction and fewer disciplinary incidents
- is doable and does not have to overwhelm staff given the limited time and resources that schools are experiencing
- is affordable

Schools that implement school-wide systems of positive supports focus on taking a team-based system approach and teaching appropriate behavior to all students in the school. Schools that have been successful in building school-wide systems develop procedures to accomplish the following:

#### **1. Behavioral Expectations are Defined**

A small number of clearly defined behavioral expectations are defined in positive, simple rules.

#### **2. Behavioral Expectations are Taught**

The behavioral expectations are taught to all students in the building, and are taught in real contexts. Behavioral expectations are taught using the same teaching formats applied to other curricula.

#### **3. Appropriate Behaviors are Acknowledged**

Once appropriate behaviors have been defined and taught, they need to be acknowledged on a regular basis.

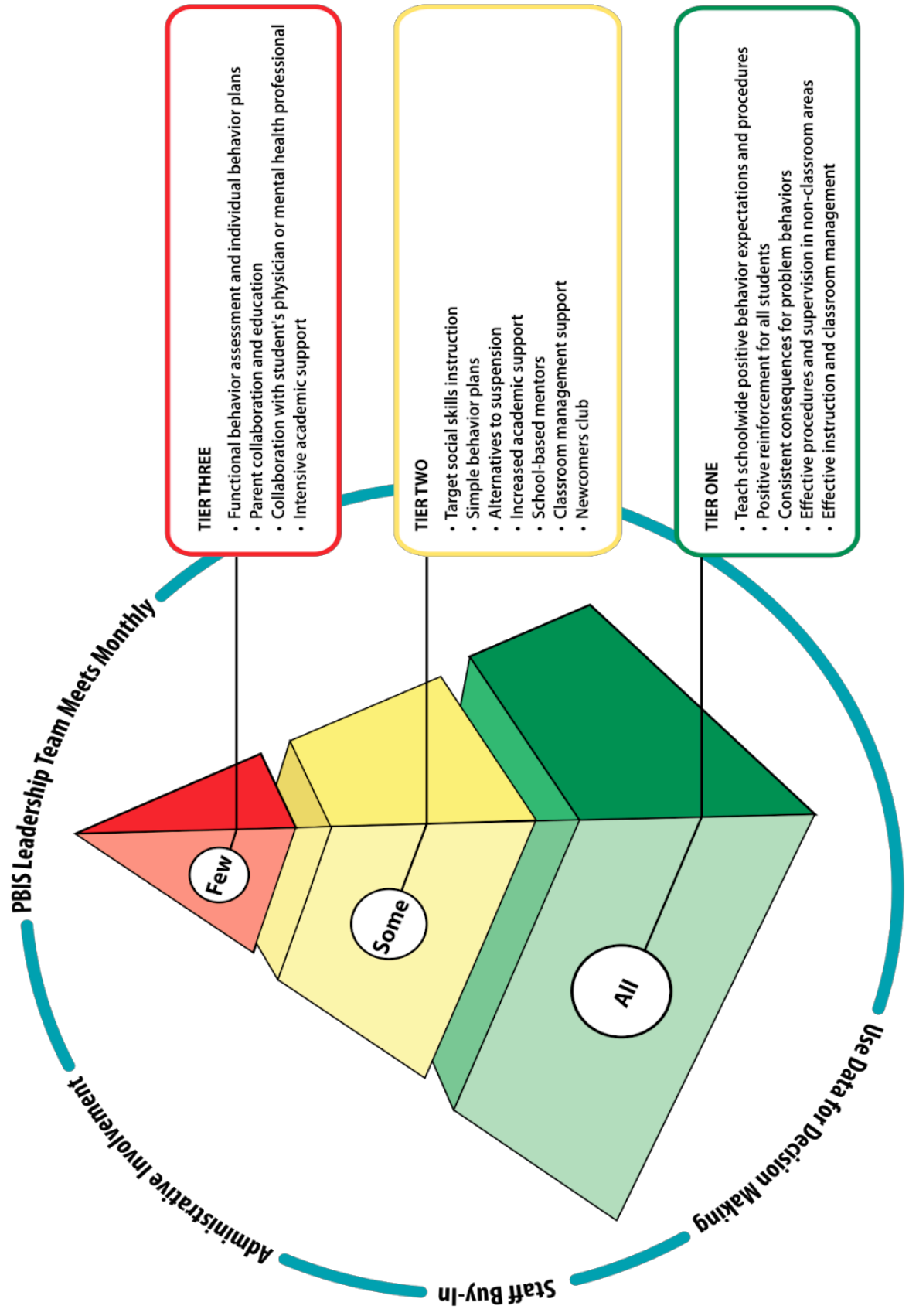
#### **4. Behavior Errors are Corrected Proactively**

When students violate behavioral expectations, clear procedures are needed for providing them with feedback, and preventing their unacceptable behavior from resulting in inadvertent rewards. Students, teachers, parents, and administrators all should be able to predict what will occur when behavioral errors are identified.

**Lamoni Community Schools  
PBIS Behavior Expectations Matrix**

	Hallway	Locker Room/Restrooms	Cafeteria	Parking Lot	School Events	Bus
<b>Practice self-control</b>	Walk  Talk in a quiet/conversational voice	Keep hands, feet, and objects to yourself  Be neat and not wasteful	Don't throw food!	Drive at an appropriate (slow) speed  Enter and exit the lot with caution	Keep hands, feet, and objects to yourself  Stay with group/chaperone/teacher	Keep objects and body parts inside the bus  Talk at an appropriate volume, with appropriate language
<b>Respect yourself, others, and property</b>	Respect others' personal space  Leave space for others to pass through the halls	Stay out of other people's lockers and leave others' property alone	Join the line in the order you arrive  Only take others' food with permission  Respect others' personal space in line and at the tables	Park in an orderly fashion so as not to block other students or the bus barn	Respect others' property  Be courteous and appreciative audience members	Be courteous when attempting to get the bus drivers' attention  Respect others' personal space and property
<b>Implement safe choices</b>	Keep hands, feet, and objects to yourself  Keep exits and classroom doorways clear	Refrain from horseplay and/or harassing activities	Clean up/alert staff if there is a spill  Prevent the spread of illness by not sharing utensils or partially eaten food	Drive defensively (be on the lookout for potential dangers)  Always yield to pedestrians, and when in doubt, yield to other vehicles	No horseplay  Follow teacher instructions at all times  Be aware of potential dangers	Walk carefully when entering/exiting bus  Stay seated until the bus is fully stopped  Keep aisles clear  Follow the bus drivers' instructions at all times
<b>Demonstrate responsibility</b>	Be where you're supposed to be, when you're supposed to be there	Keep your belongings locked in your own locker  Flush toilets after use  Phones, iPods, etc. are not allowed in locker rooms and restrooms Get your things home and cleaned in a timely manner	Take your own tray, food, utensils, and trash to the appropriate areas	Prevent your vehicle doors from hitting other vehicles  If any accident or damage occurs, report it to the appropriate individuals	Be where you're supposed to be, when you're supposed to be there  Wear clothes that are appropriate for the event	Clean up after yourself (property and trash)
<b>Excel in all you do</b>	Be prompt to your destination	Do your part to keep the locker room/restroom a safe and clean environment	Be welcoming and inclusive to others  Check the cafeteria for ways you can improve the area and assist the staff	Be courteous and patient with others	Leave area cleaner than you found it (leave no trace)  Maintain positive attitudes and words toward others	Be welcoming and inclusive to others  Show the bus driver appreciation  Leave the bus cleaner than you found it

# School-wide Positive Behavioral Interventions & Supports: Three-Tiered Model



## Lamoni High School/Middle School Student Code of Conduct

### PRACTICE SELF CONTROL

We will:

- Keep hands, feet, and objects to ourselves
- Talk at an appropriate volume, with appropriate language
- Establish and maintain an environment that is free from harassment, violence, and bullying

### RESPECT ALL

We will:

- Treat ourselves and others with dignity and respect
- Respect others' personal space and property
- Express needs in a respectful manner

### IMPLEMENT SAFE CHOICES

We will:

- Follow teacher instructions at all times
- Keep hands, feet, and objects to ourselves
- Be aware of surroundings and potential dangers.
- Report unsafe situations and conditions
- Refrain from horseplay and/or harassing activities

### DEMONSTRATE RESPONSIBILITY

We will:

- Be where we're supposed to be when we're supposed to be there
- Clean up after ourselves
- Be accountable for choices and actions and understand the consequences
- Complete and submit all work on time

### EXCEL IN ALL YOU DO

We will:

- Be prompt to our destination
- Do our part to keep the environment clean and safe
- Be welcoming and inclusive to others
- Be courteous and patient with others
- Maintain positive attitudes and words toward others
- Resolve conflict peacefully

Acknowledgements:

Materials in this presentation were modified from Paradise Unified School District, PBIS at Paradise High School.

## **SPECIAL EDUCATION**

The board recognizes all students have unique educational needs. The board will provide an appropriate education program and related services to students identified in need of special education. The special education services will be provided from birth until the appropriate education is completed, age twenty-one or in accordance with the law.

Students requiring special education ~~will~~ may attend regular education classes, participate in extracurricular activities and receive services in a regular education setting to the maximum extent possible. The appropriate education for each student will be written in the student's Individualized Education Program (IEP).

## **USE OF DIRECTORY INFORMATION**

According to FERPA (<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>), the information listed below may be released to the public on an as-needed basis. Families (or students who have reached majority age) with objections to the release of this information must make their objection in writing to the building principal prior to the 2<sup>nd</sup> day of school. The objection needs to be renewed annually.

NAME, ADDRESS, TELEPHONE LISTING, EMAIL ADDRESS, DATE AND PLACE OF BIRTH, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION.

## **USE OF STUDENT PHOTOS, WORK, OR VIDEO LIKENESS FOR DISTRICT PUBLICITY AND PUBLIC ACCESS PROGRAMMING**

The Lamoni School District (District) reserves the right to use student pictures or video likeness for the purpose of promotional material, District website, or public access television programming. Families (or students who have reached majority age) with objections to the release of this media must make their objection to the building principal in writing prior to the 2<sup>nd</sup> day of school. The objection needs to be renewed annually.

Media information may include, but not be limited to, a student's name, picture, work, voice, verbal statements, or portraits (video or still) to appear in school publicity or District publications, videos, or on the District's Web site. For example, pictures and articles about school activities may appear in local newspapers or District publications. These pictures and articles may or may not personally identify the student.

In instances where a student is substantially featured or highlighted in promotional

materials or public access television, the District will make notification and obtain permission from the parent/guardian.

## **BELL SCHEDULE**

- 1st period, 8:05 - 8:49
- 2nd period, 8:53 - 9:37
- 3rd period, 9:41 - 10:25
- 4th period, 10:29 - 11:14
- HS Lunch, 11:14 - 11:44
- 5th period, 11:47 - 12:31
- 6th period, 12:35 - 1:19
- 7th period, 1:23 - 2:07
- 8th period, 2:11 - 2:55

## **ABSENCE NOTIFICATION PROCEDURES**

It is expected that the parent/guardian notify the office of any student absences as soon as possible. This may be done via phone, 784-3351, or in writing. Notifications should be made the day before or no later than 10:00 a.m. on the day of the absence.

Parents/guardians may request a student's assignments or homework by calling the office.

When a student is inexplicably absent, the school makes every attempt to notify the parent/guardian in an expedient manner by any practical means (including, but not limited to, phone call, email or text message).

## **STUDENT ATTENDANCE POLICY/TRUANCY**

Attendance, punctuality, and preparedness are desirable employability traits and, as such, are expected from each student.

Families may track student attendance via the JMC online system available on the district website: <http://www.lamoni.k12.ia.us/jmc/index.html>

-Prior approval from the Principal or designee for any absence is preferred. The administration recognizes that extenuating circumstances do occur, but it is expected that the student or family take the initiative to communicate such to the Principal as soon as is practicable. Absences will be recorded as unexcused unless proper documentation is delivered to the office either before the absence or no later than 2 school days after the student's return to school.

Excused absences may include, but are not limited to, illness, family emergency, recognized religious observances, or participation in a school-sponsored event.



Families are allowed 5 excused absences per student per year (non-school related). A maximum of 5 excused absences per semester will be allowed for each daily class (i.e., classes meeting 5 days per week). A maximum of 2 excused absences will be allowed for each class meeting less than 5 days per week (i.e., desktop publishing, orchestra).

Unexcused absences include, but are not limited to, shopping, hunting, concerts, not being in the assigned classroom as shown on the schedule (whether the student is on campus or not), preparing for or participating in parties or other celebrations, being employed, and other absences not specifically noted but categorized as avoidable such as class, "skip days." The administration has the final call on determining whether an absence or tardy is excused or unexcused.

A maximum of 5 unexcused absences per semester will be allowed for each daily class (i.e., classes meeting 5 days per week). A maximum of 2 unexcused absences will be allowed for each class meeting less than 5 days per week (i.e., desktop publishing, orchestra).

Parents/guardians will be notified after the 2nd and each subsequent unexcused absence.

Students who reach the maximum number of unexcused absences will be denied credit for the semester and will be subject to administrative determination of reasonable credit alternatives within district resources or capabilities. The parents/guardians will be notified of the attendance status and may be required to appear before the Principal or Attendance Committee to account for the unexcused absences or extenuating circumstances.

Possible credit alternatives which are reasonable and within the resources of the district, as determined by the Principal or Attendance Committee, may include credit recovery via online resources, Saturday school, detention, extra class work or extra projects. Parents/guardians who may disagree with the Principal's determination for alternative credit may appeal the decision to the Superintendent.

An Attendance Committee is assembled by the Principal and is comprised of the requisite school personnel.

## **ACTIVITY ATTENDANCE/PARTICIPATION POLICY**

Activity participants are expected to be in school the entire day of a contest/competition and the entire day after such a contest/competition.

To participate in an athletic event or activity, the student must be in attendance for the afternoon (periods 5-8) of the event and the entire day after an event (unless administrative approval has been granted). Students who are unexcused absent the day after an away event are ineligible for the next event scheduled at the same level.

To participate in practice or rehearsals, the student must be in attendance for periods 5-8 on the day of the event (unless administrative approval has been granted).

This policy extends to weekend events for students who have an unexcused absence on Friday or the last day of the week.

Students who are serving an in-school suspension cannot practice or participate in events on the day of the suspension unless the Principal has granted approval. Student who receive an out-of-school suspension are ineligible for practice or participation from events for a period of one week for each day of the suspension.

## **ADMISSION TO YOUR CLASSES AFTER AN ABSENCE**

Students will report to their regular class after an absence. Students must make arrangements with their teachers concerning his/her assignments and when they are to be completed (refer to make-up work section in this handbook). Students do not need to report to the office after absences if parent contact has been made. If parents/guardians do not contact the office about an absence, the teachers will be notified that the absence is unexcused.

## **TARDINESS**

Punctuality is a desired employability trait, and as such, developing strong attendance habits is important.

A student will be considered unexcused tardy if they are not in their assigned place and ready to learn when the bell rings for the start of class or study hall. The tardy will convert to an unexcused absence if the student has not arrived within 5 minutes after the start of class. It is the student's responsibility to account for any time absent from class. Determination of excused or unexcused tardy or absent status is at the discretion of the classroom teacher or Principal.

Students are allowed one unexcused tardy per class per semester.

Consequences for unexcused tardies:

- 1) 2nd tardy = 1 lunch or after school detention to be served the same or following school day, parent/families notified via phone, email or letter.
- 2) 3rd tardy= 2 lunch or after school detentions to be served on consecutive days starting the same or next school day, parent/families notified via phone, email or letter.
- 3) 4th and subsequent tardy occurrences= In-school suspension to be served on the next school day; student/parent referred to attendance committee for determination of enrollment status.

Lunch detention will be served in an isolated area with teacher or administrative supervision.

## **LEAVING SCHOOL DURING ATTENDANCE HOURS**

Students must sign in and out of the office when leaving the school grounds for any reason and have the appropriate permission to be excused. Any student who leaves school grounds during the day without the appropriate permission will be recorded as truant and be subject to disciplinary action. The Principal may also notify law enforcement when necessary in case of unauthorized absence from school.

## **HOMEWORK POLICY**

It is the student's responsibility to tend to homework or assignments in a timely fashion.

Students will be allowed two school days to turn in missed assignments for an excused absence with a total of no more than six school days for an extended absence. Parents/guardians may request homework for students with extended absences.

Absences for family vacations taken during school days must have prior approval from the building principal to be considered excused. All assignments are due either the day the student returns to school or before the student leaves for the approved absence.

For a school-sponsored activity or event (i.e. field trip, contests, service project, etc.), a permission form will be given to each student by the coach or sponsor at least three school days prior to the activity. Students will notify teachers with the permission slip for the purpose of obtaining assignments or homework. Any work or assignments are due upon return to class unless other arrangements have been made with the teacher.

## **CLASS STATUS BY CREDIT HOURS**

All current 9th graders must have at least 12 credits to advance to the 10th grade year, all current 10th graders must have at least 24 credits to advance to the 11th grade year, and all current 11th graders must have at least 36 credits to advance to the 12th grade year.

## **GRADUATION**

The Lamoni Board of Education requires certain courses for graduation (i.e., Child Development, Relationships, Desktop Publishing, etc). A student's program of study is tailored to best fit the needs of each student through a collaborative planning effort involving the student, family, and high school staff.

A one-credit class meets five days a week, one period per day. Classes meeting less than five periods per week are credited proportionately. Online, dual enrollment or other classes are credited at the discretion of the Counselor or Principal.

## GRADUATION REQUIREMENTS

A total of 50 credits are required in order to graduate from Lamoni High School.

<u>Academic Area</u>	<u>Requirements</u>	<u>Grades</u>
English	English I (2)-----	9
	English II (2)-----	10
	Reading 10 (1)-----	10
	English III (2)-----	11
	Elective (2)-----	9/10/11/12
Social Studies	U.S. History (2)-----	9
	World Geography(2)-----	10
	Government(1)-----	11/12
	Economics (1)-----	11/12
Math	Elective (6)-----	9/10/11/12
Science	Physical Science (2)-----	9
	Biology (2)-----	10
	Elective (2)-----	11/12
Practical Arts	Physical Education (4)-----	9/10/11/12
	Health (1)-----	9
	Child Development (1)-----	11/12
	Relationships (1)-----	11/12
	Computer App or Desktop Pub (2)-----	9/10/11/12
Fine Arts	Elective (4)-----	9/10/11/12
Elective	Elective (10)	

TOTAL CREDITS= 50

Students who are in good standing and who meet the graduation requirements set by the board are allowed to participate in the graduation ceremony. It is possible that students who are under disciplinary sanctions at the time of the graduation ceremony will not be allowed to participate. Students are not required to participate in the graduation ceremony.

## **STUDENT CURRICULUM PLAN**

Each student will complete a high school curriculum plan (I Have a Plan) with the Counselor. The plan will include assessment results, student interest survey, academic strengths, areas of concern and a career survey.

## **CREDIT RECOVERY**

A Credit Recovery Program is available for students who are behind on credits. If you are interested in the credit recovery program please see the Counselor. Participation is limited and is at the discretion of the Counselor or Principal.

## **EARLY GRADUATION**

Early graduation is available to a select few number of students who meet strict guidelines. As the high school experience is planned as a four-year program, this is not encouraged by the Board of Education.

### **Junior Year (no earlier than the Sixth Semester, approximately 30 credits)**

1. The student must complete an "Application for Early Graduation" with the Counselor prior to the end of the fall semester of the junior year. The Principal will rule on the application after consulting with the Counselor, student and/or family.
2. The student will be a member of the junior class and will be afforded all rights and privileges associated with the junior class.
3. The student's picture will appear in the junior class section of the yearbook.
4. The student must have the counselor approve their credits and then successfully complete the credits.
5. The student may participate in the graduation ceremony, complete with cap and gown, and presentation of diploma.
6. The student may purchase announcements.
7. The student will be considered an alumnus upon completion of credits.

### **Mid-Senior Year (at least the Seventh Semester, approximately 42 credits)**

1. The student will be an active member of the senior class until after seventh semester exams.
2. The student must complete an "Application for Early Graduation" with the Counselor prior to the end of the first quarter of the senior year. The Principal will rule on the application after consulting with the Counselor, student and/or family. The application process will include an examination of credit status for determination of early graduation eligibility.
3. The student will be eligible for the junior-Senior prom and the senior trip.
4. The student's picture will appear on the senior class composite and in the senior class section of the yearbook.
5. The student may participate in the graduation ceremony, complete with cap and gown, and presentation of diploma.
6. The student may purchase announcements.

## GRADING SCALE AND GRADING PERIODS

The following scale will be used for grade determination:

- A, 90% - 100%
- B, 89% - 80%
- C, 79% - 70%
- D, 69% - 60%
- F, 59%-0%

There will be eight grading periods during the school year. Grades are issued at the mid-term and the end of each of the four quarters (check the district website, District Activity Calendar for specific dates). A semester grade with credit will be given at the end of each semester or at the end of the year for classes meeting less than 5 days a week.

The grade given at the end of the semester is the grade that will be recorded on the permanent record. Grades earned will reflect the student's performance during the school year. To earn credit in any course, a student is obligated to fulfill the course requirements for a semester as established by the teacher.

Grades in all classes count toward graduation, eligibility, honor roll, class rank (which is based on percentage average) and grade point average (with the exception of physical education grades counting towards graduation and eligibility but not class rank or grade point average).

Class rank is based on a percentage score average of all semester grades. Classes receiving 1/2 credit are weighted accordingly. Each student's updated percentage and resulting rank in class will be available in the counselor's office following each semester.

### **P.E. CLASS/Grades**

P.E. grades are based upon a combination of participation, attendance, dress, and academic work. A daily participation/dress out grade of 10 points will be given each day.

Dress Code: tennis shoes (not street shoes), shorts or sweats, shirts (no cut offs), and socks

Students will be allowed one "no dress" day per semester without penalty. Additional "no dress" days will be counted the same as unexcused absences. Students who choose not to dress will walk laps during PE class time and may be required, at the discretion of the PE teacher, to do additional makeup time outside of the school day.

#### A. Excused Absences (including, but not limited to):

- Illness as verified by parent/guardian or doctor

- School approved activities/field trips
- Properly documented medical appointments (documents must be presented to the teacher or the office in a timely fashion, usually upon return to school or within two school days of the absence)
- Death in family
- Administrative (Principal or PE Teacher)

B. Excused Absences may be made up by choosing one of the following options **as approved by the P.E. teacher**:

- Physical activity for 30 minutes in the gym or elsewhere (i.e., walking, running, swimming, biking, etc.).
- Participating in another P.E. class during study hall or outside of the school day (students are not excused from regular class for the purpose of making up PE time).
- Writing a report on a P.E. related topic. The paper will be a minimum of three pages in length, can be printed or handwritten, and must contain at least three sources and a bibliography.

Students have five school days to complete the approved make up activity. Excused absences do not have to be made up, but if the student chooses not to do so there will be a 10% loss of grade (similar to when a student does not complete missed homework or assignments for an academic class).

Under certain circumstances (i.e., administrative action, medical situation, extended absence, individual education plan, etc.), an additional five days may be granted (10 school days maximum) for makeup time. In extreme cases, a makeup waiver may be granted by the PE teacher or building principal.

C. Unexcused Absences:

1. Skipping class
2. Getting kicked out of class
3. Three unexcused tardies in a quarter equal one unexcused tardy

Students are not allowed to make up unexcused absences. There will be an automatic 10% grade reduction.

### **Reminders:**

- All students must dress out for P.E. on the day of a contest or game unless excused by the teacher.
- Students cannot wear hats or head bands of any kind during P.E. based on school regulations.

## **REPORT CARDS/MID-TERM REPORTS**

Report cards are issued as soon as possible after the completion of each quarter based on the time it takes to grade finals, enter the scores into the JMC system and print/mail the cards. Mid-term reports are issued at the mid-point of each quarter as noted on the District Activity Calendar. Students and families may also monitor grades via the JMC Online system.

## **INCOMPLETE GRADES**

A teacher or the building principal may issue a grade of “incomplete” based on singular circumstances (i.e., extended illness, family emergency, pre-arranged situations with the teacher, unforeseen acts). Students must complete the unfinished assignments or tests within an amount of time prescribed by the teacher, counselor, or building principal (usually within 10 school days of issuance of the incomplete grade). Failure to rectify incomplete grades within the prescribed time will result in a grade of “0%” for the grading period.

## **PARENT-TEACHER CONFERENCES**

Parent-Teacher Conferences are scheduled once during each semester (see the District Activity Calendar on the school website for times and dates). Parents/guardians and students are encouraged to communicate with the teachers as necessary for grade concerns and academic progress.

## **ACADEMIC HONOR ROLL**

Honor rolls are compiled at end of each quarter and semester. There are three honor rolls:

1. Gold Honor Roll- students earning an “A” in all courses for the quarter or semester
2. Silver Honor Roll- students earning a quarter or semester grade point average between 3.500 and 3.999
3. Bronze Honor- students earning a quarter or semester grade point average between 3.000 and 3.499.

CPI (home-schooled) students are not eligible for honor roll.

The honor roll will be posted in the high school, in the local paper and reported to the Lamoni Board of Education.

## **SENIOR YEAR PLUS**

Senior Year Plus provides Lamoni students with the opportunity to take classes for dual (high school and college) credit or college credit.



Senior Year Plus programs include:

- Concurrent Enrollment options (dual credit)
- Advanced Placement classes
- Online or ICN classes
- Career Academy classes
- Post-Secondary Enrollment Option (PSEO)
- Courses offered through Graceland University, Southwestern Community College, North Central Career Center (Bethany, Missouri) or other accredited post-secondary institution offerings

Students interested in dual or college credit possibilities need to see the guidance counselor.

### **POST-SECONDARY OPTIONS (PSEO)**

In an effort to promote rigorous academic or vocational pursuits, the Lamoni Community School District endeavors to provide a wide variety of options for students in grades 11-12 or TAG students in grades 9-10 in the form of enrollment in non-sectarian courses from accredited post-secondary institutions (community college, trade school, private or state colleges and universities).

Students interested in a PSEO option must be proficient in reading, math, and science as demonstrated by their latest Iowa Assessment scores. Students who are not proficient may petition the Board of Education for an alternative but equivalent performance measure as an exception to proficiency in Iowa Assessment scores. This may be initiated by seeing the Counselor.

Students (and a parent/guardian of minor students) wishing to enroll in a PSEO will complete a registration form with the counselor. Students who fail or do not complete a PSEO are responsible for reimbursing the Lamoni Community School District for all costs of the course. The school district may waive the cost of the course for students who fail the course for reasons beyond their control, including, but not limited to, the student's incapacity, death in the family, or a move to another school district.

### **ACTIVITY ELIGIBILITY**

Students who participate in activities should strive for upstanding character and conduct at all times. Activity participants serve as role models to the student body and Lamoni community. Any participant whose habit and conduct during the school year and during the summer are not consistent with the ideals, principles, and standards of the Lamoni Community School District, shall be declared ineligible as determined by the building principal or athletic director.

Academic requirements for activity participants:

1. Participant must be enrolled in classes and maintain good standing at a school that

- is a member in good standing of the sanctioning or sponsoring organization.
2. Participant must be age 19 or younger.
  3. Participant must be passing all classes and be making adequate progress toward graduation requirements at the end of each grading period "Grading period" shall mean the period of time at the end of which a student in grades 9 through 12 receives a final grade and course credit is awarded for passing grades.
  4. If not passing all courses at the end of a final grading period, student is ineligible for a period of 30 consecutive calendar days from the first play date in the interscholastic athletic event in which the student is a contestant.
  5. Students with incompletes are ineligible until the incomplete work has been made up and a passing grade is given.
  6. FFA members shall maintain a 70% average in order to remain eligible.

### **OPEN CAMPUS PRIVILEGE**

Students of sophomore, junior or senior standing may earn the open campus privilege during study hall time by meeting the guidelines listed below. Freshmen are not eligible for open campus and must report to study hall.

Students who have earned the open campus privilege may leave school grounds during study hall. **Students must sign the attendance log in the office before leaving and upon returning to campus.** Students who remain in the building during open campus must be in the cafeteria or with a teacher who accepts responsibility for the student during said time. Students who leave campus are expected to conduct themselves in a safe and responsible manner.

Open Campus guidelines:

- Open Campus is an earned privilege. Students are expected to handle the privilege responsibly and without disruption to the normal flow of the school day. When necessary, or for cause (i.e., disruption, tardiness, absences), the Principal may summarily revoke the open campus privilege for any duration.
- Students must maintain a grade of at least 80% in all classes per grading period. Eligibility for open campus is determined when mid-term and quarter grades are posted to JMC. The eligibility list will be posted on high school bulletin boards. If a student does not maintain grades, Open Campus privilege will be lost for the remainder of the grading period.
- If a student receives a detention, open campus privilege may be revoked for the remainder of the grading term (or other duration as determined by the Principal).
- If a student loses open campus, they will report to their scheduled class or study hall time until eligibility is regained.
- Any student who violates the Good Conduct Policy will automatically lose open

campus privileges for the remainder of the semester or other time as determined by the Principal.

- Students choosing to go off campus must be mindful of their behavior and respectful to the community.

During semester testing (usually the last 2 days of each semester) all students in grades 9-12 are given open campus privilege. Students may leave campus when they are done testing or not scheduled for a test on the semester test schedule.

## **NATIONAL HONOR SOCIETY MEMBERSHIP**

Membership in the local chapter of the National Honor Society is based on outstanding scholarship, character leadership and service. To be eligible for membership, the student must be a member of the sophomore or junior class. Students must have been in attendance at the school the equivalent of one semester. The student must have a cumulative scholastic average of at least 90%.

After the first semester of each year, the high school counselor determines the list of students who are academically eligible for membership. These students' names are then given to all members of the high school faculty for character evaluation. The teachers are asked the following questions about each of the eligible students:

1. The student takes criticism willingly and accepts recommendations graciously.
2. The student is cheerful, friendly and poised.
3. The student upholds principles of morality and ethics.
4. The student cooperates by complying with school regulations regarding property, programs, office, halls etc.
5. The student demonstrates high standards of honesty and reliability.
6. The student shows courtesy, concern and respect for others.
7. The student observes instructions and rules, punctuality and faithfulness in obligations both inside and outside of the classroom.
8. The student has powers of concentration and sustained attention as shown by perseverance and application to studies.
9. The student manifests truthfulness in acknowledging obedience of rules avoiding cheating in written work and showing unwillingness to profit by the mistakes of others.

The students who have 90% or better scores on their character evaluation are then asked, in writing, to apply for membership in the Lamoni Chapter of National Honor Society. The application requests information about the student's involvement in co-curricular activities, leadership positions, service projects, work experience, recognition and awards. Filling out an application does not guarantee membership. A faculty committee of 5 teachers, chosen by the high school principal, meet to review the applications. Only strong applications in the area of leadership and service are accepted. The high school principal and the faculty advisor for NHS are not allowed to vote on the students' applications. The final decision rests with the faculty committee.

A copy of the complete constitution for the Lamoni Chapter of the National Honor Society can be found in the Principal's office.

## **TALENTED AND GIFTED PROGRAM (TAG)**

In its attempt to meet the educational needs of each student, Lamoni Community Schools believes that every student is entitled to an educational program that meets his/her learning needs. Because of this mission, Lamoni supports the following core beliefs in relation to gifted education:

- Students who exhibit exceptional academic skills are entitled to an educational program that meets their learning needs.
- Educational learning opportunities should be designed to meet the unique educational needs of talented and gifted students.
- The district will provide specially designed instruction and activities through cooperative efforts of the TAG teacher and general education teachers.

Screenings for TAG services occur in the spring for the following year or at the discretion of the building administrator or superintendent. Request for TAG screenings are made to the district TAG teacher.

## **SCHOOL RESPONSIBILITY**

The personnel of Lamoni High School feel a strong responsibility for all students. Therefore, rules and regulations will be established to guide students' conduct and to maintain an orderly and efficient school operation. Through these regulations, the individuals' rights and responsibilities will be maintained. Students may appeal any decision made by the high school principal to the superintendent. Decisions of the superintendent may be appealed to the school board. School board decisions may be appealed to the Iowa Department of Education and/or civil court.

## **STUDENT'S RESPONSIBILITY**

The school and community must work together to provide the best intellectual, emotional, and physical environment possible. In order to maintain this environment, students must practice good citizenship.

Students are expected to behave in such a manner that they do not disrupt the educational process, either for themselves or for others. When students abuse their freedoms and/or responsibilities by failing classes, creating discipline problems or having poor attendance, it becomes necessary to withdraw their freedoms and privileges in order to maintain the best possible environment for the majority of the students. In most disciplinary cases involving rule violations, a report of the violation is written and a copy sent to the parents or guardian of the student. The counselor will be informed of the violation so that the counselor can work with the student for a positive change in the students' attitudes.

## **STUDENT RESPONSIBILITY GOALS**

The student will exhibit the following traits:

1. Show respect for the rights and property of others.
2. Show respect for school property.
3. Exercise quiet and orderly behavior.
4. Show courtesy to all persons.
5. Be prompt at all times.
6. Maintain regular attendance.
7. Adhere to state laws relative to tobacco, alcohol, and controlled substances.

## **STUDENT LOCKERS**

Student lockers are the property of the school district. Students shall use the lockers and desks assigned to them for storing their school materials and personal items necessary for attendance at school. It shall be the responsibility of each student to keep the student's assigned locker and desk clean and undamaged. The expenses to repair damage done to a student's locker and desk will be charged to the student.

Although school lockers, desks and other spaces are temporarily assigned to individual students, they remain the property of the school district at all times and there is no expectation of student privacy. The school district has a reasonable and valid interest in ensuring that lockers, desks and other spaces are properly maintained. For this reason, lockers, desks and other spaces are subject to unannounced inspections by school officials. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

The contents of a student's locker, desk or other space (coat, backpack, purse, etc.) may be searched when a school official has a reasonable suspicion that the contents contain illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches will be conducted in a manner reasonable in scope to maintain order and discipline in the school and will promote the educational environment and protect the safety and welfare of students, employees and visitors in the school district facilities.

## **STUDENT DRESS CODE**

It is expected that all students will come to school appropriately dressed. It is our belief that clothes and personal attire directly influence a student's behavior and attitude. Our major objective is to provide the best education possible with the facilities, faculty, and resources available to us. Appearing and dressing in good taste for the job at hand will improve the learning atmosphere. The only impression most observers have of our school is our personal behavior and appearance. Articles of clothing not in good taste or appropriate for promoting a healthy society include:

1. Clothing having vulgar or suggestive language and/or gestures;

2. Clothing that advertises alcohol, tobacco or anything representing the drug culture;
3. Clothing that does not appropriately cover the body causing health or injury concerns or detracts from the learning process;
4. Students will not wear hats in the school building between the hours of 7:00 am - 4:00 pm;
5. Shorts should reach to the middle of the thigh or be at least to the fingertips of the student when they stand with their hands at their sides;
6. Tops need to cover the midriff. (The belly button cannot show.) Halter tops, muscle t-shirts or a t-back shirt are not permitted. All straps on shirts must be at least an inch wide on both shoulders. Every top should have two shoulder straps;
7. No chains can be worn on clothing;
8. No known gang symbols.
9. All holes in pants must be at least below the mid thigh;
10. All pants must remain at waist level.

Students having inappropriate clothing will be required to change or will be sent home to change the inappropriate clothing. Repeat offenders will be disciplined.

### **RULES OF CLASSROOM CONDUCT**

The following are rules for classroom and hallway behavior:

1. passing periods - go directly to class without loitering;
2. be at your assigned place in the classroom when the bell rings;
3. report for all classes with books, paper, sharpened pencil and other necessary equipment;
4. students will remain in place until teacher dismissal (not the bell);
5. all assigned work will be completed properly and on time;
6. horseplay and physical contact are not allowed;
7. excuses from class obtained only from the principal's office;
8. projectiles are dangerous, therefore, students are not to throw anything at any time in any classroom;
9. no running in the buildings;
10. disrespect in any form will not be tolerated;
11. vulgar or profane language or gestures are not acceptable;
12. students are not to show inappropriate displays of affection; and
13. stealing cannot be tolerated in a school, including theft from students, faculty or staff, or of school property.

### **PHILOSOPHY OF STUDENT BEHAVIOR**

Good discipline originates in the home. The parent/guardian is the first teacher of the child. It is the parent's obligation, by teaching and by example, to develop in his or her children good habits of behavior as well as proper attitudes toward school. The home and school must work together to achieve the ultimate goal of educating a child to become a mature person capable of self-control. The Lamoni Community School

District expects parents/guardians of students to recognize their responsibilities and to cooperate with the school in implementing effective discipline.

School procedures necessary for achievement of the maximum educational benefits must be carried out. The carrying out of such school procedures is a joint responsibility of the School Board Members, its faculty and staff, the students and their parents.

The dignity of the student should be protected with proper consideration for each individual's sex, race, color, creed, and physical and intellectual characteristics. Students will be expected to conduct themselves in keeping with their level of maturity. The dignity of the faculty, as individuals, and the respect for the faculty in their professional capacity is an important part of the school system and should be protected. Mutual respect for both student and faculty should be the basis for carrying out school procedures.

Members of the faculty will have the authority necessary to carry out such school procedures, including the use of reasonable physical force to prevent and to stop any act of interference with the scholarly disciplined atmosphere of the school and school environment.

### **DUE PROCESS**

Before a student is subject to disciplinary action, the following minimum steps of due process must be offered to the student.

1. The student must have been informed of the conduct that is expected or prohibited.
2. Prior to disciplinary action a meeting with the administrator will be held with the student at which time notice is given as to what he or she is accused of doing.
3. An opportunity should be given during the meeting for the student to present his or her side of the story.
4. The administrator must make the decision relating to disciplinary action based upon the incidents that have been appraised from the knowledge gained.

### **DUAL ENROLLMENT STUDENTS**

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

### **ACADEMIC DISHONESTY/CHEATING/PLAGIARISM**

Cheating is defined as the intention or action of being deceitful or dishonest, or submitting the work of another without proper citation. Cheating in any form will not be tolerated.

1st violation: Student earns a “0%” on the test or assignment and parent/guardian notification.

2nd violation: Student will earn a “0%” for the test or assignment, student will be issued an out-of-school suspension and parent/guardian will be notified

3rd violation: Student will be removed from the class, earn a “0%” for the semester, and be referred to the Principal or Attendance Committee for further action (i.e., credit recovery, academic assistance, expulsion, out-of-school suspension).

## **PLAGIARISM**

Adapted from the North Hunterdon High School handbook;

<http://www.nhvweb.net/nhhs/english/cheatingplagiarismpolicy.htm>

**Rationale:** Plagiarism demonstrates a lack of integrity and character that is inconsistent with the goals and values of Lamoni Community Schools. Excellent written expression of well-formulated ideas is a fundamental skill for academic and career success. Plagiarism interferes with the assessment and feedback process that is necessary in order to promote academic growth. Plagiarism defrauds the instructor with a false view of a student’s strengths and weaknesses. It may prevent further instruction in areas of weakness and delay the student in reaching his or her potential.

Plagiarism includes (but is not limited to):

- Taking another student’s assignment or portion of an assignment and submitting it as one’s own
- Submitting material written by someone else or rephrasing the ideas of another without giving the author’s name or source
- Presenting the work of tutors, parents, siblings, or friends as one’s own
- Submitting purchased papers as one’s own
- Submitting papers from the Internet written by someone else as one’s own
- Supporting plagiarism by providing work to others, whether it is believed it will be copied or not

## **Cheating**

**Rationale:** Cheating demonstrates a lack of integrity and character that is inconsistent with the goals and values of Lamoni Community Schools.

Education is based on learning specific skills, forming lifelong work habits, and developing mature coping skills according to each student’s unique abilities. Stress propels students to make unethical choices. When students choose to cheat, it may be a symptom of more serious problems such as inappropriate class placement, over-commitment to extra-curricular activities, and/or academic desperation. The compromise of their values through cheating may lead to loss of self-esteem, as the



students are often painfully aware of their shortcomings and fight a tiring battle to preserve their images at the cost of their ethics. True self-esteem is based on competence. Cheating robs students of their opportunity to become competent. Assignments should be considered individual unless the instructor states otherwise.

Cheating includes (but is not limited to):

- copying, faxing, emailing, or in any way duplicating assignments that are turned in, wholly or in part, as original work,
- exchanging assignments with other students, either handwritten or computer generated, whether it is believed they will be copied or not
- using any form of memory aid during tests or quizzes without the expressed permission of the instructor
- use of a computer or other means to translate an assignment from one language into another language and submitting it as an original translation
- giving or receiving answers during tests or quizzes (it is the student's responsibility to secure his or her papers so other students will not have the opportunity or the temptation to plagiarize)
- taking credit for group work when the student has not contributed an equal or appropriate share toward the final result
- accessing a test or quiz for the purpose of determining the questions in advance of its administration.
- using summaries/commentaries (Cliffs Notes, Spark Notes, etc.) in lieu of reading the assigned materials.

Alternatives to cheating and plagiarism:

No student needs to cheat or plagiarize. Lamoni Community Schools provide numerous support services for students to help them achieve success honorably. Students advocating for themselves and seeking appropriate help will not need to cheat or plagiarize.

The following behaviors promote true student achievement:

1.	Be prepared. Try to keep to a realistic schedule balancing academic obligations and one's social and personal life.
2.	Make certain that you understand your assignments and the grading assessment that will be used. If you have questions about an assignment or an assessment, talk to your instructor. Do not rely solely upon a classmate for clarification.
3.	If you study for a test with a classmate, make sure that you do not sit near each other during the test since your responses (and errors) may be similar.
4.	Do not read or scan someone else's paper before writing your own.

	Some of the ideas in the other person's paper may be ideas that you would have used, but you will now need to credit the person whose paper you read for those ideas.
5.	Use all avenues of support available to you. For help needed beyond the classroom, see your instructor, other instructors in the department, a peer tutor, or a parent or other adult who is well versed in the subject.
6.	Assignments should be considered individual unless the instructor states otherwise.
7.	Be organized. Having class notes in an orderly, easily accessible format will save time and anxiety when studying for a test or writing a paper.
8.	Keep current with assignments. If you need to read an entire novel the evening before a test or before a paper is due on that novel, your performance on either will suffer.
9.	If, for whatever reason, you choose to use another's ideas or solutions, cite that person as a source on your paper or project.
10.	Know what constitutes cheating, including all the variations of plagiarism.

The role of parental support in their children's achievement and ethical development:

Parental support of academic achievement and ethical development is fundamental to students' long-term success. The following behaviors will assist parents in promoting true student achievement:

1.	Teachers are available for extra help after school, and resource centers are open all day for individual assistance. In addition, peer tutors are available when extra help is needed. Encourage their use.
2.	Assess your child's abilities realistically. Help her/him to choose courses in which she/he will be successful and challenged without undue stress.
3.	Don't push children beyond their limits with your expectations or aspirations. Many times students make bad decisions because the pressure to excel is greater than their ability to meet the expectations.
4.	If you suspect your child is experiencing difficulty in a class, please contact the teacher. The sooner the problem is identified, the sooner steps can be taken to alleviate it.

5.	If your child is caught cheating and you are called, please remember that this is a learning experience; help your child to accept the consequences for his/her inappropriate actions.
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**Consequences:**

1st violation: Student earns a “0%” on the test or assignment and parent/guardian notification.

2nd violation: Student will earn a “0%” for the test or assignment, student will be issued an out-of-school suspension and parent/guardian will be notified

3rd violation: Student will be removed from the class, earn a “0%” for the semester, and be referred to the Principal or Attendance Committee for further action (i.e., credit recovery, academic assistance, expulsion, out-of-school suspension).

**DETENTIONS**

Students may be kept after school for the completion of unfinished work or for disciplinary reasons. Students will be given two school days to serve the detention. The school is not responsible for transportation, it is the parent’s responsibility. Failure to report for the detention will result in additional disciplinary action. Skipping a detention results in the detention being doubled, and if the student skips the doubled-timed detention, he/she will serve a one day out-of-school suspension.

**SERIOUS RULE INFRACTIONS**

Parents/guardians will be notified of serious infractions and the consequences as soon as possible.

**Selling or Distributing Alcohol or Illicit Drugs**

Any student who sells or distributes alcohol, illegal or prescription drugs on school property-including school buildings grounds, on school transportation vehicles, or at any school activities, home or away--shall be subject to disciplinary action as follows:

First and all subsequent offenses - The student will be suspended out-of-school and possibly referred to the board of education for review and disciplinary action, including possible expulsion. The student will be reported to the local police authorities.

**Drugs, Alcohol, and Tobacco**

Any student who uses or has possession of alcohol, tobacco or illegal drugs in violation of the school district’s medicine policy, or who shows evidence of being intoxicated or of being under the influence of illegal or unauthorized drugs on school property-including school building grounds, on school transportation vehicles, or at any school activity,

home or away-will be subject to disciplinary action as follows:

First and all subsequent offenses - The student shall be suspended out-of-school (duration to be determined by the principal), parents/guardians will be notified, and the student may be referred to the board of education for additional disciplinary action.

### **Fighting**

An out-of-school suspension of up to ten (10) days may be given to students involved in fighting on school property - including school building grounds, at school activities, home or away, or on school transportation vehicles.

### **Stealing**

Any student who steals on school property - including school building grounds, on school transportation vehicles, or at any school activity, home or away - will be subject to disciplinary action as follows:

First offense-The student will be suspended from one to three days. Parents/guardians will be notified.

Second offense-The student may be suspended out-of-school, parents/guardians will be notified, and the student may be referred to the board of education for disciplinary action.

### **Insubordination**

Insubordination is defined as refusal to obey a school rule, regulation or request of a teacher or school official. Detentions or an out-of-school suspension of up to ten (10) days may be given to a student for any act of insubordination based on the seriousness of the infraction. Parents will also be notified. It should be noted that any behavior (an example would be profanity) that infringes upon the rights and privileges of others or disrupts the educational environment is intolerable.

### **Vandalism**

Any student who vandalizes school property, including school buildings, school grounds, or school transportation vehicles, will be subject to disciplinary action as follows:

First offense-The student shall serve from one to three days out-of-school suspension, parents/guardians will be notified, and the student and/or parents/guardians will pay for the damages.

Second offense-The student shall serve a three-day out-of-school suspension, a conference with parents/guardians will be held, local police will be notified, and the

student and/or parents/guardians will pay for the damages. For any offense, the student and/or parents/guardians will be liable for all damages as determined by the state law and the school administration.

### **Gross Violations/Repeated Offenders**

Gross violations will be dealt with in a manner consistent with the practices and procedures of the Lamoni Community Schools. Up to ten (10) days of out-of-school suspension may be assessed or the student may be expelled depending upon the seriousness of the offense. Law enforcement officials may be notified.

### **Administrative Action Concerning Probation, Suspension, Expulsion or Probation**

Probation is the conditional attendance for a period of not more than one semester imposed by the principal for violation of school rules. Violation of probation will result in more severe penalties such as expulsion. Any student on probation will not be eligible for open campus.

### **In-School Suspension**

An in-school suspension is the removal of the student from the classroom and hallway environment for a designated period of time for a violation of school rules. Students will be allowed to make-up class work. Students will **not** be allowed to participate in an extracurricular activity until the suspension has been served. Once the student has served their in-school suspension, the student is eligible to practice and participate. This will include athletic contests and concerts not deemed as curricular, as well as other non-curricular school events (FFA, Student Council, etc.).

### **Out-Of-School Suspension**

Suspension is the removal of the student from the school environment for a designated period of time (up to 10 days) for a violation of school rules. Students will be allowed to make-up class work. Students will not be allowed to participate in any school activities during the day or length of suspension. The student will also forfeit their opportunity to participate in extracurricular events for one week for each day of suspension. This will include athletic contests and concerts not deemed as curricular, as well as other non-curricular school events (FFA, Student Council, etc.).

### **Expulsion**

Expulsion is the removal of the student from the school environment for the remainder of the school semester by action of the board of education. Loss of credit for all classes for that semester will be in effect.

## **REMOVAL FROM CLASS**

A conference between the student, parent/guardian, teacher, counselor, and principal will take place prior to the permanent removal of a student from class due to disciplinary reasons. Such a situation should be extremely rare and will result in a failing grade.

## **ILLEGAL ITEMS OR OTHER ITEMS FOUND IN SCHOOL OR IN STUDENT'S POSSESSION**

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

Live animals will not be allowed in the school district facilities except under special circumstances, and must be present for an educational purpose. Permission from the principal will be required of anyone wishing to bring an animal into the school district facilities. Appropriate supervision of animals is required when animals are brought into the school district facilities. Approved animals may not be transported by school transportation (i.e. bus or van).

## **WEAPONS POLICY**

District facilities, vehicles and events are not an appropriate place for weapons, firearms or dangerous objects. Weapons, firearms and other dangerous objects including objects not normally considered dangerous unless used with the intent to threaten or harm persons or property, will be taken from students and others who bring them on to School District property or to District events. This policy applies to any area where disciplinary control is exercised under the student discipline policy.

**Knives of any kind are not allowed in student possession.** This includes pocketknives. A one (1) day in-school suspension will be given to any student found to have a knife of any kind on school grounds or at any activity at home or away.

### **Definitions**

Weapon is defined as includes any item or device designed primarily for use in inflicting death or injury upon a human being. Dangerous weapons include, but are not limited to, any offensive weapon, dagger, razor, stiletto, switchblade knife, knife having a blade exceeding five inches in length. Iowa Code 702.7-Dangerous Weapon- A "dangerous weapon" is any instrument or device designed primarily for use in inflicting injury or

death or injury upon a human being when used in the manner for which it was designed. Additionally, any instrument or device of any sort whatsoever which is actually used in such a manner as to indicate that the defendant intends to inflict death or serious injury upon the other, and which, when so used, is capable of inflicting death upon a human being, is a dangerous weapon.

Firearm is defined as a specific type of weapon and is defined for purposes of these policies as a device designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for any such weapon, or any explosive incendiary, or poison gas.

A look-alike weapon is any object that resembles either a firearm or weapon but which does not meet the definition of either. A look-alike weapon includes, without limitations, BB guns, paintball guns, pellet guns, air rifles, dark colored squirt guns, or any toy gun that resembles a firearm or weapon. Look-alike weapons possession may be punished to the same degree as firearms or dangerous objects.

A Dangerous object is any item or device that is used in a manner that could cause injury to any person or is used to threaten or intimidate another. A dangerous object includes items that are not designed to inflict injury, such as a pencil or bottle, but are used in a manner that could cause an injury.

### **Violations**

- A. Any knife or object considered dangerous will be confiscated by the principal/designee. The parent will be notified and the principal/designee will determine if any discipline is necessary.
- B. Any student in possession of a dangerous object shall be suspended for a period of not less than 5 days.
- C. Any student displaying a dangerous object or possessing a weapon or look-alike weapon shall be suspended for a period of not less than 10 days and will be reinstated only after meeting with the Superintendent/designee.
- D. Any student in possession of a dangerous object, weapon, or look-alike weapon that is used to threaten or injure another or used in a manner that could cause injury to any person shall be suspended with a recommendation for expulsion or exclusion.
- E. Any student in possession of a firearm in any area where disciplinary control is to be exercised shall be expelled for not less than 12 months and will be referred to law enforcement authorities. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis.
- F. Any student who uses a firearm to threaten or injure any person may be expelled for more than 12 months depending upon the circumstances of the event. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by case basis.

## **Notification**

A parent/guardian of a student who violates this policy will be notified by phone or mail depending upon the severity of the violation, no later than the end of the following school day.

Dangerous weapons or objects confiscated by school district employees will be transferred to the appropriate law enforcement officials if expulsion or exclusion is recommended. A record of the transfer date and the name of the law enforcement official taking possession of the confiscated weapon or object will be attached to the discipline report.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects for educational purposes.

## **GOOD CONDUCT POLICY**

### **Good Conduct Rule**

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

Any student who, after a hearing at which the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the student's side, is found to have violated the school's Good Conduct Rule will be deemed ineligible for a period of time, as described below. A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- possession, use, or purchase of tobacco products, regardless of the student's age;
- possession, use, or purchase of alcoholic beverages, including beer and wine (having the odor of alcohol on one's breath is evidence of "use");
- attendance at a function or party where the student knows or has reason to know that alcohol or other drugs are being consumed illegally by minors and failing to leave despite having a reasonable opportunity to do so;
- possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs;
- engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing, violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
- exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), hazing or harassment of others. Such harassment does not have to rise to the level of violating the



school's anti-bullying/harassment policy, but rather may include inappropriate and/or disparaging comments to or about others, whether made verbally, in writing, or by electronic means (e.g., text messages, electronic mail, or posting on social networking sites). Examples of such harassment includes, but is not limited to: threats; inappropriate comments about the traits of an individual or group; creating parodies to make fun of others; posting or otherwise sharing potentially embarrassing photographs, drawings, video, or depictions of others without permission. NOTE: This could include group conduct! This rule is not intended to prevent a student from expressing his/her religious or political beliefs.

If a student transfers in from another Iowa school or school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school, the student shall be ineligible if the administration determines that there is general knowledge in our school district of the fact of the student's misconduct or violation in the previous district.

## **Consequences**

The Good Conduct Rule will be in effect 365 days a year. It will be enforced during the period directly following the misconduct. When the administration believes it is more likely than not the students violated the Good Conduct Rule, the student is subject to loss of eligibility as follows:

**First Offense** during a student's middle school or high school career: A student who has been found to have violated the Good Conduct Rule will be ineligible from participation in extracurricular activities for seven calendar days. After the initial ineligibility period, the student may begin working toward regaining eligibility. To regain eligibility (including practice), the student shall be required to complete an educational program of four to eight (4-8) contact hours and complete at least ten (10) hours of community service as follows:

1. Take part in a professional/educational program regarding the violation, so as to assist the student in correction of the violation. This educational program must include a visit to a professional and/or attendance at educational classes/meetings relating to the student's specific problem (alcohol, illegal chemicals, tobacco, misbehavior, or vandalism). The educational program class will be provided by the school district to the student. If a parent/guardian is in attendance, the eight (8) will be reduced to four(4) contact hours. A fee will be assessed to the student for the cost of the program. The guidance counselor shall follow up on each case and inform the administration in writing as to when and if the student has fulfilled his/her contractual obligation prior to further participation.
2. Work at-least ten (10) hours in school and/or community service. The school administration will provide a list of school and/or community projects to the student found guilty on a first violation of the Good Conduct Rule. The student will select from the list of school and/or community projects to be completed. When the service project is complete the student will complete a statement

identifying the project and the amount of community service time spent signed by the project supervisor.

3. A student who fails to complete the educational and community service requirements within four weeks shall be ineligible from all extracurricular activities for nine (9) calendar weeks.
4. Before the administrator or his designate initiates an investigation, a student has the opportunity to self-report. If a student self-reports a violation of the Good Conduct Policy to the administrator or his designate, the student will reduce the consequences as follows: (first offense only not available for second or third offenses) after the mandatory seven calendar days of ineligibility, the community service may be reduced from 10 hours to 5 hours and the required educational program may be reduced from 8 hours to 4 hours with no reduction of hours for parental attendance.

**Second Offense** during a student's middle school or high school career: The student shall be given a maximum suspension of 12 calendar weeks. This shall commence immediately upon the finding of guilt. At the discretion of the Principal, a student may be eligible for up to a 50% reduction of this suspension by completing a rehabilitation program or by seeking professional counseling or assistance. The student and/or family must agree to a release of medical information for administrative verification purposes.

**Third and Subsequent Offenses** during a student's middle school or high school career: The student will be ineligible to participate in extracurricular activities for up to one (1) calendar year.

If a student, in good faith, suspects that he or she needs assistance in dealing with a personal substance abuse problem before it is known to the school, the student may request assistance from the school administration, guidance counselor, student assistance team, coach or sponsor of an activity without fear of penalty under the Good Conduct Rule. The student must, at his/her own expense, enter and follow a prescribed program of assessment, evaluation and treatment, if indicated by a non-school agency, and must make the administration aware of her or his participation in such a program by providing a written confirmation from the agency providing the program. The student must remain substance free during treatment period or the Good Conduct Rule will go into effect. This option may be used once per middle school career and once per high school career.

#### **Academic Consequences/Good Conduct Policy**

Unless the student violated the Good Conduct Rule while on school grounds or at a school event or activity off school grounds, there will be no academic consequences (e.g., detention, suspension from school) for the violation.

#### **Severe Offenses/Good Conduct Policy**

Any behavior deemed by administration to severely affect the safety and welfare of self

or others will be dealt with under the consequences of the second and subsequent offenses. Severe offenses include, but are not limited to: bomb threats, selling of drugs, or possession of a weapon.

### **Appeals/Good Conduct Policy**

Any student who is found by the administration to have violated the Good Conduct Rule may appeal this determination to the superintendent by contacting the superintendent within 3 days of being advised of the violation. The penalty will be in effect pending the superintendent's decision.

If the student is still dissatisfied, he or she may appeal to the school board by filing a written appeal with the board secretary at least 24 hours prior to the next board meeting. The review by the board will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session. The grounds for appeal to the school board are limited to the following: the student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination, or the penalty is in violation of the Handbook Rule or Board Policy. The penalty will remain in effect pending the outcome of the meeting with the board.

If the school board reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.

### **ANTI-BULLYING/HARASSMENT POLICY**

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon the employees' race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or

engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension or expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures that may include, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures which may include, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

When looking at the totality of the circumstances, "harassment" and "bullying" mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

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

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, property, etc.;
- Demeaning jokes, stories, or activities directed at the student; and/or
- Unreasonable interference with a student's performance.

Sexual harassment of a student by an employee means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The school nurse or designee will be responsible for handling all complaints by students alleging bullying or harassment. The District designee will be responsible for handling all complaints by employees alleging harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the school district.

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook

- Inclusion in the registration materials
- Inclusion on the school or school district's web site,

A copy shall be made available to any person at the central administrative office at:  
202 North Walnut  
Lamoni, IA 50140.

## **PREVENTING CHILD AND YOUTH SEXUAL HARASSMENT, ABUSE, AND ASSAULT**

### Resources for Iowa Families

- Senior Girl Scouts of America Handbook, Staying Safe for Girls (on-line) and Studio 2B: Taking Charge - [www.GirlScouts.org](http://www.GirlScouts.org) or contact your local council
- Personal Safety Awareness is a video for Youth 14-21 from Boy Scouts of America. Adult Leader Youth Protection Training available online. - [www.BSA-IA.org](http://www.BSA-IA.org), 515-266-2135, 800-999-SCOUT
- See It, Stop It, and Get Organized: A web site to help abusers, victims, and witnesses to help prevent relationship violence. Includes "Do's & Don'ts," risks and resources – <http://seeitandstopit.org>
- Harassment Free Hallways: How to Stop Sexual Harassment in Schools: A Guide for Students, Parents, and Schools from the American Association of University Women Educational Foundation. - <http://www.aauw.org/ef/harass/index.cfm>
- American School Counselor Association: (ASCA) is a worldwide nonprofit organization that supports school counselors' efforts to help students focus on academic, personal/social and career development so they achieve success in school and are prepared to lead fulfilling lives as responsible member of society. This site contains information specifically directed towards parents and the general public. [www.schoolcounselor.org](http://www.schoolcounselor.org) and click on Public and Parents and then on "Articles for Parents" to reach the following site:  
<http://www.schoolcounselor.org/content.asp?pl=327&sl=130&contentid=130>
- Safe Schools and Healthy Students Initiative: This government site provides various youth and school violence prevention resources. – [www.sshs.samhsa.gov/initiative/resources.asp](http://www.sshs.samhsa.gov/initiative/resources.asp)
- National Youth Violence Prevention Resource Center (NYPRC) serves as a central source for information and materials to prevent violence and suicide. The site links parents, teachers, researchers, and teens to materials designed specifically for those audiences. - [www.safeyouth.org](http://www.safeyouth.org)
- What Is Abuse In Relationships? Describes emotional, physical, and sexual abuse and is sponsored by the Domestic Violence & Incest Resource Center (DVIRC). <http://dvirc.org.au/whenlove/infospace.htm>
- Families are Talking: A newsletter that provides tips to help parents and caregivers talk with their children about sexual abuse, sexual harassment, and sexual assault. [www.siecus.org/pubs/families/FAT\\_NewsletterV3N3.pdf](http://www.siecus.org/pubs/families/FAT_NewsletterV3N3.pdf) Additional newsletters and resources: <http://www.siecus.org/pubs/pubs0004.html>
- Keeping Children Safe from Abuse: Tips for Parents and Caregivers, provides guidelines for opening discussions with children on topics from personal/body safety, to

- sexual abuse, to date rape. <http://www.cfchildren.org/parents/parentindex/>
- Teen Dating Violence: Web site and Brochure from the Washington State Attorney General - <http://www.atg.wa.gov/violence/points.shtml>
  - Teen CASA (Coalition Against Sexual Assault): Provides helpful information on healthy relationships, actions to take, and advocacy for victims and their families. – <http://www.nccasa.org/teen/index.htm>
  - National Center for Missing and Exploited Children offers information about recognizing signs in children who have been sexually exploited, and advice for parents on keeping their children safe from sexual abuse. - [www.missingkids.com](http://www.missingkids.com)
  - Childhelp USA provides crisis counseling to adult survivors and child victims of abuse, offenders, and parents. - [www.childhelpusa.org](http://www.childhelpusa.org)
  - The National AD Council provides a directory to common online phrases. [www.missingkids.com/adCouncil/lingo.html](http://www.missingkids.com/adCouncil/lingo.html)
  - Stop It Now! has a six-step “Family Safety Plan” to help families identify their support network and create an environment to keep children safe from sexual abuse. – <http://www.stopitnow.org> Stop It Now! has a helpline available (1-888-PREVENT)
  - Iowa Internet Crimes Against Children Taskforce offers several valuable links for parents on internet and cyber safety. - [www.iowaicac.org](http://www.iowaicac.org)

## **STUDENT PUBLICATIONS**

Students may produce official school district publications as part of the curriculum under the supervision of a faculty advisor and principal. Official school district publications include, but are not limited to, a school newspaper and yearbook.

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

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

## **NURSE ON DUTY**

The Lamoni Community School District has a full-time nurse on duty during the school day. The high school secretary, Rhonda Simpson, and the middle school secretary, Pat Holub, are certified to administer medication to students.

## **MEDICATION IN SCHOOL**

All medication is to be kept in the nurse's office or the principal's office under the direction of the school nurse.

Prescription medication must be brought to school in the pharmacy labeled container. The pharmacist can give the parents/guardians an extra-labeled container for school use. A note from the prescribing physician or dentist should accompany the medicine if there are any special instructions or considerations. Parents/guardians must give written permission (or signed form from the nurse's office) to school personnel to administer the prescribed medication to their child according to the physician or dentist's orders on the labeled container. Dosage changes require a new labeled container and a physician's order before a new dosage will be administered.

Non-prescription medication must be brought to school in the original bottle or package if medication is to be administered by school personnel. Parents/guardians must send written permission (or sign a form from the nurse's office) giving the name, amount and time medication is to be administered.

Medication will be given within 30 minutes on either side of the prescribed dosage time, unless otherwise specifically specified by a physician in writing. If a medication error occurs, the student's doctor and parent/guardian will be notified immediately after the error is discovered. A written report of the error will be kept with the student's health records. A medication record will be kept on all students' prescription medication. This record will document the date medication is received and the amount of medication received at that time.

## **STUDENT ILLNESS OR INJURY AT SCHOOL**

The teacher in-charge of a student who becomes ill or is injured at school must notify the school nurse as soon as possible. In the case of a serious illness or injury, the nurse or another school employee shall attempt to notify the parent(s)/guardian according to the information on the emergency form. If the student is too ill to remain in school, the student is released to the student's parents /guardians or, with parental permission, to another person directed by the parents/guardians. Students will not be allowed to drive if it is deemed unsafe by school employees.

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school contacts emergency medical personnel if necessary and attempts to notify the parents/guardians



where the student has been transported for treatment. An accident report will be submitted to the superintendent within 48 hours after the student is injured at school.

## **STUDENT AND ATHLETIC INSURANCE**

Student health and accident insurance is available to students at the beginning of the school year at registration or in the high school office. Parents/guardians may purchase insurance for their children at their discretion. Insurance applications and claim forms are available in the office throughout the year.

Each athlete who participates in the athletic program must have insurance coverage or a signed statement from his/her parents on record in the high school office, stating that the parent has adequate insurance protection for their son/daughter while practicing or participating in interscholastic sports, or other school sponsored activities. The school is not liable for expenses involved in the treatment of athletic injuries.

The school has available, for purchase, certain plans provided by the Student Assurance Services Program. This is accident insurance not health insurance. Students that plan to participate in football or volleyball in the fall should make insurance arrangement before registration because practice will start before registration dates.

## **COMMUNICABLE DISEASES**

Students with a communicable disease will be allowed to attend school as long as they are physically able to do so and so long as their presence does not create a substantial risk that others will catch the disease. The term "communicable disease" means an infectious or contagious disease (i.e. mumps, measles and chicken pox) spread from person to person or animal to person. Once the administration, in conjunction with the school nurse, decides that the student's condition poses a health threat to other students, the student will be excluded from school for the duration of the period of contagion. In order to prevent the spread of communicable diseases, parents should use their good judgment in keeping sick children home from school. When the administration has knowledge of the presence of a communicable disease, the State Department of Health will be notified.

## **HEALTH SCREENING**

During the year, the school district sponsors health screening for vision and hearing. Students are automatically screened unless the parent submits a note asking the student to be excused from the screening. The grade levels included in the screening are determined annually. Upon a teacher's recommendation and with parental permission, students not scheduled for screening may also be screened.

## **SAFETY PROCEDURES IN CLASSES**

Students will be instructed as to the proper safety procedures in working with chemicals, machines and equipment in science, vocational agriculture, and family and consumer sciences classes, by their instructor. Safety is a high priority in the school district.

## **SCHOOL SPONSORED TRIPS**

Students participating in school activities away from home must utilize the transportation provided by the school. On trips, his/her parents will only transport a student with prior permission from the principal. There must be special circumstances involved. Parents must notify the teacher/sponsor/coach, of the activity, if the parent/guardian plans to take their son/daughter with them after the activity. If the parent wants their son/daughter to ride home with another parent, prior approval must be made with the principal or designate. Students will only be allowed to ride home from an event/activity with his/her parent/guardian or another parent.

## **CHURCH/FAMILY NIGHT**

Wednesday night of each week during the school year is reserved for church/family activities. No school activities/practices should be scheduled for that evening. The building will be closed to students at 6:30 p.m. The only exception to this would be state association scheduled events during the tournament seasons.

## **FIELD TRIPS**

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for the course, students are expected to attend the field trip.

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

Prior to attending a field trip, students must return a form signed by the student's parent(s)/guardian giving permission to attend the field trip as well as signatures of students' other teachers verifying notification and/or assignments for the day of the field trip. Required fees must accompany the permission form. Students unable to afford the cost of the field trip should contact their teacher.

## **SENIOR TRIP**

**Transportation:** A chartered or school bus will be used to transport seniors to and from the destination of the trip (students may not drive themselves to or from the senior trip). Students may not drive themselves to or from the senior trip or drive themselves at any

time during the trip.

**Destinations:** The preferred place of destination is Branson, Missouri. If the class wishes to choose another destination, the class will present their proposal to the Board of Education at the October board meeting.

**Number of students needed:** Sixty percent of the students in the senior class must indicate that they will be going on the senior trip at the first class meeting of the school year. If at any time after the first meeting the number of students eligible to go or the number wanting to go should fall below 60%, the trip will be canceled. At that time, an alternative plan may be adopted for approval by the Lamoni School Board - see #6.

Only seniors eligible for graduation may attend the senior trip.

**Finances:** The senior class and their sponsors will meet at the start of the school year to select a destination, survey the class to determine the number of seniors that will participate, figure total cost of trip and determine the amount of deposit (10% of the total cost per individual.)

The total cost of the trip will be divided by 60% of the senior class size. This will give the dollar amount each senior must raise in order to go on the trip. The reason for dividing by 60% of class size is to provide a cushion in the amount raised in case costs increase before May. The reason for using 60% is that is the fewest number of seniors allowed for a class to still have a senior trip.

**Points:** Points may be earned through the following ways: profits from the vending machines, cake raffles at home ball games, through one senior class sale and any fundraiser approved by class sponsors and administration. Each senior wanting to participate must make a 10% deposit of the total individual cost by October 31. If the senior does not go on the senior trip, the deposit will be refunded but points earned will remain in the senior trip fund.

**Each student must earn at least 60% of the total points he/she needs in order to make the trip. At this point the other 40% may either be earned or paid for by the student according to his/her wish. The class sponsors will establish a time line for final point completion.**

**Alternatives:** if the criteria cannot be met, the class may suggest an alternative activity. This suggestion must be approved by the Board of Education. If the alternative plan is approved, only those seniors who have earned enough points will be able to attend.

**Excess Funds:** One hundred dollars must be left in the Senior Account to pay any excess bills. Any additional monies will be designated for use by the senior class with Board of Education approval.

## **SCHOOL DANCES**

There are three types of school dances:

- High School Dance-Only high school students and their registered guests are admitted.
- Homecoming Dance-High school students, registered guests, and alumni are admitted.
- Prom-Juniors and seniors are admitted with their registered guests.
- Guests must be registered in the high school office by 3:00 pm the day of the dance. Only students in grade 9 and above may be admitted to or registered as guests for high school dances. The Principal reserves the right to approve or deny any guest attendance at dances.

School-sponsored dances need to be approved by the principal at least two weeks prior to the dance. Students who leave a dance are not allowed to re-enter the dance. School district policies, rules, and regulations apply to all attendees of school dances. Any attendee who violates school district policies, rules, and regulations will be asked to leave the dance. Violations may be reported to parents/families or local law enforcement. All attendees must enter the dance no later than 10 minutes after the scheduled start time. Students arriving late will not be admitted.

All dances are chaperoned by faculty personnel and parents/guardians. Admission for all dances is established by the sponsoring organization. Sponsors will document arrival and departure times of students.

## **STUDENT EDUCATIONAL RECORDS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student’s privacy rights. Parents/guardians or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA

authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

### **STUDENT TRANSFER INTO THE LAMONI DISTRICT**

For students new to Lamoni or transferring in at times other than the start of a school year, every effort is made for a smooth and timely transition into the Lamoni Community Schools. The administration reserves the right to delay a student's entry/enrollment into the district for up to five (5) school days for purposes of verifying records, convening a placement team, or evaluating student records.

### **STUDENT TRANSFER OUT OF THE LAMONI DISTRICT**

The Lamoni Community Schools will transfer student records to a receiving district upon receipt of a properly formatted written request. Parental consent is not necessary for records transfer when a properly formatted request is received. When a student transfers into the school district, the student's records are requested from the previous school district.

### **STUDENT PICTURES**

Individual student pictures are taken of all students (except Seniors) in September and April. Photographs are taken at the school. Parents/guardians are notified before the pictures are taken and parents may purchase the pictures. No one is required to purchase the pictures. Seniors may elect to have their picture taken.

### **PARKING**

Student vehicles may be parked in the gravel lots on the east or west side of the campus (the paved lots are reserved for guests and staff). Students may not park in the 15-minute spots at any time. Students are expected to park in an orderly manner, allowing for easy access and movement of vehicles (including school vehicles in the garage) through the parking lot. Student vehicles found to be in violation of the parking guidelines are subject to tow without notice. Any fines or expenses incurred through towing are the responsibility of the student or vehicle owner. The school is not liable for towing-related damages or fees.

## **AT-RISK STUDENTS**

It is the policy of Lamoni Community Schools to attempt to accommodate any student who has difficulty meeting the standards necessary for graduation. A student is qualified as “at-risk” by several factors, including:

- Dropping out of school
- Special needs
- Student returning to school after dropping out
- Extenuating personal circumstances
- Students who are also parents
- Socio-economic needs
- Other

An alternate plan will review such factors as:

1. Extracurricular eligibility
2. Attendance at Graceland University, Southwest Community College or other district-approved institution
3. Correspondence courses or South Central Alternative School
4. Other alternatives that will help the special student reach her/his goal
5. Online learning options

The alternate plan, subject to approval by the Board of Education, will be determined by a committee composed of:

1. High School Principal
2. Guidance Counselor
3. School Psychologist
4. A Teacher
5. Student and Parent(s)

## **STUDENT ASSISTANCE PROCESS**

The Lamoni School District strives to make every student’s educational experience a successful one. To ensure success of all students, we sometimes must make accommodations and/or modifications for particular students. These modifications and accommodations are referred to as general education interventions. They involve attempts to correct a student’s academic or behavioral difficulties in a systematic fashion in a student’s regular classroom. Teachers, working with an IC Team, develop interventions to correct a student’s difficulties. If initial interventions are ineffective at correcting the difficulty, further interventions may be attempted or a child’s parent(s) may be contacted about the possibility of a full and individual evaluation for their child.

At times, we enlist the support of professional staff from Green Hills Area Education Agency to assist in developing these accommodations and modifications. Professional staff from GHAEA consist of speech-language pathologists, itinerant hearing and vision teachers, occupational therapist, transition/work experience instructors, school social workers, and school psychologists. If involved, staff from GVAEA may assist through

their work with our team of teachers in a particular building, through observations of a child in the child's classroom, and through review of a student's educational record. Prior to any direct involvement (i.e. talking with a student) of the GHAEA staff with a particular student, a parent's permission must be secured through their signing of an "Informed Consent" form. Regardless of the type of involvement, direct or indirect, GHAEA staff are to keep the length of their involvement brief (i.e. through indirect contact on no more than two occasions for a particular child).

## **HUMAN GROWTH AND DEVELOPMENT**

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

## **OPEN ENROLLMENT**

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Parents/guardians considering the use of the Open Enrollment option to enroll their children in another public school district in the state of Iowa should be aware of the following:

- March 1<sup>st</sup> is the last day for regular Open Enrollment requests for a subsequent school year.
- September 1<sup>st</sup> is the last day for Open Enrollment requests for entering kindergarten students and those falling under the "good cause" definition for the following year. Students interested in open enrolling out of the school district must contact the administration office for information and forms.

More information can be found at:

[http://www.educateiowa.gov/index.php?option=com\\_content&view=article&id=649&Itemid=413](http://www.educateiowa.gov/index.php?option=com_content&view=article&id=649&Itemid=413)

## **CLASS LOADS/MINIMUM STUDENT ENROLLMENT**

Students must be enrolled in a minimum of six (6) credit courses per semester or twelve (12) credit courses for the school year.

## **ADDING/DROPPING COURSES**

Students who wish to add a class must do so within three (3) days after the start of the semester. The teacher and guidance counselor's permission are necessary to add a class.

Dropping a class after the first two weeks will result in a failing grade (55%). Only under special circumstances agreed upon by Teacher, Counselor and Principal can the failing

grade be waived.

Schedule changes will only be made at the discretion of the Counselor or Principal.

## **TELEPHONE CALLS**

A student telephone is located in the commons. Students may use the telephone for local calls prior to school, during passing periods, during lunch period, during open campus, and at the end of the school day.

Parents/guardians needing to contact students during the school day may call the office (784-3351) and request a message be delivered to the student. Messages will be delivered as necessary according to the circumstances of the situation.

Long distance calls may be made if the charges are reversed or if the student uses a calling card.

## **CELL PHONES/ELECTRONIC DEVICES**

The Lamoni Community School District encourages responsible use of cell phones or any electronic devices (i.e., Ipad, Ipod, tablet, camera, mp3 player, etc).

Students using any electronic device in an inappropriate or disruptive manner will be dealt with according to the Lamoni School Handbook, and/or municipal, county or state codes. If a cell phone or other electronic device is used in an unacceptable manner, it may be confiscated and subject to search for evidence of misuse (parents will be informed, and law enforcement may be contacted and the device may be taken as evidence).

Cell phone/electronic device use is allowed outside of class times (before or after school, passing, lunch or open campus) as long as there is no disruption to standard school functioning.

During class, electronic devices are to be powered off and not seen or heard unless otherwise allowed by the teacher. Teachers may confiscate any device that leads to a disruption during class. The school assumes no responsibility for the security of confiscated devices.

Teachers may collect electronic devices when the student enters a classroom (students are responsible for retrieving devices at the end of class). Students leaving the room temporarily during class time must leave their device with the teacher.

Cell phones/devices are not allowed in locker rooms or public restrooms. Cell phones or other electronic devices cannot be used to take a picture of another person for the purpose of ridicule or harassment.

### **Consequences:**

**1st violation-** Verbal warning or detention will be issued to the student. The cell phone/device may be confiscated for the remainder of the day.



**2nd violation-** Phone/device will be confiscated and detentions or other consequences issued (including, but not limited to, revocation of the privilege to use or carry a cell phone/device, loss of open campus or open lunch, Good Conduct Policy clauses, loss of driving privileges, and/or Saturday detention).

**3rd violation-** Phone/device will be confiscated, in-school suspension or Saturday school issued, and parental notification will be made (or additional consequences as outlined in 2nd violation).

**4th violation-** Phone/device confiscated indefinitely, out-of-school suspension issued, parent/guardian conference required, and student's privilege to use or carry cell phones or electronic devices revoked for a period to be determined by the Principal.

At any time, the Principal reserves the right to confiscate any cell phone/device involved in a disruption and/or revoke the student's privilege to use or carry a device indefinitely.

## **LUNCH HOUR**

At the present time, Lamoni High School operates under the framework of an open lunch period. Students choosing not to leave campus should eat in the cafeteria and remain there until classes resume. Students are expected to clean up after themselves and help keep the cafeteria clean.

## **USE OF BUILDING AFTER NORMAL SCHOOL HOURS/STANDARD OPERATING HOURS**

Standard operating hours are Monday through Friday, 7:30am to 3:15pm. Students are not to be in the building outside of standard operating hours unless under the direct supervision of a school employee. Students are encouraged to use the Public Library or other local establishments while waiting for school activities (i.e., waiting for practice to begin, waiting for driver's education, waiting to see a teacher, etc.).

## **PUBLIC USE OF FACILITIES**

School facilities (Classrooms, Cafeteria, Gym, Saferoom, etc) are available for public use based upon availability. Requests for use of facilities may be made to the district business office (located in the high school.) Requisite advanced notice is expected. Fees may apply (especially for use of the kitchen or kitchen equipment). Use of district facilities by the public is based upon availability and at the discretion of district administration.

## CAFETERIA PROCEDURES

The Lamoni Community School serves nutritious meals every school day. Students from families whose income is at or below the levels determined by the State of Iowa are eligible for reduced-price meals or free meals.

Students can pay daily, weekly, or monthly for breakfast and/or lunch in the cafeteria before school each day. The money each student spends for meals will be kept in a computer account for her/his family. Each child from a family will withdraw from the account when eating in the cafeteria. The school does not refund money for unused meals on their account.

Full-Pay Meal Costs	Breakfast	Lunch
Single	\$ 1.35	\$ 2.10
Weekly	\$ 6.75	\$ 10.50
Monthly	\$ 27.00	\$ 42.00
Entree	\$ 1.00	
Dessert	\$ .50	

Milk is available for students who bring their lunch from home. Single milk \$0.30.

Meal prices are subject to change.

### Reduced-price / Free Meals

To apply for reduced-price or free meals, an application must be filled out, signed and returned to the office of the superintendent of schools. This form is available at the superintendent's office. The determination of eligibility is made by the superintendent, and all the information provided in the application will be treated confidentially. Applications may be submitted at any time during the school year. Students who receive benefits are treated the same way as students who pay for their meals. This is an equal opportunity program. Students who are determined eligible for reduced-price meals may pay single, weekly, or monthly for breakfast and/or lunch. The State of Iowa sets the price for this category of meals.

### Charges

As the student's account gets low, a notice will be sent home with the student. When the account is depleted and the student needs to charge, s/he will be asked to bring the money the next day. The student will not be denied a meal because his/her account is empty.

Monthly bulletins are issued listing the breakfast and lunch menus for the schools. These bulletins are sent home with the elementary and middle school students and are available to the high school students in the principal's office.

The staff of the food service department is always open to suggestions and comments. Please feel free to contact them.

## **ANNOUNCEMENTS**

The weekly announcements will be posted on the bulletin boards. It will be each student's responsibility to check the bulletin boards regularly for announcements.

## **VISITORS IN THE BUILDINGS**

Visitors and Parents are welcome during the day after checking in with the office personnel. Please sign in and out in the office. Appointments are encouraged when needing to discuss academic progress or other concerns.

Students may not bring visitors to school without prior approval from the Principal.

The building administrator may refuse visitors based on circumstances or discretionary judgment.

According to FERPA, minor students may not receive visitors at school without proper permission from a parent/guardian.

## **LOST AND FOUND**

As a service to students, a lost and found box is maintained in the office. Students who find items may bring them to the office. The items in the lost and found box are disposed of at the discretion of the principal.

## **COPY MACHINE**

Personal printing can be done in the High School office at a cost of \$ .20 per page. Students having things printed for teachers need to have the teacher send a note to the office stating the number of copies they wish to have run. Students will pay for copies prior to them being made.

## **TEXTBOOK DAMAGE**

Students of Lamoni Community School pay a book rental fee each year, but this does not cover the cost of abnormal damages done to books by some students. Therefore, it is necessary to assess fines at the end to the year for damage. The following will be used as a guide for assessing these fines:

Broken backs-----	Prorated
Cover torn off-----	Prorated
Broken edge or cover-----	Prorated
Ink markings-----	\$1.00
Pencil markings-----	\$ .50
Torn pages-----	\$ .50
Water damage-----	\$2.00

A fee for a lost book is prorated at a discount of 20% of the new book price for each year that the book has been in use. Minimum price for a lost book will be \$10.00. Students should check carefully upon receiving the textbook and point out to the teacher any damage that may have been done before s/he received the book.

## **LEGAL STATUS OF STUDENTS**

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

Please notify the office of address and telephone number changes.

## **BUSES AND OTHER SCHOOL DISTRICT VEHICLES**

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

Persons riding in school district vehicles and school-leased buses shall adhere to all established rules and regulations. The driver, sponsor and chaperones are to follow the school district policies, rules and regulations for student violations.

Students failing to follow vehicle regulations will be subject to appropriate consequences as determined by the driver and principal. Continuous violations of vehicle regulations will result in the student being deprived of vehicle transportation by the school district.

### **Bus Rules**

1. Obey the bus driver and follow directions the first time they are given.
2. No swearing, rude gestures, loud voices or teasing.
3. Stay in your seat with feet on the floor and out of the aisles.
4. Keep hands, feet and objects to yourself.
5. No food, drink, pets, radios or litter. Toys must be left in backpack or with the driver.
6. Students who do not normally ride the bus will not be allowed to ride home with a bus student. Exceptions to this rule will be made in case of a family emergency or baby-sitting needs. Parents can make special bus arrangements by call the office in a timely manner.

### **Consequences:**

1st violation: Warning, detention or loss of bus riding privileges as determined by the Principal.

2nd violation and subsequent violations: Detention, loss or suspension of bus riding privileges as determined by the Principal, parent/guardian meeting or out-of-school suspension.

## **CITIZENSHIP**

Being a citizen of the United States, of Iowa, and of the school district community entitles students to special privileges and protections as well as requiring the students to assume civic, economic and social responsibilities and to participate in their country, state, and school district community in a manner that entitles them to keep these rights and privileges.

As a part of the educational program, students have an opportunity to learn about their rights, privileges, and responsibilities as citizens of this country, state and school district community. As part of this learning opportunity, students are instructed in the elements of good citizenship and the role quality citizens play in their country, state and school district community.

## **INTERNET - APPROPRIATE USE REGULATION**

### **I. Responsibility for Appropriate Internet Use.**

- A. The authority for appropriate use of electronic Internet resources is delegated to the licensed employees.
- B. Instruction in the proper use of the Internet will be available to employees who will then provide similar instruction to their students.
- C. Employees are expected to practice appropriate use of the Internet, and violations may result in discipline up to, and including, discharge.

### **II. Internet Access.**

- A. Access to the Internet is available to teachers and students as a source of information and a vehicle of communication.
- B. Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students at this time.
- C. Making Internet access available to students carries with it the potential that some students might encounter information that may not be appropriate for students. However, on a global network, it is impossible to control all materials. Because information on the Internet appears, disappears and changes, it is not possible to predict or control what students may locate.

- D. It is a goal to allow teachers and students access to the rich opportunities on the Internet, while we protect the rights of students and parents who choose not to risk exposure to questionable material.
- E. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines that require efficient, ethical and legal utilization of network resources.
- F. To reduce unnecessary system traffic, users may use real-time conference features such as talk/chat/Internet relay chat only as approved by the supervising teacher.
- G. Transmission of material, information or software in violation of any board policy or regulation is prohibited.
- H. System users will perform a virus check on downloaded files to avoid spreading computer viruses.
- I. The school district makes no guarantees as to the accuracy of information received on the Internet.

III. Permission to Use Internet - Annually, parents will grant permission for their student to use the Internet using the prescribed form.

#### IV. Student Use of Internet.

A. Equal Opportunity - The Internet is available to all students within the school district through teacher access. The number of available terminals and the demands for each terminal may limit the amount of time available for each student.

#### B. On-line Etiquette.

1. The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.
2. Students should adhere to on-line protocol:
  - a. Respect all copyright and license agreements.
  - b. Cite all quotes, references and sources.
  - c. Remain on the system long enough to get needed information, then exit the system.
  - d. Apply the same privacy, ethical and educational considerations utilized in other forms of communication.
3. Student access for electronic mail will be through their own account. Students should adhere to the following guidelines:
  - a. Others may be able to read or access the mail so private messages should not be sent.
  - b. Delete unwanted messages immediately.
  - c. Use of objectionable language is prohibited.

- d. Always sign messages.
- e. Always acknowledge receipt of a document or file.

C. Restricted Material - Students will not intentionally access or download any text file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

D. Unauthorized Costs - If a student gains access to any service via the Internet that has a cost or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs.

Students cannot:

- access YouTube, music videos, movies, entertainment videos, unless under the direct supervision of a teacher.
- attempt to use proxy servers to bypass filtering mechanisms put in place by the District.
- play games, including Internet based games, except school approved, teacher supervised education games, during the school day.
- access or attempt to access instant messages, chat rooms, forums, message boards, or social networking sites except school approved, teacher-supervised filtered Internet communication.

If you attempt to access these prohibited media, you will lose computer/internet privileges as outlined below.

#### V. Student Violations--Consequences and Notifications.

Students who access restricted items on the Internet are subject to the appropriate action described in board policy or regulations or the following consequences:

1. First Violation - A verbal and written "Warning" notice will be issued to the student. The student may lose Internet access for a period of 1 week at the discretion of the supervising teacher. A copy of the notice will be mailed to the student's parent/guardian and a copy provided to the building principal.
2. Second Violation - A verbal and written "Second Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parent/guardian and a copy provided to the building principal. The student will forfeit all Internet privileges for a minimum period of 1 month
3. Third Violation - A verbal and written "Third Violation" notice will be

issued to the student. A copy of the notice will be sent to the student's parent/guardian and a copy provided to the building principal. The student will forfeit all Internet privileges for 3 months or for the balance of the school year.

## **2014-2015 Student Council Executive Officers**

President	Kaylee Keefer
Vice-President	Autumn Buckingham
Secretary	Daryn Nowlin
Treasurer	Austin Tull
Sponsor	Ted Smith

## **Class Officers & Council Representatives**

### **Freshman**

President:	Alex Burnette
Vice-President:	Maggie Leonard
Secretary:	Sariah Heltenberg
Treasurer:	Kelsey Tull
Student Council:	Kaleb Bootman Prairie Dawn Coulthard
Sponsors:	Kyle Leonard TBD

### **Sophomores**

President:	Daryn Nowlin
Vice-President:	Omar Alcorta
Secretary:	Emma Taylor
Treasurer:	Chase Potter
Student Council:	Jennifer Eason Will Greenwood
Sponsors:	Scott Edens Lacey Whitaker

### **Juniors**

President:	Austin Tull
Vice-President:	Leo Savage
Secretary:	Bailey Bjorland
Treasurer:	Riley Thomas
Student Council:	Josephine Acland Nicholas Gruich
Sponsors:	Jennifer McKinney Ted Smith

### **Seniors**

President:	Tyler Whittom
Vice-President:	Amber Bootman
Secretary:	Teddy Palmer
Treasurer:	Anna Poulton
Student Council:	Teddy Palmer Karli Smith
Sponsors:	Judi Daily Jon Hampton



## **FACULTY & STAFF**

### **Administration**

Chris Coffelt	Superintendent of Schools
Andy Peterson	Secondary Principal/Secondary Special Education Coordinator
Ted Smith	Dean of Students/Athletic Director/Activities Director

### **Middle School/High School Certified Staff:**

Pat Bolingbroke	MS Science, Literature
Kerry Cox	Orchestra/Elem. Music
Maria Cummings	Language Arts, Spanish
Judy Daily	MS Special Education
Scott Edens	Language Arts
Lynda Farnham	Media Specialist, Talented and Gifted
Jon Hampton	Family and Consumer Sciences, Health
Holly Howell	Math, Special Education
Kyle Leonard	Social Sciences
Amber McDole	Art
Nathan Silver	MS Social Studies
Jennifer McKinney	Mathematics
Ryan Olson	Physical Education
Linda Perkins	MS Language Arts, Literature
Gayle Ramaeker	Science
Scott Roberts	Driver Education
Open	Vocal Music/Instrumental Music
Alice Sweeten	Health Occupations
TBD	Guidance Counselor
Lacey Whitaker	Vocational Agriculture
Susan Williams	Secondary Business, Online Learning Coordinator
Doug Zimmerman	Resource, Special Education

### **Support/Classified Staff:**

Dan Boswell	Maintenance
Jennifer Adams-Potter	Speech Language Pathologist
Jim Coulthard	Maintenance
Lisa Jones	Business Manager
Stacy Jones	Superintendent Secretary
Sheryl Harrison	Elementary Secretary
Pat Holub	Special Ed & Middle School Secretary
Dana Hoffman	Para educator
Laura Jeanes	Para educator
Barb Kerns	Food Service
Kim Lillienthal	Para educator
Dave Pearce	Maintenance

Brenda Phelps	Transportation
Melody Schipper	Para educator
Alice Sweeten	Nurse/Health Occupations
Carol Shields	Para educator
Rhonda Simpson	Principal's Secretary
Leo Thorpe	Transportation
Velma Werngryn	Food Service Director
Judy Waddell	Transportation
Kevin Willis	Transportation

**Co-Curricular Staff:**

Kevin Brunner	Assist. Var. Boys Basketball, Assistant Var. Girls Basketball
Dan Christenson	Wrestling (shared program hosted by Central Decatur)
Shawn Davis	MS Football
Bryan Nowlin	Varsity Football
Scott Edens	National Honor Society, Yearbook, Weightlifting, Academic Team
TBD	Cheerleading
Jon Hampton	Varsity Girls Track, MS Boys Basketball
Alyssia James	Varsity Softball
Laura Jeanes	Volleyball, MS Girls Basketball, MS Boys Track
Dayton Little	MS Baseball, Volunteer Varsity Boys Basketball
Mary Ann Martin	MS Girls Track, Assistant Varsity Volleyball
Ryan Olson	Boys Varsity Basketball, Boys Varsity Track
Andy Peterson	Varsity Baseball
TBD	Jazz Band
Sidnee Smith	MS Softball
Ted Smith	Athletic Director, HS Girls Basketball, HS Student Council
Reece Tedford	Cross Country (shared program hosted by Central Decatur)
Lacey Whitaker	FFA
Doug Zimmerman	Assistant AD, Student Leadership

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