



**Lamoni Community High School  
Student Handbook**

**2022-2023**

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## **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**

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 you do. 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 be aligned to core standards 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 uncrowded.

### **-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 the 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.

## HIGH SCHOOL PHILOSOPHY

Because we recognize the uniqueness of the transition from childhood to adulthood in a rapidly changing world, we endeavor to provide an atmosphere that will help each student feel adequate as an individual. The Lamoni High School Program fosters the development of healthy human relationships. Better education can be accomplished when each person involved in the process recognizes and cares about the needs of each individual student. It is the goal of the Lamoni High School to help adolescents and young adults meet and effectively deal with the challenges confronting them. Thus, teachers and administrators are happy to work with parents/guardians and students to:

1. Help students develop skills that enable them to collect and critically evaluate information with emphasis on how to learn.
2. Build positive self-concepts.
3. Offer a flexible and adaptable program providing students with a wide range of educational and social experiences.
4. Help all students work with others, and in so doing, to respect others as well as themselves.
5. Provide a positive, nurturing atmosphere that revolves around the nature of the student rather than around subject matter. The school atmosphere should emphasize student needs and interests.

The Lamoni High School will work to ensure that all students make a successful transition from the middle school level to becoming college and career ready by the time of graduation. The curriculum of the Lamoni High School will be aligned in such a manner that promotes continued progressive educational growth.

### -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.

## -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.

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 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.

### **CHAIN OF COMMAND**

#### **Discipline Issues:**

Teacher  
Student Services Coordinator  
Principal  
Superintendent  
School Board  
Department of Education

#### **Curriculum/Other Issues:**

Teacher

Counselor  
Principal  
Superintendent  
School Board  
Iowa Department of Education

**Athletic/Activity Issues:**

Coach  
Athletic/Activity Director  
Principal  
Superintendent  
Board of Directors

ANY ISSUES OUTSIDE OF THIS LIST IS ADDRESSED BY THE 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.

**-SCHOOL PHONE DIRECTORY**

Elementary.....784-3422  
Middle School.....784-7299  
High School.....784-3351  
Superintendent.....784-3342  
Bus Barn.....784-3610  
Middle/High School Fax.....784-6548  
School Information and News.....784-1234  
School Website.....www.lamonischools.org

**-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.

#### -STUDENT PICTURES

Individual student pictures are taken of all students (except Seniors) during the Fall. 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.

#### - FEES

BOOK RENTAL: \$50.00 for first student and \$25.00 for each additional child. 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 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 consideration, should contact the superintendent's secretary for a waiver form. This waiver does not carry over from year to year and must be completed annually.

ACTIVITY ADMISSIONS	<u>Adults</u>	<u>Students</u>
Varsity Games	\$5.00	\$3.00 (FB \$4.00)
Junior Varsity	\$3.00	\$2.00
Middle School	\$3.00	\$2.00

Lamoni students are admitted free of charge to home events other than State sanctioned events.

**-COPY MACHINE**

Personal printing can be done in the High School office at a cost of \$ .20 per page.Students will pay for copies prior to them being made.

**-TEXTBOOK DAMAGE & LOST BOOKS**

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 may be necessary to assess fines at the end of the year for replacing damaged textbooks. The price will be determined either through the textbook publisher or an online search and purchase of the text.

Books that are lost or damaged must also be replaced and students will be responsible for the costs. The price will be determined either through the publisher or an online search..

**-CAFETERIA FEES & 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. Milk is available for students who bring their lunch from home. 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.

Meal prices are subject to change; contact the Nutrition Director for current meal prices. The school does not refund money for unused meals on their account.

### **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.

## **FACILITIES & GROUNDS**

### **-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 high school office. 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.

#### -VISITORS IN THE BUILDINGS

Visitors and Parents must check in at the office when arriving. Please sign in and out in the office. Appointments are expected when needing to discuss academic progress or other concerns.

Students may not bring visitors to school without prior approval from an administrator.

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.

#### -FLOWER AND BALLOON DELIVERIES

To prevent a distraction in the classroom, flower and balloon deliveries at school for students will be held in the office until the end of the day.

#### -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 and vaping products.. 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.

## -PARKING

Student vehicles may be parked in the gravel lots on the east 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.

## -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.

## **STUDENT ATTENDANCE**

### -BELL SCHEDULE

1st hr	8:00 - 8:44
2nd hr	8:47 - 9:31
3rd hr	9:34 - 10:18
4th hr	10:21 - 11:05
5th hr	11:08 - 11:52
HS Lunch	11:55 - 12:20
6th hr	12:20 - 1:04
7th hr	1:07- 1:51
8th hr	1:54 - 2:38
Advisory	2:41 - 3:05

### LATE START BELL SCHEDULE

1 <sup>st</sup> hr	10:00 – 10:30
2 <sup>nd</sup> hr	10:33 – 11:02
3 <sup>rd</sup> hr	11:05 – 11:37
4 <sup>th</sup> hr	11:37 - 12:07
HS Lunch	11:37 - 12:02
5 <sup>th</sup> hr	12:40 – 1:10
6 <sup>th</sup> hr	1:13 – 1:43
7 <sup>th</sup> hr	1:46 – 2:16
8 <sup>th</sup> hr	2:19 – 2:49

Advisory 2:49-3:05

### Early Dismissal Bell Schedule

1 <sup>st</sup> Hour	8:00 a.m. – 8:30 a.m.
2 <sup>nd</sup> Hour	8:33 a.m. – 9:03 a.m.
3 <sup>rd</sup> Hour	9:06 a.m. – 9:36 a.m.
4 <sup>th</sup> Hour	9:39 a.m. – 10:09 a.m.
5 <sup>th</sup> Hour	10:12 a.m. – 10:42 a.m.
6 <sup>th</sup> Hour	10:45 p.m. – 11:15 p.m.
7 <sup>th</sup> Hour	11:18 p.m. – 11:48 p.m.
HS LUNCH	11:48 - 12:13
8 <sup>th</sup> Hour	12:25 p.m. – 1:00 p.m.
No Advisory	

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.

### -STUDENT ATTENDANCE POLICY/TRUANCY

Attendance at school is extremely important for success in school. Significant attendance and tardy problems will be brought to the attention of the parents. If the school has not been notified of your child's absence before 8:30 a.m., we will attempt to contact you. A letter will be sent home informing parents of possible consequences of continued absenteeism after students have been absent for 6 days, and again at 10 days. To be considered an excused absence, parents must submit a written excuse or contact the office by phone to inform the school of the date and reason of absence. Appropriate reasons for excused absences include:

- Illness
- Funeral
- Medical appointment (Parents/guardians are encouraged to set appointments outside of the school day.)
- Required court appearance
- Absences to attend a religious service or to receive religious instruction
- Other absences excused by the administration

The school will make the final determination on whether an absence is considered excused or unexcused. Parents are encouraged to plan family trips when school is not in session. If this cannot be done, the parents should notify the school of their plans as soon as possible.

**Tardies** - A student is tardy when not in school by 8:00a.m. All students arriving late to school must report directly to the elementary secretary's office.

1. Tardies will be recorded as either excused or unexcused. Excused tardies include, but are not limited to: lateness due to the weather, cars that don't start, illness, family emergencies, recognized religious observances, and school sponsored or approved activities.
2. Students arriving at school within the first hour of school will be marked tardy. After 9:00a.m., students will be counted absent for the time they missed.
3. If tardies become excessive (10% of days school has been in session), a letter will be sent home and a possible plan created with the parents and the Student Services Coordinator.

### **Truancies -**

A student is truant when an absence occurs without permission from parents and/or school officials.

### **Compulsory Attendance**

*Per Iowa Code 299.1A Compulsory attendance age.*

1. *A child who has reached the age of **six and is under sixteen** years of age by September 15 is of compulsory attendance age. However, if a child enrolled in a school district or accredited nonpublic school reaches the age of sixteen on or after September 15, the child remains of compulsory age until the end of the regular school calendar.*
2. *A child who has **reached the age of five by September 15** and who is enrolled in a school district shall be considered to be of compulsory attendance age unless the parent or guardian of the child notifies the school district in writing of the parent's or guardian's intent to remove the child from enrollment in the school district.*
3. *A child who has **reached the age of four by September 15** and who is enrolled in a statewide preschool program shall be considered to be of compulsory attendance age unless the parent or guardian of the child notifies the school district in writing of the parent's or guardian's intent to remove the child from enrollment in the preschool program."*

Truant students who have not completed sixth grade will be subject to the Attendance Cooperation Process (ACP).

### **-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 absent unexcused the day after an away event are**

**ineligible for the next event scheduled at the same level unless pre-approved by administration.**

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. Students 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.

Students who are not in attendance during the school day are not permitted to attend school activities that evening unless prior permission has been granted.

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

Students will report to their regular class after an absence. Students are responsible to make arrangements with their teachers concerning his/her assignments and when they are to be completed (refer to the 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.

#### **-TARDY POLICY**

Tardiness is an undesirable habit which should be held to a minimum. It is very important that students are punctual to all their classes. Students are allowed two (2) tardies per class period per semester. Upon receiving the third tardy, the student will be given one detention. On the fourth tardy, the student will serve two detentions during the next three school days. On the fifth tardy, the student will serve a half- day in-school-suspension.

#### **-LEAVING SCHOOL DURING ATTENDANCE HOURS**

Students may not leave the school building during the day for illness until a parent or guardian has been contacted by the office or school nurse. Students will not be released to go home unless a parent/guardian is at home or the student has

open-campus privileges. Before students leave the school building during school hours for reasons other than illness, they must have the following:

1. Permission from parent/guardian on file in the office.
2. Clearance from the school office.
3. Sign out in the office.
4. Sign in upon return to school.

**Students will not be allowed to go to another student's home for lunch. Students must sign out at the office before leaving the building.**

## **STUDENT SCHOLASTIC ACHIEVEMENT**

### **-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, and grade point average (with the exception of physical education grades counting towards graduation and eligibility but not class rank or grade point average).

### **-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/ email the cards. Mid-term reports are issued at the midpoint of each quarter as noted on the District Activity Calendar. Students and families may also monitor grades via the JMC Online system as well as the online curriculum for classes. Parents can be notified regarding attendance, late work, and grades by setting up alerts through JMC. The school can assist parents in setting up alerts if requested.

#### -ACADEMIC HONOR ROLL

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

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 the honor roll.

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

#### -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 habits 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.

#### **Requirements for activity participants:**

1. Participants must be enrolled in a minimum of four classes.
2. Participants must be age 19 or younger.
3. Participants must be passing all classes and be making adequate progress toward graduation requirements at the end of each grade check eligibility period.

4. If not passing all courses at the end of each eligibility period, student is ineligible for two weeks. Students must be passing all classes before they will be considered academically eligible to participate.
5. Students with incompletes are ineligible until the incomplete work has been made up and a passing grade is given.
6. Athletic team members who fail to turn in all equipment after the season is over will be ineligible to become members of other athletic teams until all equipment is turned into the coach.
7. Ineligible students may practice before or after school.
8. Ineligible students may travel with the team, if no class time is missed, but may not dress.
9. Students must attend at least the afternoon classes (5-8) to be able to practice or play the day of an event.

#### -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.

#### -INCOMPLETE GRADES

A teacher or the building principal may issue a grade of “incomplete” based on singular circumstances (i.e., extended illness, family emergency, prearranged 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.

#### -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
- Failing courses
- 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. Other alternatives that will help the special student reach her/his goal
4. 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. Student Services Coordinator
4. A Teacher
5. Student and Parent(s)

#### -STUDENT ASSISTANCE PROCESS THROUGH MTSS

As a part of the Multi Tiered Systems of Support (MTSS) at Lamoni, the school district strives to make every student's educational experience a successful one. To ensure the 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 a team of teachers and administrators from the district, develop interventions to accommodate 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 (GHAEA) to assist in developing these accommodations and modifications. Professional staff from GHAEA consists of speech-language pathologists, itinerant hearing and vision teachers, occupational therapists, transition/work experience instructors, school social workers, consultants, and school psychologists. If involved, staff from GHAEA 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 is to keep the length of their involvement brief (i.e. through indirect contact on no more than two occasions for a particular child).

## -COUNSELING PROGRAM

The mission of the School Counselor is to ensure that all students have access in all academic programs and support services. The Counselor will provide academic, career, and personal counseling to assist in the attainment of students' goals.

Academically, the counselor can assist you in clarifying and planning your educational goals. The counselor can also help you find a career path through the use of interest inventories and occupational exploration.

The counselor recognizes that life does not always run smoothly. Going to school and dealing with obstacles that sometimes get in the way, can be a stressful experience. For that reason, the counselor can provide confidential short-term counseling to help you through these rough patches. The school counselor will provide information regarding other resources available to students and families.

## -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 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).

## -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 their 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. Requests for TAG screenings are made to the district TAG teacher.

#### -STUDENT PROMOTION - RETENTION - ACCELERATION

Students will be promoted to the next grade level at the end of each school year, based on the student's achievement, age, maturity, emotional stability, and social adjustment. The retention of a student will be determined based upon the judgment of the licensed employee and the principal. When it becomes evident a student in grades six through eight may be retained in a grade level for an additional year, the parents will be informed. The superintendent, in consultation with the building principal and faculty will have the discretion to retain a student in the student's current grade level. Under special circumstances, the superintendent may inform the board of a student's retention.

**Students in grades kindergarten through twelve with exceptional talents may, with the permission of the principal and parents, take classes beyond their current grade level. Enrichment opportunities outside the school district may be allowed when they do not conflict with the school district's graduation requirements.**

#### -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.

## -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 is a privilege that may be revoked by the school at any time for irresponsible or disrespectful behavior.

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 study hall 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.

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.

**-STUDENT CURRICULUM PLAN**

Each student will complete a high school curriculum plan with the counselor. The plan will include assessment results, student interest survey, academic strengths, areas of concern and a career survey.

**-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 school counselor’s permission is 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 or dean of students and principal can the failing grade be waived.

Schedule changes will only be made at the discretion of the counselor, student services coordinator, or principal. Parents must approve of all course addition/drops.

**-GRADUATION REQUIREMENTS**

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

A one-credit class meets five days a week, one period per day for one semester. 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.

The Lamoni Board of Education requires certain courses for graduation. A student's program of study is tailored to best fit his or her needs through a collaborative planning effort involving the student, family, and high school staff.

Course Area		Credits	Total
English		8	9
	Literature	1	
Math		6	6
Science		6	6
Social Studies		2	6
	Modern US History	2	

	US Government	1	
	Economics	1	
Fine Arts		4	4
Practical Arts			10
	Physical Education	4	
	Health	2	
	Child Development / Parenting	1	
	Family and Interpersonal Relationships	1	
	Arts, Communications and Information Systems Electives	2	
Local	Freshman Seminar (Quad Class Structure)	1	1
Electives		8	8
			50
**All courses are HS or Post-Secondary approved courses			

#### -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.

#### -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 or Principal. Participation is limited and is at the discretion of the School Administration.

#### -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, 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.

#### -GRADUATION

Students 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.

#### -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**

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 their diploma.
6. The student may purchase announcements.
7. The student will be considered an alumnus upon completion of credits

### **Mid-Senior Year**

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 their diploma.
6. The student may purchase announcements.

### **-NATIONAL HONOR SOCIETY MEMBERSHIP**

The Lamoni Community School District is a member of the National Honor Society and will follow the society’s guidelines for student acceptance into NHS.

## **STUDENT RIGHTS & RESPONSIBILITIES**

### **-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 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. Complete and submit all assignments on time.
8. Adhere to state laws relative to tobacco, alcohol, and controlled substances.

## -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 Lamon 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.

## -POSITIVE BEHAVIOR, INTERVENTIONS & SUPPORTS

### PBIS at Lamoni Community Schools

Lamoni High School is 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 paraprofessionals) 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 has 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 have discovered 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 support 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 Middle/High School Demon PRIDE Behavioral Matrix

<i><b>Demon Pride</b></i>	<i><b>Hallways &amp; Stairways</b></i>	<i><b>Commons (Lunchroom)</b></i>	<i><b>Locker Room/ Restroom</b></i>	<i><b>Parking Lot</b></i>	<i><b>Buses/ School Events</b></i>	<i><b>Classroom</b></i>
<b>P</b> Perseverance	*Always follow hallway rules, even when others do not	*Use conversational voice volume *Prevent illness by using only your utensils and your food	*Use facilities in an appropriate manner *Flush, Wash, Leave *Do the right thing and be considerate of others *Stand-up for those being mistreated and report	*Drive defensively *Look for children/students *Look for potential dangers	*Stay seated until appropriate times to move about *Keep aisles clear *Follow teacher/coach instructions *Stand-up for those being mistreated and report	*Use appropriate Voice Volume even when others are not *Check the directions *Keep trying after you fail *Be prepared to work when the bell rings *Stay motivated to do your best
<b>R</b> Respect	*Respect others' personal space *Leave space for others to pass through halls *Keep personal items in your locker *Keep exits and doorways clear	*Join the line in the order you arrive *Only take others' food with permission *Respect others' personal space in line and at the tables	*Put toilet paper in toilet *Put paper towels in trash *Flush toilets after use *Keep your belongings locked in your own locker	*Park in an orderly fashion *Keep the bus barn doors accessible *Always yield to pedestrians, when in doubt yield to other vehicles	*Be courteous when attempting to get the drivers', staff or spectators attention *Respect others' personal property and space *Be courteous and appreciative towards others	*Give full attention to teacher *Respect all staff *Speak at appropriate times *Treat others the way you want to be treated
<b>I</b> Integrity	*Be where you're supposed to be, when you're supposed to be there *Keep hands, feet, and objects to yourself	*Take your own tray, food, utensils, and trash to the appropriate areas *Clean up/alert staff if there is a spill	*Leave other people's lockers and property alone *Take your things home and clean them regularly *Report lost items *Keep phones, iPods, etc. out of the locker rooms	*Leave space between vehicles to prevent door dings *If an accident or damage occurs, report it to the office	*Clean up after yourself (property & trash) *Wear appropriate clothing attire	*Be truthful & honest *Use materials & equipment appropriately *Value school property *Follow classroom procedures
<b>D</b> Discipline	*Walk *Talk in a quiet/conversational voice	*Eat all the food you take *Be kind and courteous to lunchroom staff	*Keep hands, feet, and objects to yourself *Be neat and not wasteful	*Drive at an appropriate (slow) speed *Enter and exit the lot with caution	*Stay with your group/chaperone/teacher *Keep hands, feet, and objects to yourself and inside the bus *Talk to those nearest to you with appropriate language and volume	*Listen when others are speaking * Use appropriate language *Keep hands, feet, and material to yourself *Move about the room in an orderly fashion
<b>E</b> Enthusiasm	*Smile and wave when greeted *Be prompt to your destination *Be kind to others in the hallway	*Be welcoming and inclusive to others *Look for ways you can improve the area and assist the staff	*Help keep the locker room/restroom a safe and clean environment	*Be courteous and patient with others	*Be welcoming and inclusive to others *Keep a positive, energetic attitude towards others *Leave the area cleaner than you found it	*Be helpful to others *Stay focused & on task *Be on your best behavior *Participate actively & enthusiastically

***I will have perseverance. I will have respect. I will have integrity. I will have discipline. I will have enthusiasm.***

### -RULES OF CLASSROOM CONDUCT

The following are rules for classroom and hallway behavior:

1. passing periods - go directly to class without loitering and be at your assigned place in the classroom when the bell rings;
2. report for all classes prepared with books, paper, sharpened pencil and other necessary equipment, keeping backpacks in the lockers;
4. students will remain in place until teacher dismissal (not the bell);
5. all assigned work will be completed properly and on time.
6. students will act in a manner that demonstrates respect to teachers, staff, other students, and to themselves
7. food and beverages are allowed in the classrooms only with special permission (other than clear water bottles).

### -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. Students will use respectful language and behaviors at all times, including pickup up any litter in their area.
3. Stay in your seat with feet on the floor and out of the aisles.
4. Keep hands, feet and objects to yourself.
5. Food and drinks should be consumed before getting on the bus or after leaving the bus. Pets should remain at home. Toys must be left in a backpack or with the driver.
6. Students who do not normally ride the bus will only be allowed to ride home with a bus student in the case of an emergency or after-school care needs. Parents can make special bus arrangements by calling the office in a timely manner.

Consequences:

1st violation: Warning given

2nd violation: Assigned seat and possible detention

3rd violation: Student will be suspended from the bus for a minimum of one week

Any severe rule infraction may result in immediate removal from the school vehicle.

Parents will be notified by letter and/or email after all violations.

### **-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.

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.

#### -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.

##### 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 are subject to the appropriate action described in board policy or regulations or the following consequences for inappropriate internet use:

1. First Violation - A verbal and written "Warning" notice will be issued to the student. A copy of the notice will be mailed to the student's parent/guardian and a copy provided to the student services coordinator.
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 student services coordinator.
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 student services coordinator. The student will receive district actions based on severity. Actions could include: Detention, ISS and/or OSS.

Students who repeatedly fail to follow internet expectations may have their internet access limited or "locked down" so that access is limited to class sites necessary for the completion of assignments.

- DISCIPLINE of STUDENT RULE VIOLATIONS

**Levels of Offense Overview:**

**-LEVEL I – Violation of Classroom Rules:**

Offenses that occur in the classroom / hallways / common areas and can be corrected by the teacher or staff member. (Minor offenses)

**-LEVEL II – Administrative Intervention:**

Offenses that are more serious in nature or a continuance of Level I misconduct that can not be handled by the teacher in the classroom. Minor/Major offenses)

**-LEVEL III – Suspension (In School / Out of School Suspension):**

Offenses that seriously disrupt the educational process in the classroom, in the school, or at school-related activities, or a continuance of repeated Level I or II misconduct. A Level III offense is a major rule violation and/or continuance of ongoing misconduct and disregard for school rules. A threat towards the school or staff, whether made in person or on social media, could also fall under this category. (Major offenses)

**-LEVEL IV – Expulsion or Alternate Educational Plan:**

Offenses that threaten the educational process, students, staff, school or school events. Offenses that demonstrate the student's presence is detrimental to the best interest of the school. Students may be disciplined for violating Level IV offenses if the misbehavior occurs on school property, at a school-sponsored, or school-related activity regardless of whether the event is on or off school property. (Major offense)

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

**-Level I**

**Violation of classroom, hallway or common area rules:**

Each teacher or staff member has their own classroom rules and/or rules for school activities. Most behaviors can be managed by the teachers or staff members. The teacher may use any of the disciplinary options listed below in maintaining order and proper behavior. A discipline referral will be completed if a discipline action is taken such as a detention, contacting parent, or a restriction placed on the student. Any time a disciplinary action is written up, the teacher or staff member will contact parents directly as well as the parents receiving an emailed copy of the disciplinary form.

**Level I acts of misconduct may include but are not limited to:**

1. Violations of rules/procedures established by the teacher
2. Refusal to participate in work or activities
3. Unexcused tardiness to class or activities
4. Failure to be prepared (materials/completed homework)
5. General misbehavior, such as horseplay, making excessive noise, dress code violations, etc.
6. Failure to protect or use of other students' passwords regarding technology accounts
7. Insubordinate or disruptive behaviors in the cafeteria, bathrooms, locker rooms, hallways, classrooms, anywhere on school property or at school events.
8. Any act that disrupts or interrupts the operation of the classroom or other common areas

**Intervention Options:**

- Verbal correction
- Teacher/student conference
- Parent contacted: phone call or in writing
- Student/counselor conference
- Detention
- Other appropriate in-class disciplinary actions
- Restriction of school bus privileges
- Cafeteria restrictions and seating location restrictions
- Restrictions for locker room usage
- Walking for a period of time during recess
- Timeouts or time-in both in classroom or recess for reflection

**-Level II**

**Administrator Intervention:**

Administrator intervention depends on the offense committed, the student's previous actions, and the seriousness of the misbehavior. Level II acts of misconduct include those

student acts that interfere with the orderly educational process in the classroom, on school property, or at a school sponsored event. A teacher who observes a student engaged in a Level II or higher misconduct will complete a discipline referral, refer the student to the Principal or Student Services Coordinator for intervention, and the parents or guardians will be notified. A copy of the discipline referral will be sent home to parents.

**Level II acts of misconduct include but are not limited to:**

1. Repeat Level I violations
2. Leaving without permission, including classroom and/or school grounds
3. Excessive unexcused absences
4. Extreme profanity or obscene gestures
5. Inappropriate displays of affection
6. Failure to abide by rules at extracurricular activities
7. Academic dishonesty/cheating/plagiarism or copying the work of other students
8. Minor vandalism
9. Major cafeteria disturbances
10. Disruptive behavior on a school bus or at a school bus stop
11. Minor physical contact without injury
12. Truancy
13. Sending or forwarding inappropriate emails, including email containing offensive language, untruthful statements, junk e-mail, chain letters, or jokes that result in a disruption to the educational environment
14. Any act interfering with the orderly educational process in the classroom or the school

**Intervention options:**

- Parent or guardian will be contacted by phone, in writing, or face to face conversation
- Administrator/student/parent conference
- Detention or placement in in-school suspension
- Exclusion from extracurricular activities such as field trips, awards ceremonies, etc.
- Removal of school transportation privileges
- Behavior or Conduct Contracts
- Any other appropriate disciplinary actions determined by the administration
- Loss of computer/electronics privileges with time determined by administration

***-Level III***

**Suspension (In-School / Out of School Suspension)**

Level III acts include misconduct for which an administrator may place the student in in-school suspension, or if the Level III misconduct is serious enough or persistent enough that

the student can be placed in out-of-school suspension. The Principal and/or Student Services Coordinator will make the disciplinary determination on the basis of the severity of the misconduct.

**Level III acts of misconduct may include but are not limited to:**

1. Chronic or repeated Level I and/or Level II offenses
2. Fighting, which is defined as two or more students mutually engaging in offensive physical contact.
3. Assault, which is defined as an act intended to result in physical contact that will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act. An assault that results in bodily injury is considered a more serious Level III offense and may result in more severe consequences, making it a Level IV offense.
4. Stealing/theft of property in an amount under \$500
5. Truancy including but not limited to repeat instances of cutting class
6. Weapons/Ammunition possession including but not limited to:
  - a. Knife, which includes razor blades, utility knives, X-Acto knives, or other objects that are designed to cut
  - b. Fireworks, "poppers," smoke or stink bombs, or any other pyrotechnic device that may be used to disrupt the educational process
  - c. Ammunition or bullets that are live
  - d. BB guns, pellet guns, or air rifles, electric stun guns or other protective devices designed to administer an electric shock
  - e. Replica of a gun that is sufficiently similar in appearance to a real gun such that, if pointed or shown to another person, a reasonable person may believe the student to be in possession of a firearm
7. Persistent disruptive behavior on a school bus
8. Insubordination - Interfering with school authorities, failing to comply with reasonable requests of school personnel, defiance of the authority of school personnel, and/or display of disrespect toward school personnel or campus visitors
9. Behavior contract violations
10. Harassment/indecent exposure/unsolicited sexual proposal. Harassment is threats of harm or injury to another student, engaging in sexually intimidating actions or causing unwanted sexual advances, intentionally damaging the property of another student, any action that substantially harms another student's physical or emotional health
11. Intimidation, extortion, or bullying, which includes any communication towards another student including electronic (e-mail, texting, instant messages, social media, etc), telephone, written, or verbal
12. Vandalism resulting in the destruction or defacing of any district property. This also includes but is not limited to rendering computers or related equipment inoperable.
13. Repeated violation of the district's computer usage agreement
14. Possession or use of any prescription medication in violation of the guidelines for dispensing medications at school
15. Possession or use of alcohol or controlled substances or drug paraphernalia
16. Under the influence of alcohol or a controlled substance

17. Terroristic threat, false alarm, or report. A threat to commit violence or harm to any person or property with intent to cause an emergency response or that places any person in fear of imminent serious bodily harm, or causing interruption of district or public communication, transportation, water, gas, or power. This threat can come through any form of social media, verbal, text, phone call, e-mail, written note, or graffiti.
18. Felony conduct. Engaging in any conduct punishable as a felony while on school property, at a school-related function or activity
19. Assisting (directly or indirectly) with the promotion of any prohibited behavior under the district's discipline code
20. Other acts of serious misconduct that disrupt the school environment in the classroom and/or school

### **Intervention Options:**

- Students under suspension will not be permitted to participate or attend any school activities (dances, athletic events, concerts, etc.) while under suspension and can have their privileges revoked for an extended period of time to be determined by administration.
- Required administrator, student, and parent conference
- Restitution or restoration, as applicable for vandalism to property
- Exclusion from extracurricular activities such as field trips, commencement, award ceremonies, etc.
- Placement of student into in-school suspension for a number of days to be determined by administration
- Placement of student into out of school suspension for a number of days not to exceed 10 days
- Revocation of open enrollment status if applies
- Removal from school transportation for up to one year
- Restriction or removal of computer usage and/or privileges for up to one year
- Referral for counseling services for substance abuse assessment, mental health assessment, or both
- Any other appropriate disciplinary actions determined by administration
- Referral to the county attorney in regards to chronic truancy
- Possible referral to law enforcement

### ***-Level IV***

#### **Alternate Education Placement or Recommendation for Expulsion for Serious Offenses**

Level IV acts of misconduct include serious misbehavior and/or illegal acts that threaten the school, its efficiency, or seriously disrupt the orderly process in the classroom and/or school.

Students may be expelled for any violation listed under this section. This can occur if the act occurs on school property, at a school event or activity on or off school property. Student receiving Special Education services that commit a Level IV offense shall be recommended for alternate educational placement.

**Level IV Acts of Misconduct Include the Following:**

1. Threat with a weapon. The display or use of a weapon (including but not limited to replica guns) with the perceived intent to inflict harm or injury to another person while on school property, at a school event, or a threat to a student or staff member away from school property.
2. Firearm/Dangerous weapon. A dangerous weapon is anything used to inflict death or injury to a person or animal. This includes but is not limited to any dangerous weapon as described in Iowa Code Section 702.7, pistol, revolver, or other firearm, dagger, razor, switchblade knife, knife having a blade exceeding five inches in length, or any portable device or weapon directing an electric current, impulse, wave, or beam that produces a high-voltage pulse designed to immobilize a person.
3. Distribution of a controlled substance. The sale or dissemination of a controlled substance while on school property or at a school sponsored event.
4. Possession with intent to distribute. Possession of a specified amount of controlled substance as identified in Iowa Code Chapter 124. The school will rely on local law enforcement to advise if the amount of substance meets this standard.
5. Arson. Causing a fire or explosion, or placing any burning or combustible material or any incendiary or explosive device or material in or near any school property with the intent to destroy or damage school property.
6. Assault of staff member resulting in bodily injury.
7. Sexual Assault. Any sex act between persons if the act is done by force or against the will of the other. If the consent is obtained by threats or violence or if the act is done when the victim is under the influence of a drug inducing sleep or in a state of unconsciousness.
8. A terroristic action that has caused or could have caused serious bodily harm or significant damage to property.
9. Habitual Disruptive Behavior: continued serious and persistent violations of Level III offenses.

**Expulsion Procedures:**

- Administration will meet with the parents and student to get a statement of misconduct.
- A determination will be made if the misconduct is a Level IV offense
- Administration will determine if the Level IV offense warrants a recommendation for alternate educational placement or expulsion

- Superintendent will be notified and consulted.
- The School Board President will be consulted and notified of the possible expulsion.
- Parents and student will be informed of the recommendation of expulsion.
- A hearing with the Board of Education will be conducted on the matter.

#### -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.

#### -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.

#### -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.

## -ACADEMIC HONESTY

### **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.

### **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,, 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.

**Consequences for cheating:**

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 a suspension and parent/guardian will be notified

**Plagiarism**

**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 or plagiarism in any form will not be tolerated.

**Consequences for Plagiarism:**

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 a suspension and parent/guardian will be notified

**-STUDENT DRESS CODE**

It is expected that all students will come to school appropriately dressed with proper personal hygiene. It is our belief that clothes and personal attire and good hygiene 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, as determined by the school counselor or principal, include:

1. Clothing having vulgar or suggestive language and/or gestures (including gang symbols or symbols that represent hate or racial injustice);
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;
  - a. Excessively short shorts, as determined by the school counselor or principal;
  - b. Midriff or crop tops or tops with an excessively low neckline. Halter tops and muscle t-shirts are not permitted. Every top should have two shoulder straps;
  - c. Chains should not be worn on clothing;
  - d. All holes in pants must be below the mid thigh and
  - e. All pants must remain at waist level
4. Students will not wear hats in the school building between the hours of 7:00 am - 4:00 pm;

Students wearing inappropriate clothing will be required to change or will be sent home to change the inappropriate clothing or bathe if the hygiene is poor enough to interfere with the learning environment of other students. Repeat offenders will be disciplined.

#### -STUDENT LOCKERS

Student lockers are the property of the school district. Students shall use the lockers 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 clean and undamaged. The expenses to repair damage done to a student's locker will be charged to the student. Backpacks must be kept in your student locker.

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.

## -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

- See It, Stop It, and Get Organized: A website 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 a 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>  
<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 Task Force offers several valuable links for parents on internet and cyber safety. - [www.iowaicac.org](http://www.iowaicac.org)

## -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, including vaping 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. The guidance counselor can help set up this educational program which 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). An online class could be appropriate. A fee may 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. 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 will not be required.

**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.

**Safe Harbor** 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. 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 may 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.

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

### **-NURSE ON DUTY**

The Lamoni Community School District has a nurse on duty during the school day. We do have additional personnel that are certified to administer medications in all buildings.

## -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 or office 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 arrangements 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 chickenpox) 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. Students must be fever free without the use of medication for 24 hours before returning to 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.

## -EMERGENCY DRILLS

Emergency drills for fire, weather, and other disasters will be conducted periodically throughout the school year.

**FIRE DRILLS** - One long blast of the buzzer-Alarm lights blink and fire doors close.

- Windows and doors should shut after everyone is out.
- Students should be reminded that they should pass quietly so that if emergency instructions need to be given, all can hear.
  - Students should walk swiftly, but should not run.
  - Students are to stay with the group they come out with. It is very important that the faculty and staff be able to account for each student at the time of the fire drill or a fire.
  - After all is clear, the outside bells will sound the signal to reenter the building.

Assume that all drills or alarms are the real thing. You never know for sure.

**TORNADO DRILLS** - Announcements will be made through phones & PA system.

All students and staff will proceed to the safe room located between the middle school building and the elementary building.

**LOCKDOWN DRILLS** - Announcements will be made through phones & PA system.

Situation-specific instructions will be given during the announcement.

- Intruder
- Medical Emergency
- Shelter-in-Place

## -SCHOOL CLOSING/INCLEMENT WEATHER

Area radio and TV stations will be advised by 6:30 a.m. if school will be closed or delayed due to inclement weather conditions. Please do not call individual teachers or other school personnel. If you have an email or cell phone number listed in the school's JMC database, parents are encouraged to sign up to receive an email or text message notification.

Families can also find school-related announcements on the following stations:

<u>STATION</u>	<u>CALL NUMBER</u>
KAAN	95.5 FM
WOI-TV	Channel
KCCI	Channel 8
WHO	Channel 13

### **STUDENT ACTIVITIES**

#### **-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 an administrator. 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 an administrator. 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.

## -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 Senior class will present their proposal for their Senior Trip 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.

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.

Parents will receive notification of the dates, destination, cost and expected payment of the senior trip by October 31 of their child's senior year.

**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 have the proper paperwork filled out and 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 administration 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 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 RECORDS

### -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.

#### -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 can find information 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)

#### -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.

### **ADDITIONAL POLICIES AND INFORMATION**

#### -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 in 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.

#### -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.

#### -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.

#### -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, socioeconomic 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:

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

#### STAFF

The current list of faculty and staff, along with contact information, is found on the District website at [www.lamonischools.org](http://www.lamonischools.org)

