

INTRODUCTION

The handbook has been written to inform students and parents of policies currently in effect at L-M Junior/Senior High School. We are hopeful that you will take a few minutes to read and become familiar with the contents and that you will continue to support us in providing a quality education.

You are encouraged to contact the junior/senior high school when you have questions or concerns whether it is for general information, checking on your child's academic progress, or in regards to a discipline concern. We are confident that with the school, your child, and you working as a team, the benefits a student receives from attending L-M will be increased.

Finally, a committee consisting of parents, students, teachers, and administrators recommended the information contained in this handbook.

DISTRICT WEB SITE

The school district's web site can be reviewed using the address below. Information listed includes information on lunch menus, school calendar, school activities and curriculum. Access the web site at:

<http://louisa-muscatine.k12.ia.us>

SCHOOL HOURS

Normal school hours are from 8:00 A.M.-3:20 P.M. Students arriving to school prior to 8:00 A.M. must be with a staff member or remain in the cafeteria until the 8:00 A.M. bell. Between 8:00 – 8:13 a.m. students should report to the gym. Students may not be in the building past 3:30 P.M. unless they are under direct supervision of a staff member. All doors except the main entrance will be locked during the school day.

STUDENT PLANNERS

All students in grades 7-12 will be issued a planner at the beginning of the year. Replacement planners may be purchased for \$6 in the main office. The planner will contain the student handbook, the district calendar, a place to write down assignments, resource pages, and a pass section. ALL STUDENTS MUST CARRY THEIR PLANNERS WITH THEM AT ALL TIMES.

PASS PROCEDURES

During each period, you are responsible to your attendant teachers. You are expected to comply with the directives of your teachers. If you receive permission to leave your assigned room,

YOU MUST HAVE A TEACHER SIGN A PASS IN YOUR PLANNER. Students will not be allowed to sign out to the office until the last 5 minutes of class or study hall. Four minutes have been allotted between classes. During this time, you are asked to go to the restrooms and get a drink. Do not ask to leave class for these reasons unless it is absolutely necessary. If you have 2 classes in succession at the same end of the building, books should be carried for both classes.

TELEPHONE

The telephone in the office is for school business and for limited student use. Students may use the telephone during passing time (or the last 5 minutes of a class if the teacher gives them a pass) by requesting permission from the office secretary. All calls must be essential and limited to essential conversation. Students will not be called from class to receive phone calls unless the call involves an emergency. If a long distance call is necessary, you must REVERSE THE CHARGES or have the call billed to your home phone number. Students are not to make telephone calls from classroom phones.

DELIVERIES

Deliveries for students are not accepted. Please do not send flowers, balloons, etc. to the school.

VISITORS

Students will not be permitted to bring visitors to school with them. If you feel the circumstances warrant a student needing to bring a visitor to school, see the principal.

STUDENT PUBLICATIONS

Students under the direction of a faculty advisor may produce official school district publications. Official school district publications include, but are not limited to, the school yearbook. No student shall express, publish, or distribute in an official school publication, material which is obscene, libelous, or encourages students to commit unlawful acts, violate school rules, cause the material and substantial disruption of the orderly operation of the school, or infringe on the rights of others. A complete copy of the policy can be reviewed by contacting the school yearbook advisor.

LOCKERS

All lockers in the school buildings are the property of the Louisa-Muscatine Community School District and remain school property even though they are temporarily assigned to students. Students are to use the lockers only for storage of schoolbooks, school materials, and

other possessions ordinarily used in day-to-day school activities and outerwear clothing. The lockers will be subject to inspection by authorized officials at any time for cleanliness, missing school property, or evidence of vandalism. Periodic inspections of all lockers or a random selection of lockers shall either occur in the presence of the student whose locker is being inspected or the inspection shall be conducted in the presence of at least one other person. Any contraband discovered during such inspections will be confiscated and may be turned over to law enforcement authorities. All students assigned a locker are responsible for it and may be charged for damage done to it.

Each student is responsible for ensuring that other students do not learn their locker combination. Lockers are available in the locker rooms for use during P.E. classes. Students can bring locks to lock their possessions in the locker during P.E. periods; however, because numerous students may want to use the locker, the lock must be removed at the end of the period.

SEARCHES

A student or a student's possessions, clothing, locker, etc., may also be searched if the school official has reasonable suspicion to believe that illegal, unauthorized, or contraband items will be found.

VEHICLE POLICY

Students with proper state authorization will be permitted to drive to school provided they follow the regulations listed below:

1. During school hours, you shall not be in the parking lot area or move your car unless you have authorization from the office.
2. At dismissal time, you shall not pull out in front of the buses.
3. Students are requested to not drive your vehicle around the elementary building before, during or after school.

PARKING

All students driving to school must have a parking tag.

There are not enough parking spaces in the high school parking lot for all students.

Seniors will be issued a parking tag that will designate a specific numbered parking spot. This will be determined by a lottery system. In the event that a parking spot is not being used, that spot may be issued to another student.

Juniors will be issued parking tags that will allow them to park in the east lot. If there are no parking spots available in the high school lot, juniors will be expected to park in the elementary parking lot.

Freshmen and sophomores will be issued tags that will allow them to park in the elementary parking lot. Students are responsible for their tags and must have them hanging from their rear view mirror. Students will be required to pay \$5 for a lost or stolen tag. Students may not let anyone else use their tag for any reason. All tags must be turned in to the office at the end of the year.

Freshmen and sophomores may not park in the East lot on school days between the hours of 8:00 A.M.-3:20 P.M.

All students must park appropriately in marked spaces. Students must drive carefully, cautiously, and in the right direction. At no time should a student drive on any grass or through any ditches.

Any careless driving or parking violations may result in disciplinary action and/or loss of driving privileges on school grounds.

SOCIAL EVENTS

1. The student council is responsible for planning social events for the year. In doing so it attempts to spread the activities throughout the year and plan them according to the varying interests of the students.
2. All plans for social functions must be approved by the principal and will be under the direction of the Student Council Advisor.
3. The following guidelines must be followed in the event that an out-of-school date is invited to a school sponsored activity:
 - Guests must be registered in the office prior to the activity
 - Guests must be under the age of 21
 - Guests attending another school will be required to have a form filled out by that school showing that the student is in good standing
 - Guests not enrolled at another school will be required to show identification to verify age
 - You are responsible for your own behavior as well as the behavior of your guest.

Junior High Dances are only for students in 7th and 8th grade.

FIRE DRILL INSTRUCTIONS

The fire alarm is a continuous horn. Upon hearing the alarm, observe the following instructions:

1. All personnel shall evacuate the building when the alarm sounds.
2. Instructors shall see that all windows are closed before evacuating the building.
3. Students shall walk to the nearest hall exit in evacuating the building. Students should walk away from the building on the sidewalks. If it becomes necessary to clear the sidewalks, you will receive further instructions from school or fire personnel.
4. Pass through the driveway and parking lots to the grassy areas.
5. Although each classroom has windows that can be used for exits under emergency conditions, do not use windows for fire evacuation unless directed to do so by the instructor.

SEVERE WEATHER

If weather conditions exist that may result in severe weather, teachers will be notified. During this time, you are to follow normal classroom procedures. If it appears that the approaching storm requires evasive or protective measures, the following actions will be taken immediately:

Normally the announcement of a "tornado warning" will be given over the inter-communications systems to all classes and departments. If an electricity outage exists, runners will be sent to each of the classes and departments giving the "tornado warning".

Personnel will immediately move to the areas in the building which have been designated as most safe by a representative of the Area School Branch, Civil Defense. These locations are posted in each classroom.

INTERNET ACCEPTABLE USE POLICY

The purpose of the L-M Internet Network is to support research and education in and among academic institutions in the US and the world by providing access to unique resources and the opportunity for collaborative work.

Acceptable Use - The use of your account must be in support of education and research and consistent with the educational objectives of the Louisa-Muscatine Community School District. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmissions of any material in violation of any US, state, or foreign regulation is prohibited. This includes, but is not limited to: copyrighted material,

threatening or obscene material, or material protected by trade secret. Use for commercial activities, product advertisement, or political lobbying is also prohibited.

Accessing email accounts, music, or games on school computers is prohibited unless specifically directed to do so by an L-M staff member. Internet access is only permitted on district issued technology.

Privileges - Internet usage is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Based upon the acceptable use guidelines outlined herein, the system administrator(s) will deem what is inappropriate use, and such decision will be considered final. Failure to abide by the conditions under which this privilege is granted will result in the following penalties:

First violation- 30-day suspension from computers or the Internet and notification of parents.

Second violation- suspension from computers or the internet for remainder of school year and notification of parents.

You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following: 1) Be polite. 2) Do not write or send abusive or harassing messages to others. 3) Use appropriate language-vulgarity or other inappropriate language will not be tolerated. 4) Do not use the network in a way that will disrupt the work of others.

Vandalism - Vandalism will result in cancellation of computer and internet privileges. Vandalism is defined as any malicious attempt to harm or destroy equipment, data of another user, Internet, or any of the agencies or other networks. This includes, but is not limited to, uploading and creation of computer viruses.

The school may refer violations to the appropriate federal, state, or local authorities.

NATIONAL HONOR SOCIETY

Students are elected to the National Honor Society based on scholarship, leadership, service, and character. Students in grades 10 -12 with a minimum cumulative grade point average after first semester of 3.3 are eligible for election to the National Honor Society. Applications are collected by current NHS members then given to the entire faculty who rates each applicant on the four pillars of NHS- leadership, service, character, and scholarship. Leadership refers to taking a constructive lead in classroom and

school activities to the benefit of the school. Service refers to showing respect to others and works without personal gain, but for the group as a whole. Character refers to maintaining high personal standards toward fairness to others and demonstrating cooperation. Scholarship reflects a student's achievement in the classroom. A faculty council appointed by the high school principal then makes the final selection. There is no set number of annual inductees.

HONOR ROLL

To qualify for the honor roll, 12th grade students must be enrolled for a minimum of four full time credits and all other students must be enrolled for 7.5 full time credits. Honor roll students must have earned a minimum 3.00 grade point average. Any student earning a "D" or an "F" for ANY grading period of a semester will be ineligible for the honor roll. Post Secondary Enrollment Option (PSEO) courses and 28E courses will be included when calculating grade point averages for honor roll. GPA/Honor Roll is calculated by adding the total of the grade points divided by the total amount of credits. Grade points for classes are as follows:

4 pt classes

A =4.00 C = 2.00
A-=3.67 C- = 1.67
B+=3.33 D+=1.33
B =3.00 D = 1.00
B-=2.67 D-= 0.67
C+=2.33 F = 0.00

SCHEDULE

The L-M daily schedule consists of seven 45-minute periods plus a 45-minute Academic Advisory Time (AAT). Students in grades 7-11 will be required to enroll in seven periods and 12th grade students in a minimum of four periods per semester at least 2 of which must be L-M high school courses.

GRADE REPORTS

Each teacher notifies students of the class grading procedures early in the learning session. Midterm reports will be sent to all students at 9 weeks. Progress reports will be given to students about one week after a grading period ends. Final grades will be issued at the end of first and second semesters. If you have not received these reports by: **November 11, January 27, April 2, or June 10**, please contact the guidance office.

ON-LINE GRADE ACCESS

Students and parents will receive a login code and password. This login and password will grant you access to your child's grades,

assignments, and attendance. This will also be a tool for you to help guide your child in the selection of classes for the following year.

TERM EXAMS

Comprehensive term exams will be scheduled for the end of each term and will account for 10% of the final grade. Comprehensive term exams will be required in all high school courses. Junior high courses will have a midterm and final exam that will combine for 10% of the final grade. 10 % will be added to the final exam grade if the student has missed class two or fewer times that term (excused or unexcused except school related absences).

STUDENT-PARENT TEACHER CONFERENCES

Student-parent-teacher conferences have been scheduled four times during the school year. Conferences will be conducted approximately six weeks into each term (prior to report cards) on **October 5th and 7th** and **March 8th and 10th**. Please attend, meet your child's teachers, and check on your student's progress. Students are encouraged to attend conferences with their parents.

SCHOOL CLOSINGS

School cancellations will be communicated through an automated phone system. It is very important to communicate any change in your phone numbers to the office as soon as possible to keep our automated system updated and current.

The cancellations will also be broadcast on radio stations KWPC (AM 860) in Muscatine, KUUL (FM 101.3) and WLLR (103.7) in Davenport, and KBOB (99.7) in Muscatine as well as TV stations KWQC, WHBF and WQAD in the Quad Cities. Parents can also register on-line with Iowa School Alert to receive email notices on their computer or phone. *PLEASE DO NOT CALL THE SCHOOL.*

RELEASE OF STUDENT INFORMATION

In accordance with the Family Educational Rights and Privacy Act of 1974, the following policy concerning release of student information has been adopted: "Any student, parent, or guardian who objects to the release of student's name, address, telephone number, date, and place of birth, information related to participation in school activities, statistics related to participation, weight, height, grade level, dates of attendance, awards, honors, schools previously attended, date of graduation, and photographs must submit objections in writing

to the principal of the school attended by the student.

Students and/or parents/guardians have the right to review the appropriate student folder at anytime. We ask that you call the Junior/Senior High School, 319-726-3421, and set a time with the guidance counselor or building principal to do so.

EMERGENCY INFORMATION

Please notify the school office anytime your address, telephone number, or place of employment changes. This information needs to be current in case we need to contact you for an emergency, our automated phone notifications or to send mailings to you.

SPECIAL EDUCATION

Parents who suspect their child has a disability requiring accommodation or special education are encouraged to contact the junior-senior high counselor's office or the Mississippi Bend Area Education Agency (1-800-947-2329) for additional information and a copy of the booklet entitled Parental Rights in Special Education.

The Mississippi Bend Area Education Agency provides for a process to aid parties in resolving differences. This service is called the Resolution Facilitator Process. This involves using a Resolution Facilitator (impartial person) who is trained in mediation. The process may be requested to address issues between educators (district or AEA) and parents of general education, Section 504, or special education students. It can also be used between other parties involved with the district. The Resolution Facilitator will assist you in resolving differences by talking them out. The process helps make clear what the problems really are and helps everyone involved work toward an agreement that is acceptable to all. The Resolution Facilitator may be someone from within the AEA who is considered impartial to the conflict or may be selected from outside the AEA. Additional information can be requested by contacting the director of special education at the Mississippi Bend Area Education Agency by calling 1-800-947-2329, ext. 6201.

The Iowa Department of Education provides a process for issues involving special education called the Pre Appeal Conference. Instead of a due process hearing or formal mediation, this mediation option is designed to be a less stressful, less formal process. It is voluntary for all parties and involves the use of a trained, impartial mediator who contracts with and is assigned by the State Department of Education.

The process helps make clear what the problems are and helps everyone involved work toward an agreement that is acceptable to all. For more information, contact DeeAnn Wilson at 1-515-282-5766. A copy of the model form is available in the Procedural Safeguards Manual for Parents or view the manual on the Iowa Department of Education website at <http://www.state.ia.us/educate/ecese/cfcs/pr.html>.

STUDENT SERVICES

Guidance: The purpose of guidance services is to help each of the students in their social, educational, vocational, and personal development. Conferences with students receive first consideration of the counselor's time. The counselor may assist students and parents:

1. By providing assistance to students with academic difficulties.
2. In planning student's schedules and the school program.
3. In making realistic curriculum selections and suitable plans for the future for students.
4. In offering aid in problems of adjustment or to listen to students discuss their problems.

Health:

The school nurse heads the health program of the school. He/She identifies those children with health needs, gives them temporary immediate aid, and makes referrals for treatment. The nurse is not always in our building, and the office will assist students if he/she is not available.

SPECIAL STUDENT NEED PROGRAMS

In addition to classroom teachers, the L-M Jr. / Sr. High School has several individuals who are available to help students. We have guidance counselors, juvenile court liaison, principals, a nurse, school psychologist, school social worker, speech pathologist, occupational and physical therapist, teacher of the visually and hearing impaired, special education teachers and an educational consultant. Your student's classroom teacher may contact any of these professionals if there is a concern about your child's educational progress. They may also be asked to observe your student in the classroom or visit with him/her if the need should arise.

These professionals may be involved in discussions about your student and may suggest ways to improve his/her performance in school.

S.T.A.R.T.

The mission of the Louisa-Muscatine Junior/Senior High School Student Teacher

Assistance Resource Team (S.T.A.R.T.) is to provide a network of prevention, intervention, brief counseling, and support for students trying to overcome conditions that interfere with their ability to achieve success in school.

The Student Teacher Assistant Resource Team is made up of building staff that has volunteered their time to be part of the team, and have participated in extra training. The team meets regularly with the S.T.A.R.T. coordinator to address various issues including: substance abuse; depression/suicidal feelings; relationship problems; academic concerns; conflict resolution; and other teen issues.

Referrals can be made to S.T.A.R.T. by contacting the school office and asking for the S.T.A.R.T. Coordinator, or any of the S.T.A.R.T. team members. Referrals can be made anonymously on the high school link on the website by students, parents, teachers, or other school staff.

FEE WAIVER AND REDUCTION PROCEDURES

Students whose families meet the income guidelines for Free and Reduced Lunches, the Family Investment Program (FIP), Supplement Income (SSI), transportation assistance under open enrollment, or are in foster care are eligible to have their student fees waived or reduced. Students whose families are experiencing a temporary difficulty may be eligible for a temporary waiver of student fees or students who believe they may qualify for temporary financial help should contact the high school office for a waiver form. This waiver does not carry over year to year and must be completed annually.

Based on your household income, your child(ren) may qualify for free or reduced lunches. Every child is given an application form for free/reduced lunches the first day of school. However, whenever there is a significant change in your household income, you may submit an application for free/reduced lunches.

TEXTBOOK AND MATERIAL FEES

An \$85.00 fee for books and materials will be charged to each high school student and junior high student. The above fee includes one student planner. Workbooks are in addition to this but are sold at cost. Students are expected to use school property in a manner that will keep it in the best possible condition. This includes books, uniforms, instruments, and other equipment that students are loaned throughout the year. Students will be assessed the

replacement cost for each item that is lost or destroyed beyond reasonable use. Students may be charged additional fees for damaged items.

BAND INSTRUMENT RENTAL FEE

Students who play school-owned instruments will be charged a \$50 per year rental fee. Students who play school-owned percussion instruments will be charged a \$25 per year rental fee. Fees are waived for students who qualify for free meals and are reduced to ½ the fee for those who qualify for reduced price meals. The fee will be non-refundable after the first 4 weeks of school.

BREAKFAST/LUNCH PRICES

The Jr/Sr High uses a number debit system for payment of breakfast and lunch for all students and staff. Daily meal prices are: breakfast for 7-12 students - \$1.10 and lunch for 7-12 students - \$1.90. Ala carte menu items are also available using the number debit system. *No cash will be accepted in the lunch or ala carte line.* Students must have a positive balance in their accounts (\$1.90) before purchasing lunch or Ala carte items. Students may deposit money into their lunch account in the office from 8:00 A.M. - 8:20 A.M. and between classes. Deposits accepted after 10:00 A.M. will be counted as a next business day deposit.

FOOD/LIQUID ITEMS

Clear, plastic water bottles and other beverage items available in school vending machines are the only food or liquid items permitted in school.

MEDICATIONS

In accordance with a directive from the Iowa State Board of Health, only medically qualified employees may dispense medication. In this case, the junior high and high school secretaries are qualified. Prescriptions must be brought in the original container with the label affixed, along with written permission from the parents/guardians to dispense the medication and physician's signed and dated authorization including name of the medications, dosage, administration route, time to be given at school, and reason receiving. Students are to leave the medication and permission slip with the secretary. No medication may be dispensed without permission from home. Students with medically prescribed inhalers must notify the offices that they have the inhaler, but the student will keep the inhaler with them.

Non-prescription medication (aspirin etc.) is to be brought to the office, in the original container,

with a note from a parent/guardian authorizing dispensing the medication.

INSURANCE

The district does not purchase insurance to cover students while taking part in school-sponsored activities.

- A. Families that **qualify** for free and reduced lunch may also qualify for the Iowa free or reduced HAWK-I Comprehensive Health Insurance. Call 1-800-257-8563 to determine if your family qualifies and to request a brochure/application form.
- B. For families who **do not qualify** for, or do not wish to take part in, the HAWK-I Comprehensive Health Insurance, the district is making available at your cost Student Accident Insurance. For families with no other insurance this Accident Insurance Plan would be primary and pay according to the benefits of the plan. For families with deductibles and co-insurance this would help pay those charges not covered by the family's primary plan. Student Accident Insurance brochures and forms are available in the office.

ACTIVITY TICKETS

Activity tickets are sold at all events for admittance to L-M home activities. Student activity tickets (K-12) sell for \$40 and admit the student to ALL home activities. Student tickets are non-transferable. Senior Citizens (65+) are admitted FREE and may pick up a pass in the main office.

GRADUATION REQUIREMENTS

To qualify for graduation, a student must have earned a total of 52 credits. Specific graduation requirements are listed as:

English	7
Social Studies	6
Math	6
Science	6
Speech	1
PE	4
Electives	22

In addition to the academic requirements, a student must have all bills paid, all school property returned (including rented items and uniforms), and all discipline matters fulfilled. If a student has met the above requirements, they will be considered a graduate upon being given his/her diploma.

Computer based credit recovery classes may be taken with administrative approval. No more

than 8 of these credit recovery courses may be taken to meet graduation requirements for a regular diploma.

The Board of Education will grant requests for early graduation if the student has met all requirements for graduation. Students interested in early graduation should contact the guidance counselor in writing by November 4th to begin the process. If a student fails to complete a class or classes, the student will receive failing grades in those courses.

HIGH SCHOOL GRADE CLASSIFICATION

Freshman:	0 - 12.5 credits
Sophomore:	13 - 25.5 credits
Junior:	26 - 36.5 credits
Senior:	37 credits or above

Student credits will also determine which grade students will be placed for class activities during the school year. Any student with less than 37 academic credits upon entering their senior year may not be eligible for graduation. Any deviation will have administrative approval.

POST-SECONDARY ENROLLMENT OPTIONS ACT (PSEO)

All 11th and 12th grade students who meet proficiency requirements based on state law and 9th & 10th grade students who are identified as Talented & Gifted and meet those same requirements may enroll part time at an eligible community college, state university, or private college or university. The purpose is to promote rigorous educational pursuits and to provide a wide variety of options for students. The school district pays the college or university for the cost of tuition, textbooks, materials and fees up to \$250; the student furnishes their own transportation. The student or the student's family pays costs beyond \$250. The high school principal will determine the amount of high school credit to be awarded for a completed course. Students who want more information should contact the high school counselor. Students who fail a PSEO course will be required to reimburse the \$250 to the LMCS.

PSEO course grades will be included when calculating GPA for honor roll and for determining eligibility for activities.

28 E COURSES

The 28E Courses are courses offered through an agreement with Muscatine Community College. These courses are taught at L-M by an instructor from or approved by MCC. These courses are

free to L-M students and will be taught during the regular school day. All 11th and 12th grade students who meet proficiency requirements based on state law and 9th & 10th grade students who are identified as Talented & Gifted and meet those same requirements are eligible to enroll in 28E courses.

28E course grades will be included when calculating GPA for honor roll and for determining eligibility for activities.

CLASS CHANGES

Students wishing to make a class change must make the request within the first three days of the semester. Students enrolled in a dual credit class must meet the class change requirements for both the high school and MCC. Any requested class changes after three days of a term must receive administrative approval.

FIELD TRIPS

Field trips within twenty-five (25) miles will NOT require parent permission because they are considered local field trips. Attendance on the field trip is mandatory because of the educational value of the trips and in many cases will be taken during a class period. The supervising teacher will give students a field trip notification statement for parents.

OPEN ENROLLMENT

Students wishing to exercise their option of attending school in another school district should contact their building principal or the superintendent.

GRADE RETENTION

Junior high students failing eight or more semesters of core courses (math, science, history, language arts, and reading) may not be permitted to advance to the next grade level or placed in alternative programming. If seven or fewer term courses are failed, the student may be required to retake the courses until they are passed or placed in alternative programming.

SUMMER SCHOOL

Junior High students may be required to attend summer school if they earn an "F" as a final semester grade in reading, math, science, social studies or language arts.

SILVER CORD SERVICE PROGRAM

It is our belief that students who interact positively within their community not only will benefit the community, but also will develop their own leadership and citizenship skills. To encourage and reward volunteerism and

community service, the Silver Cord program will recognize students each year who have made significant contributions to the community through their service.

Seniors who have completed a minimum of 200 hours of approved volunteer service during their four years in high school will be awarded a silver cord and will be recognized at graduation exercises. While it is suggested and highly encouraged that students complete 50 hours of approved service activities each year to reach the 200 total hours, students may accumulate their 200 hours in varying amounts during their four years of high school. Additionally, underclassmen that attain a minimum of 50 hours of approved service during a school year will be awarded a certificate and will be honored at the annual spring recognition assembly. (Third Falcon Awards)

The Silver Cord Program will be phased into place and requires each graduating class to achieve the following number of hours to attain Silver Cord status at graduation ceremonies.

Class of 2012: 100
Class of 2013: 150
Class of 2014 and beyond: 200

A log of student completion of approved service activities will be maintained for all students by the counselor's office. The building leadership team will review periodically those activities that constitute "approved" community service. To constitute an "approved" area of service, the following criteria must be met:

- The approved service hours must be attained during non-academic time.
- The approved service hours must be completed for "non-pay."
- The approved service hours from any one project or area may not exceed 20 hours.
- The approved service hours must be approved by the counselor or administration BEFORE being undertaken.
- The approved service hours must be submitted to the counselor with appropriate documentation (see accompanying form) and then will be recorded on the individual student's service log sheet.

Any questions as to the approval of service hours will be referred to a team of the secondary administrators and counselors who will render a final decision about any issues.

OPEN CAMPUS

Open Campus will be made available to seniors. Open campus means eligible seniors may leave campus during three of the seven academic periods if they do not have a scheduled class. Seniors who have open campus 4th and/or 5th periods or a 3.00 GPA for the previous quarter will be allowed to leave during AAT. Other requests should be addressed with the high school principal. If a senior earns an "F" for a midterm or final grade (9 weeks), he/she will lose open campus privileges until the end of the next grading term (9 weeks). The student will be assigned a designated area by the counselor or principal until the end of the next grading period. Seniors who earned an "F" as a final grade of Term 4 during their junior year, will not be granted open campus privileges at the start of their senior year. *Any violation of this policy or other guidelines established by the administration may result in loss of open campus privileges.*

ATTENDANCE POLICY

Attendance at school on a regular basis is an extremely important ingredient for student success. Students perform better in school when they are in attendance regularly. Poor attendance and under-achievement go hand-in-hand. Regular attendance and a sense of responsibility are important to every job. We believe that good attendance habits begin at an early age and should be taught as life-long skills.

It is the position of the Louisa-Muscatine Community School District that students should not only be in attendance at school every day school is in session but also participate in all scheduled classes. Every effort should be exercised on the part of the students and parents to assure regular attendance.

A student that is absent due to illness should be free from fever, vomiting, and diarrhea for 24 hours before returning to school.

A. Attendance Procedures

- 1) Students and parents are accountable for all absences from class. Absences must be cleared by the office before returning to class. Parents are to call the office no later than 10:00 A.M. on the day(s) their child is absent. If it is not possible to call, a note upon the student's return will be accepted. The parental call and/or note must include the student's name, parent's name, reason for absence, and date of absence(s).
- 2) If the school does not receive a call by 10:00 A.M., the office will attempt to contact a

parent at home or at work. Parents who cannot be reached will be expected to send a note with their child on his/her return to school. If a call or note is not received within two school days of the partial or full day absence, the absence will be marked as unexcused or truant.

- 3) Parents are requested to call the office or provide a note when their child has an appointment that will take them away from school. Parents should notify the office in advance about an absence or appointment so the student can get work from his/her teachers.
- 4) Students are responsible for all work missed due to school absences and should contact teachers and/or fellow students to make arrangements for make-up work. Homework requests for students missing two or more consecutive days may be made through the office if notified.
- 5) Following any absence, the student must report to the office for an admit slip before he/she attends any of the classes he/she was absent from. Students will not be admitted to class without an admit slip.
- 6) Attendance records will be marked at 10:00 A.M. Missing more than two periods of classes will constitute a 1/2-day absence.
- 7) Students entering school late or leaving early for any reason must sign in/out in the high school office. Failure to do so may result in a discipline referral.
- 8) Open campus seniors must be in attendance in all assigned classes in order to be eligible to participate in activities that night.
- 9) Students absent from any part of the school day **for any reason**, including illness, will not be allowed to participate in after school activities/athletics that night without administrative approval prior to the activity. Students who go home sick will not be allowed to participate that night. The administration will evaluate any unusual circumstances. Pre-set engagements such as dentist/doctor appointments, college visits, field trips, funerals, etc. are acceptable reasons for absences and the students may still participate in that night's activity. Students absent on Friday will be allowed to participate in Saturday activities at the athletic director's or principal's discretion.
- 10) We highly encourage parents to schedule vacations during the summer or when school is not in session. If a planned activity will take a student away from school, the following procedures need to take place:

- a) **The parent needs to call or email the office prior to the absence. The office will then notify the teachers.**
- b) The student needs to obtain an approved absence form from the office.
- c) The student returns the form to the office with ALL necessary teacher signatures.

For planned absences that are approved, all schoolwork is due the day of return. Planned absences will count toward the 10-day absence policy. (See section D – Attendance Standards)

B. Excused Absences

The following absences will be considered excused upon proper notification:

- a. Personal illness
- b. Serious illness or death in the immediate family
- c. School sponsored activities
- d. **Medical or dental appointments that cannot be made other than during school time. Written verification of the appointment from the doctor's office may be required upon the student's return to school.**
- e. Official college visits properly arranged through the counselor's office

All make-up work following an excused absence must be requested immediately upon return. The work must be completed and turned in within three days of receiving it. However, assignments that were previously given, such as research papers, presentations, projects, etc., are due the first day of return and will not be given an additional three days.

C. Unexcused Absences

The following absences will be considered unexcused:

- a. Truancy
- b. Absent from school without proper notification
- c. Student employment unless in an approved program
- d. Missing the bus
- e. Shopping
- f. Hunting and fishing
- g. Hair and tanning appointments
- h. Any absence not approved by the Principal
- i. Driver's permits/licenses

Students will not receive credit for make-up work for unexcused absences.

D. Attendance Standards

- 1) Any student absent five times (unexcused) from a class during a term

may be subject to loss of credit in that class.

- 2) The teacher will notify the office and the student when the student has reached his/her 7th and 10th absences (excused or unexcused) per term. A notice from the office will be sent home to the parents on the 3rd unexcused absence and the 7th absence (excused or unexcused). A phone call will be made to the parents on the 10th absence.
- 3) In-School Suspension (ISS) and Out of School Suspension (OSS) will not count toward the 10-day limit.

E. Student Appeal (Due Process) for Loss of Credit

- 1) Administration will have copies of the appeal form available for students. The principal or the counselor will fill in the number of absences and the appeal due date at the time the form is given to the student.
- 2) Students have five school days from the time they receive the notice of exceeding the policy limit to submit a written request for appeal to the attendance committee. The attendance committee will include teachers and one administrator.
- 3) Students will have the opportunity to explain and validate their attendance record on the remainder of the form, which then must be signed by the student and a parent/guardian.
- 4) The student will return the form to the principal prior to, or on the due date for committee consideration.
- 5) When the appeal form has been appropriately completed, the attendance committee will review it and make a decision within three days of receiving the completed appeal form from the student.
- 6) If the appeal is accepted, the student's grade will be returned to the earned grade.

F. School Related Absences

It is our belief that students need to be in class for the 180 days expected by the State of Iowa. However, certain educational opportunities will be excused with the following guidelines:

- 1) **College trips:** Allows Seniors up to two college visits and juniors one visit per year with counselor approval and one-week notice. Students must fill out the field trip form obtained from the counselor and have

the form approved by all teachers and returned to the counselor prior to going on the college visit.

- 2) **Field trips:** Field trip forms must be signed by parent and turned in to the office prior to going on the field trip. (See Field Trip Guidelines)
- 3) **Athletic/activity:** Team members not participating in the event that an L-M team or individual has qualified for will be allowed to attend a state event for 1 day as an EXCUSED ABSENCE, if proper procedure is followed. (See Attendance procedures B).

CITIZENSHIP

As part of the educational program, students will have the opportunity to learn about their rights, privileges, and responsibilities as a citizen. Students will be expected to demonstrate the elements of good citizenship and the role quality citizens play in society while in school.

A major aspect of citizenship is accountability and the acceptance of responsibility for their actions. If students find it necessary to violate established rules or expectations, they should be willing to accept responsibility for their actions rather than passing blame to others or asking others to help them avoid the acceptance of responsibility.

2nd offense- student may fail the class

DISCIPLINE POLICY

A consistent and fair disciplinary system is an integral part of a successful school. Disciplinary measures will attempt to serve as a deterrent and/or modify inappropriate behavior and encourage acceptable behavior. Discipline infractions vary in their degree of seriousness. Therefore, a corresponding degree of latitude will be given to school personnel in disciplining those involved. **STUDENTS ARE RESPONSIBLE AND ACCOUNTABLE FOR THEIR BEHAVIOR.** The following disciplinary measures will be used:

A. Detention: A student may receive a detention from any staff member for any unacceptable behavior. Detentions will be 30 minutes in duration and take place before or after school. A student must bring study materials and be doing school work the entire time; otherwise credit will not be given. Students who want to appeal their detention must contact the building principal before the detention is to be served.

Monday detentions may be assigned by administration. Monday detentions will be from 2:30 – 3:50 p.m.

Any student receiving a 5th detention during a semester will serve a day of In-School Suspension instead. A day of ISS will continue to be assigned for each additional detention until the end of the semester.

B. In-School Suspension: Goal

The goal of the in-school suspension (ISS) program is to provide a disciplinary program that retains the student in the school setting, and is an alternative to out-of-school suspension. Students assigned to ISS must cooperate with the coordinator and complete assigned work. If problems occur during ISS, the student may be suspended from school and be required to make up the ISS days. ISS is an attempt to keep students in school and on an academic route.

Overview

- In-school suspension may be assigned only by the principal or his/her representative.
- Days assigned will be at the discretion of the principal or his/her representative.
- In ISS the student reports to the designated ISS classroom with books, writing materials, and paper, and remains there for the entire day closely supervised by the ISS monitor. Students are required to complete all classroom work as assigned by teachers or the building principal. Bathroom breaks are allowed once in the morning and once in the afternoon at the discretion of the ISS monitor. Under the supervision of the ISS monitor, students will take lunch at a time designated by the principal. Lunch will be collected from the lunchroom (by individual students and under the supervision of the ISS monitor) and eaten in the ISS classroom. ISS students are not to interact with the general student population.
- In order to receive credit for the entire day the student must remain in the room for the day and comply with the ISS guidelines. The student must bring all textbooks and necessary study materials when reporting to ISS. If absent on the assigned ISS day, the student will report to the office on the day he or she returns to school prepared to enter ISS. If ISS is not in session that day the student will be given a new date to report. Students are to report to ISS no later than 8:20 A.M. If a student is significantly late to ISS, he/she remains in ISS for the assigned day and make up the time missed as designated by the building principal. An unexcused tardy may result in additional

discipline measures.

•Students involved in extracurricular activities attend the activity as required but may not compete or perform on the day of their assigned ISS.

- Violation of the ISS rules (or behavior rules generally expected while in school) will result in additional days of ISS being assigned. OSS may also be assigned.
- Students assigned to ISS will be notified of the rules and regulations of ISS. The ISS guidelines and rules will be posted in the ISS classroom.
- ISS will be operative as scheduled by the building principal and will begin at 8:20 A.M. and conclude at 3:20 P.M. or as designated by the building principal.

C. Class Suspension: If a student demonstrates unacceptable behavior in a class, he/she may be removed from the class for a period of days. The principal will determine the number of days of a class suspension. Repeated class suspensions could lead to expulsion.

D. Out-Of-School Suspension: The principal has the authority to suspend a student out of school for up to ten days for disciplinary reasons. These actions could also result in expulsion. In any suspension matter, there will be an attempt to notify the parents of the suspended child. Also, all suspensions will follow the legal requirements of due process.

E. Expulsion: A student may be recommended for expulsion by the principal if, in his/her estimation, the student's behavior warrants it. The expulsion hearing would be conducted before the Board of Education who has the authority to bar a student from school attendance for up to one year. If a student is being recommended for expulsion, his/her parents will be notified and the expulsion proceeding will follow the legal requirements of due process.

DISCIPLINE CONSEQUENCES

Tardies- Not being in class when the tardy bell rings.

Students who arrive late to class must have a signed planner from a staff member to be considered excused. Students arriving to class more than ten minutes late will be considered as an unexcused absence.

Students are allowed a total of two unexcused tardies per week (for all classes combined). The

third unexcused tardy will result in a detention. Students who are repeatedly late for class but do not accumulate three tardies in a week are subject to disciplinary action on an individual basis.

Ttruancy – Absence from school without knowledge and consent of parents/guardian and the school.

1st offense – 2 days ISS, principal/student conference, parent contact.

2nd offense – 2 days ISS, principal/student conference, parent contact.

Subsequent offenses – Minimum of 2 days ISS or OSS, principal/student/parent conference.

Ttruancy from a class will result in a minimum of two periods of ISS for each class skipped.

The Tobacco Products, Alcohol and Drugs, Fighting, Flagrant Disrespect, Theft and Vandalism policies are accumulative for the duration of a student's time in high school. Transfer students will have their records reviewed to determine appropriate level of consequences.

Tobacco Products – Use and/or possession of tobacco or products routinely associated with the use of tobacco, such as lighters or paper, on school grounds, bus, or at any school activity.

1st offense – 2 days ISS, principal/student conference, parent contact

2nd offense – 3 days ISS, principal/student conference, parent contact.

Subsequent offenses – Minimum of 2 days OSS or expulsion, principal/student/parent conference.

Any infraction may be reported to local law enforcement authorities.

Alcohol & Drug Policy – (See Board Policy)

1st offense – Long-term suspension or expulsion, parent contact.

Any infraction may be reported to local law enforcement authorities.

Student must have an initial evaluation within one week of board action and retested with a negative result within one week of returning to school at the expense of the parent/guardian.

Board policy includes “look alike” substances that appear to be tobacco, beer, wine, alcohol, controlled substances, or objects related to the use or distribution of those substances. “Look alike” substances will

receive consequences according to the regular tobacco, alcohol, and controlled substance policies.

Fighting – Mutual combat in which both parties contributed to the conflict either verbally or physically. Students who encourage or promote an altercation may receive consequences under this policy. Students that record fights and or altercations on school property will be suspended.

1st offense – 1-5 days OSS, parent contact.
2nd offense – 2-5 days OSS, parent contact.
Subsequent offenses – 6-10 days OSS, possible expulsion.

Any infraction is subject to administrative review and may be reported to local law enforcement authorities. All fights are considered Good Conduct Policy violations, as well.

Flagrant Disrespect – Disrespectful verbal, written, or symbolic language or gesture that is inappropriate to public settings or directed toward staff.

1st offense – 1-2 days ISS, possible OSS, principal/student conference, parent contact.
2nd offense – 1-2 days ISS, possible OSS, principal/student conference, parent contact.
Subsequent offenses – Minimum 2 days ISS, possible OSS, possible expulsion, principal/student conference, parent contact.

Theft – Theft, attempted theft, or willful possession of stolen property.

1st offense – 1-3 days ISS, possible OSS, principal/student conference, restitution.
Any infraction may be reported to local law enforcement authorities.
Subsequent offenses - 1-3 days ISS, possible OSS, possible expulsion, principal/student conference, restitution. Any infraction may be reported to local law enforcement authorities.

Vandalism – action involving deliberate destruction of or damage to public or private property

1st offense – parent contact, student/parent assume the cost and/or labor of repairs, up to 3 day OSS
2nd offense - parent contact, student/parent assume the cost and/or labor of repairs, up to 10 day OSS

Any infraction is subject to administrative review and may be reported to local law enforcement authorities.

Unauthorized Items at School – Laser pens, lighters, video games, and bags, except for small purses, may NOT be in classrooms.

1st offense – possible detention, object is confiscated until the end of the day.
2nd offense – detention or ISS, object is confiscated until the end of the day.
Subsequent offenses – ISS, principal/student conference, and object is confiscated and must be claimed by a parent.

Cell Phones and Electronic Devices

While many members of the Louisa-Muscatine Schools-- including faculty and staff-- use several communications devices and technologies as part of their work, learning how to use these while remaining a productive member of the community is of the utmost importance. Cell phones have become a part of our everyday life and communication is key in any relationship, especially with children. However, inappropriate use of a cell phone during the school day disrupts the learning environment for our students.

Cell phones and electronic devices will be permitted for use on school grounds before and after school, at lunch, and during the passing time between periods. Cell phones and electronic devices may NOT be used during curricular/instructional time including all classes, study hall, field trips, assemblies, and any other time a staff member or administrator deems necessary. A teacher may allow appropriate educational uses of cell phones and electronic devices by students during instructional time, provided the teacher has given prior approval of the use, and as long as the student uses the cell phone or electronic device in an educationally appropriate manner under the direct supervision of the teacher. Teachers and staff members have the right to request students to relinquish their phones or electronic devices in exchange for privileges, such as using planner passes during instructional time.

If a student phone or electronic device should happen to be seen, heard, or used during instructional time, it will immediately be confiscated without student complaint or refusal. Refusal on the part of the student will not be tolerated and consequences will follow in accordance with the behavior.

Consequences for failing to comply with the cell phone policy will be as follows:

1st offense: The confiscated cell phone or electronic device will be returned to a parent or guardian or held for three school days in the office and the student will receive a detention.

2nd offense: The confiscated cell phone or electronic device will be returned to a parent or guardian or held for three school days in the office and the student will receive one day of suspension.

3rd offense: The confiscated cell phone or electronic device will be returned to a parent or guardian or held for three school days in the office and the student will receive two days of suspension.

Subsequent offenses: Will be dealt with at the discretion of the administration.

Unauthorized Use of District Network- Any student found viewing or changing information deemed for teacher/staff use only will be subject to disciplinary action. Penalties may include ISS, OSS, and/or parent contact. Any infraction may be reported to law enforcement.

Sexual Inappropriateness - Includes any type of physical affection not appropriate for a school setting or possession of material(s) that may be viewed as sexually explicit/offensive
1st offense - detention, ISS, or OSS. Principal/student conference, parent contact.
Subsequent offenses - detention, ISS, OSS or possible expulsion. Principal/student conference, parent contact.

THREATS OF VIOLENCE AND INTIMIDATION

All threats of violence and intimidation, whether oral, written, or symbolic, against students, staff and/or their families, or to school facilities are prohibited. All such threats will be treated seriously and promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school.

Students engaging in threatening behavior will face disciplinary consequences of a suspension. Extreme cases may result in recommending expulsion from school.

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terrorist behavior: the background of the student, including any history of violence or prior threatening behavior, the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the student and his or her parent(s) or guardians in the investigation; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.

When staff learns of such threats or statements, the situation will be investigated. If the information is substantiated, the student(s) that are involved will be disciplined accordingly.

BULLYING/HARASSMENT

Definition of Harassment/Bullying:

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. Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. The harassment 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.

Reporting Procedures (Initial): Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop. If the individual wants assistance communicating with the harasser, he/she should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, he/she should:
 - tell a teacher, counselor or principal; and
 - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
 - what, when and where it happened
 - who was involved

- exactly what was said or what the harasser did
- witnesses to the harassment
- what the student said or did, either at the time or later
- how the student felt
- how the harasser responded

Complaint Procedure (Formal): An individual who believes that he/she has been harassed or bullied will notify the building principal, the designated investigator. The alternate investigator is the school nurse. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint.

Investigation Procedure: The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

1st offense – 1-2 days ISS, possible OSS, principal/student conference, parent contact.

2nd offense – 1-2 days ISS, possible OSS, possible expulsion, principal/student conference, parent contact.

Subsequent offenses – Minimum 2 days ISS, possible OSS, possible expulsion, principal/student conference, parent contact.

Any infraction may be reported to local law enforcement authorities.

DRESS AND GROOMING

Students are expected to dress appropriately for the school environment. While dignity, self-

respect, and common sense will assist you in determining appropriate dress, when there is a dispute, the final determination will be made by the school administration.

1. Footwear must be worn.
2. Students are asked to keep themselves and their clothes clean.
3. Undergarments cannot be revealed.
4. Shirts and blouses should reach to the bottom of the belt loops. Shoulders must be covered with straps wide enough to cover undergarments. Halter tops, tube tops, backless tops and tops with spaghetti straps are not allowed. The student is in violation if the midriff can be seen when either walking or sitting. Upper garments must not expose cleavage.
5. Shorts, skirts, culottes, and skorts must be an appropriate length (guideline- no higher than approximately one-half way between the knee and the hipbone).
6. Sunglasses or dark tinted glasses may be worn indoors only when prescribed for school by a physician or optometrist.
7. Any student whose clothing or grooming creates a health hazard, a potential disruption to the school program, is obscene or vulgar, advertises cigarettes, alcohol or drugs, will be asked to replace it, turn it inside out, or cover it. Hooters shirts and clothing with the playboy bunny insignia are not allowed.
8. Attire, which may indicate gang affiliation, will not be acceptable.
9. Hats or head coverings are not to be worn inside the school buildings.

Any faculty member has the authorization to request that a student modify their appearance so as to abide by this dress code. Disciplinary measures will be the following:

1st offense - correct the violation or the student is sent home with an unexcused absence to change clothes.

2nd offense - 1 detention

3rd offense - 2 detentions

4th offense - 1 day of In-School Suspension.

PLAGIARISM POLICY

Louisa-Muscatine Community School District is committed to academic integrity. The administration and faculty of this school expect that all students submit course work that reflects their original efforts. Plagiarism jeopardizes academic integrity and violates the school code. Instances that constitute plagiarism include:

1. Turning in a paper retrieved from an internet source as one's own.
2. Using another student's work in whole or part and submitting it as one's own.
3. Using information from an encyclopedia, book, textbook, web site, database, etc. without citing the source.
4. Using any facts, statistics, graphics, drawings, pictures, sounds, or other pieces of information without citing the source.
5. Paraphrasing another person's unique ideas without citing the source.
6. Letting someone else write portions of a paper.
7. Inventing sources.
8. Using someone else's words or ideas unintentionally as a result of poor research methods.
6. Looking at another person's test.
7. Doing another person's work.
8. Handing in a paper used in another class without permission.
9. Stealing tests or answers.
10. Plagiarism.

The consequences for cheating will be:

1st offense- student will fail the assignment, possible ISS, parents will be contacted

WEAPONS POLICY

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

Parents of students found to possess a weapon or dangerous object on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion. This includes students making comments about having a weapon in their possession, on school grounds, or in a locker. Local law officials will be notified.

Students bringing a firearm to school shall be expelled for up to twelve (12) months. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. The definition of firearm includes any weapon which is designed to expel a projectile by the action of an explosive, the flame or receiver of any such weapon, muffler or silencer for such a weapon, or any explosive, incendiary or poison gas. Local law officials will be notified. The principal may allow authorized persons to display weapons or other dangerous objects for educational purposes.

CONTROLLED SUBSTANCE

Section 279.9 of the School Laws of Iowa prohibits the use or possession of tobacco, alcoholic liquor, beer, or any controlled substance in any form by students in elementary, junior or senior high school. Items specific to the use of chemicals (i.e.: pipes) are included in this policy. We will continue to make every effort to enforce this law. **THE ABOVE LAW APPLIES ANY TIME A STUDENT IS IN OR ON SCHOOL PROPERTY.** Any person who is willingly present during the use of or who assists another to possess or consume tobacco, alcoholic liquor, beer, or any controlled substance is subject to the

To foster students' good character and academic integrity, Louisa-Muscatine Community School District uses the following plagiarism policy:

1st offense- student will receive no credit for the assignment, parents will be notified, and a disciplinary referral will go in the student's file

2nd offense- any further act in the same course will result in automatic failure of that course; any further act in any course will result in progressive disciplinary action in concert with school policy

If the instructor, department chair, or administrator deems the plagiarism to be unintentional, a different penalty may be imposed. The student may be asked to rewrite the assignment in keeping with proper scholarly practice and resubmit it for evaluation. The instructor may reduce the student's grade for the assignment.

Turnitin.com is a program that L-M uses to monitor plagiarism in students' writing. Student assignments are submitted on-line and are then compared to millions of sources to check for similarities. Matches are reported back to the teacher to be addressed within the school/classroom policy.

CHEATING POLICY

The administration and staff of this school expect that all students submit course work that reflects their original efforts. Cheating jeopardizes academic integrity and violates the school code. Instances that constitute cheating include:

1. Getting test questions from previous classes.
2. Copying another person's paper.
3. Answers written on hands.
4. Cheat sheets.
5. Whispering during a test.

same punishment as the user. Students who violate this policy will be reported to the law officials as well as receive school discipline.

Any student who gives, sells or consumes any non-prescription medication (aspirin etc.) to another student(s) will be in violation of this rule. Students who violate this policy will be reported to the law officials as well as receive school discipline (ten day out-of-school suspension).

Section 123.46 of Iowa Law states that it is unlawful for any person to use or consume alcoholic liquors or beer upon public streets or highways, or to possess or consume alcoholic liquors or beer on any public school property or while attending any public or private school related function and no person shall be intoxicated or simulate intoxication in a public place. As used in this section "school" means a school or any school owned property, which provides teaching for any grade from Kindergarten through grade 12. A student who voluntarily seeks assistance for a substance abuse problem, prior to a violation, will not be subject to discipline measures from the school.

BUS DISCIPLINE

The students are responsible for their behavior on the bus as their behavior affects the safe operation of the bus. Misbehavior results in the bus driver being distracted. Such distractions endanger the lives of all students being transported. Therefore, behavior infractions must be reported and disciplinary action will be taken in accordance with these guidelines.

A. Parent Responsibilities

Parents or guardians are requested to explain the importance of proper behavior on the bus to their child. They are also expected to support disciplinary actions that are necessary to help their child change his/her behavior.

B. Student Responsibilities while awaiting and loading the Bus

1. Respect private property at the bus stop area.
2. Be on time according to route schedule
3. Stand at least ten (10) feet from roadway, unless specifically provided otherwise.
4. Board the bus in an orderly method - single file.
5. Load at their specific stop on the route.

C. Student Responsibilities while riding the Bus

1. Go directly to their seat and not to block the aisle.
2. Face forward and converse quietly with students around them and not to annoy other riders.
3. Remain in the same seat unless permitted to move by the driver.
4. Do not eat, drink, strike matches, smoke, or chew tobacco on the bus.
5. Pupils must respond promptly to the driver's instructions and observe all rules.

D. Student Responsibilities during and after unloading

1. Depart the bus only at designated stop.
2. Remain in seat until bus has come to a complete stop.
3. Leave bus-unloading area promptly.
4. When the bus's stop arm is used, the students should cross in front of the bus upon instructions from the driver.

E. General Courtesy

1. Drivers should be notified in advance of students being required to bring rakes, shovels, fishing poles, or other cumbersome items. Show and tell items; such as live animals, bulky and fragile items, etc. would be more properly transported by parents to and from school.
2. Musical instruments or large parcels should be stored as the bus driver requests.
3. Firearms, knives, and other potentially harmful items *shall not be carried* on school buses.

F. Driver Responsibilities

1. The bus driver is responsible for the bus, the immediate conduct of the pupils and the safe transportation of the riders. He/she has the authority to assign seats.
2. Driver may give a one-day suspension. If a bus driver gives a one-day suspension to a student, he/she must contact the parents/guardian of the student, before the student is refused transportation.
3. The driver will report behavior infractions on the forms provided. I.e., building principals, and parents.
4. The driver shall be responsible for discipline on his/her bus and the reporting of infractions of discipline.

G. Bus Referrals

Students may receive a bus referral for: hitting, spitting, profanity, name calling, blocking aisles, making loud noises, hanging out windows, throwing items, fighting, vandalism, possession of weapons/tobacco/drugs/alcohol, etc.

Referral Progression

Referrals 1-2-3 = maximum of three to five days off the bus. Conference with a parent, driver, student, and administrator must occur before student returns to bus.

Referrals 4-5-6 = maximum of five to ten days off the bus. Conference with a parent, driver, student, and administrator must occur before student returns to bus.

Referrals 7-8-9 = maximum of ten days to total loss of riding privileges up to one year from the date of infraction. Conference with a parent, driver, student, and administrator must occur before student returns to bus.

H. Athletics and Activities and Bus Referral Progression

The loss of riding privileges will not impact the student riding the bus for field trip activities/athletic trips unless deemed necessary by the activities director and/or building principal.

I. Dangerous Behavior Clause

If a student performs an act that obviously jeopardizes the safe operation of the bus or endangers the safety of others, the driver may suspend the student from riding the next morning. The driver must notify the parent/guardian and the appropriate administrator of this action upon the completion of the evening route. A written report shall also be filled out and delivered to the appropriate administrator immediately following the next morning's route detailing the incident. Riding privileges cannot be reinstated until a conference is held with the parent/guardian and the principal.

DUE PROCESS

It is the principal's responsibility to determine whether a violation of a rule has occurred. The principal will conduct the review in accordance with the informal aspects of due process by: a) Oral or written notice of allegations; b) the basis of fact for the charge; and c) the opportunity to respond to the charge.

Any violations that would result in the loss of academic credit will be handled under the disciplinary process established in the Student Handbook. Disciplinary decisions resulting in out of school suspension or expulsion may be

appealed to the next level of authority by personally contacting or notifying in writing the desire to appeal within two days of being notified of the impending disciplinary action.

JUNIOR HIGH STUDENT ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

All junior high students participating in extracurricular activities must abide by the conduct based eligibility rule. Each student will be given a strike for a conduct based referral.

Strikes:

- Level 1 office referral = 1 strike for every 3 received
- Level 2 office referral = 1 strike
- Level 3 office referral = 2 strikes

Consequences:

- 5 strikes will result in a one game suspension
- After serving the suspension, the referrals will go back to zero.
- After each activity season, the referrals will go back to zero.

Any junior high student who receives a failing grade at the semester will sit out 20% of their current activity season or their next season. 7th grade students will enter the year with a clean slate.

HIGH SCHOOL STUDENT ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

Louisa-Muscatine Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the school throughout the calendar year, whether away from or at school. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participation in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors. The (principal/activities director) shall keep records of violations of the Good Conduct Rule.

The following activities are covered by the board's policy and these rules:

Athletics, instrumental and vocal music performances, drama productions, speech contests, FFA, FHA, National Honor Society, all co-curricular clubs (e.g., Art Club, French Club), all honorary and elected offices (e.g.,

Homecoming King/Queen/court, class officer, student government officer or representative), state contests and performances for cheerleading and drill team, mock trial, Academic Decathlon, or any other activity where the student represents the school (district) outside the classroom.

Students WILL be permitted to participate in instrumental and vocal music performances that will directly impact their grades.

ACADEMIC ELIGIBILITY:

At the beginning of each school week, academic eligibility for participation in extra-curricular activities will be determined. A weekly eligibility list will originate from the principal's office. Students who are determined to be ineligible will be ineligible for Tuesday through the following Monday. It shall be the responsibility of the coaches/sponsors to see that ineligible students are not allowed to compete in sports or perform in other school activities.

· If a student is receiving a failing grade in two or more classes, they will be notified that they are in a probationary period where they maintain eligibility

· If a student is receiving a failing grade in two or more classes for two or more consecutive weeks, they will be ineligible until they are failing no more than one class on a weekly grade check.

The state of Iowa Scholarship Rule 281-36.15(2) still applies to athletics and music, which requires that students pass all of their courses at the end of each semester to retain eligibility. Failure to pass all courses will result in a 30 day ineligibility period during the activity the student is in and/or in next. Additional information regarding the Iowa Scholarship Rule can be found at the Iowa Department of Education, Iowa High School Athletic Association, and Iowa Girls High School Athletic Union websites.

Special education students or students covered by a Section 504 plan shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by the (staffing team) towards the goals and objectives on the student's IEP or accommodation plan.

Athletic/Activity Requirements: Forms and Fees

Before any student is permitted to become a member of any L-M High School athletic squad

or activity group, the following items must be on file with the activities director:

1. Physician's Certificate required for Athletics (Must be renewed every year-physicals are good for 1 calendar year.)
2. Insurance Waiver signed by parent or school insurance required for Athletics.

The cost of the student physical examination is paid for by the athlete. The examination forms must be signed by the physician and parent/guardian and returned to the office.

Attendance

Students absent from any part of the school day for any reason, including illness, will not be allowed to participate in after school activities/athletics that night without administrative approval prior to the activity. The administration will evaluate any unusual circumstances. Students who go home sick will not be allowed to participate that night. Pre-set appointments (such as dentist), funerals, college visits, field trips, etc. are acceptable reasons for absences and the students may still participate in that night's activity. Students absent on Friday will be allowed to participate in Saturday activities at the activities director or administrator's discretion. (See Attendance Policy #A9)

Trips

All athletes/activity participants must ride the bus or school transportation to all school sponsored activities. Any exceptions must be cleared with the Activities Director/Administrator and Activity Sponsor/Coach at least one day before the activity.

Students may ride home with their parents if he/she has the coach's permission and the parent(s) has personally approved it with the coach at the event. Notes from parents stating that their child can ride home with another student's parent(s) must be cleared by the Activities Director/ Administrator at least one day before the activity.

GOOD CONDUCT RULE

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

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. Only reports from staff members or adult community members will be investigated. Anonymous reports will not be investigated.

A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- * possession, use, or purchase of tobacco products, regardless of the student's age;
- * possession, use, or purchase of alcoholic beverages, including beer and wine ("use" includes having the odor of alcohol on one's breath);
- * possession, use, or purchase of illegal drugs or the unauthorized possession, use, or purchase of otherwise lawful drugs;
- * being in attendance at a function or party where alcohol or other illegal drugs are being consumed by minors
- * engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted or adjudicated for the act(s)
- * being involved in a fight

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 or school district, the student shall be ineligible according to the previous district's guidelines.

Penalties

Any student, who, after a hearing before the administration, is found, by substantial evidence, to have violated the Good Conduct Rule, during the school year or summer, is subject to a loss of eligibility as follows:

First Offense Within the Student's High School Career – 1/3 of the season

Second Offense Within the Student's High School Career – 2/3 of the season.

Third Offense Within the Student's High School Career - Twelve (12) calendar months of ineligibility.

The student must be approved by school district officials for reinstatement at the end of the one-year period.

Fourth Offense Within the Student's High School Career - Remainder of high school career.

The period of ineligibility attaches immediately upon a finding of a violation if the student is currently engaged in an extracurricular activity. If not completed during the current activity, the penalty will be carried over to the next activity. However, if the period of time between a violation and an activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation. An ineligible student shall attend all practices or rehearsals but may not "suit up" nor perform/participate. If a student drops out of an activity prior to completion of the period of ineligibility, the penalty or remainder of the penalty will attach to when the student next seeks to go out for an activity, subject to the 12-month limitation above.

If a student is going out for an activity for the first time in order to work off an ineligibility penalty, what is considered satisfactory participation and completion of the activity is at the discretion of the coach(es) involved and the activities director.

Reduction in penalty

1. Evaluation and Treatment: A student who has a violation of the Good Conduct Rule may elect to serve 15 hours of community service and meet with the school liaison for three 30 minute sessions. The student's playing time penalty for the violation would be reduced by 2/3. This reduction is only available on the student's first violation and only if the student admits to the incident to the activities director, his/her coach, or the building principal within 48 hours of its occurrence. If a student received a second alcohol/drug violation of the Good Conduct Policy they may elect to seek an evaluation and, if recommended, treatment from a recognized substance abuse facility at the student's or student's parent/guardian's expense. If the student seeks the evaluation in a timely fashion and agrees to waive confidentiality to allow the facility to report back to school district officials regarding recommendations for treatment or follow-up care, the student's playing time penalty for the violation will be reduced by 1/2. The penalty reduction will be based on the penalty for the second Good Conduct Rule violation. The reduction is based on successful completion of the evaluation/ treatment process at the parent/ guardian's expense, which includes a negative test for substances within one week of returning to school.

2. Self referrals: Students who voluntarily seek assistance from school personnel for such a substance abuse problem will not be subject to any punishment. This provision will remain in

effect as long as the student faithfully completes the evaluation procedure stated above. The student will not be covered by the self-referral if the incident for which the student could be charged has become public knowledge or the student has been charged with a violation.

Additional consequences

A student violating the Good Conduct Rule while on school grounds or at a school event or activity off school grounds may receive additional disciplinary action (e.g., detention, suspension from school, etc.) for the violation.

Appeal Process

If a student/parent wishes to appeal a Good Conduct Code decision/penalty, a written request for an appeal must be submitted to the principal and/or activities director within ten days of the date the student was informed of his/her penalty or 10 days after a court hearing.

From the date the appeal is received, the appeal process will progress in as timely a manner as is necessitated by the situation and allowed by the schedules of those involved.

The appeal order is as follows:

1. Activities Director/Principal
2. Superintendent
3. Board of Education

COMPLAINTS

Matters concerning an individual student, teacher, or other employee should be addressed to the teacher or employee. Unsettled matters should be directed to the building principal or the employee's immediate supervisor.

NON-DISCRIMINATION POLICY STATEMENT

It is the policy of the Louisa-Muscatine Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (Employment only), marital status, sexual orientation, gender identity and socioeconomic status (students/program only) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator: Peggy Colton, Curriculum Director. 14478 170th St., Letts, IA 52754. Phone: 319-726-3541, x354. Email: pcolton@louisa-muscatine.k12.ia.us

GRIEVANCE PROCEDURE

Students, parents of students, employees, and applicants for employment in the district shall

have the right to file a formal complaint alleging discrimination under federal or state regulations requiring non-discrimination 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, marital status, or disability are encouraged to first discuss it with their principal or immediate supervisor, with the objective of resolving the matter informally. A student, parent of a student, or an applicant for employment with a complaint of discrimination based upon their gender, race, national origin, religion, age, marital status, or disability are encouraged to discuss it with the instructor, counselor, supervisor, building administrator, program administrator, or personnel contact person directly involved.

Level Two-The Equity Coordinator

If the grievance is not resolved at level one and the grievant wishes to pursue the grievance, they may formalize it by filing a complaint in writing on a Grievance Filing Form, which may be obtained from the Educational Equity Coordinator. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at level two must be within fifteen (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 Equity Coordinator. A minor may be accompanied at that meeting by a parent or guardian. The Equity Coordinator shall investigate the complaint and attempt to resolve it. A written report from the Equity Coordinator regarding action taken will be sent to the involved parties within fifteen (15) days after receipt of the complaint.

Level Three-The Grievance Committee

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 ten (10) working days after the grievant receives the report from the Equity Coordinator. 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 ten

(10) working days after receipt of the written appeal.

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, the Federal Office of Civil Rights, 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.

The **Educational Equity Coordinator** is: **Peg Colton**, L-M Community Schools, 14478 170th Street, Letts, Iowa 52754. Phone: 319-726-3541 ext. 354. Office Hours: 8:00 AM-3: 50 PM.

HOMELESS POLICY

The Board of Directors of the Louisa-Muscatine Community School District is responsible for locating and identifying homeless children and youth who are "identified" within the district. A "homeless child or youth of school age" is defined as one between the ages of 5 and 21 who lacks a fixed, regular and adequate night time residence and includes a child or youth living on the street, in a car, tent or abandoned building or some other form of shelter not designated as a permanent home; living in a community shelter facility; or living with non-nuclear family members or friends who may not have legal guardianship over the child or youth of school age. The district shall make available to the homeless child or youth all services and assistance including, but not limited to, compensatory education, special education, English as a second language, vocational courses or programs, programs for the gifted and talented, health services, and food and nutrition programs, on the same basis of those services and assistance provided to resident pupils. *If you need further assistance/information, please contact the building principal, counselor or the Superintendent of Schools, 14478 170th Street, Letts, Iowa 52754.*

ABUSE OF STUDENTS BY SCHOOL EMPLOYEES

Abuse may fall into either of the following categories:

1. "**Physical abuse**" means non-accidental physical injury to the student as a result of actions of a school employee. Injury occurs when evidence of it is still apparent at least 24 hours after the incident. Physical abuse may occur as a result of intentional infliction of injury or excessive, unnecessary, or unreasonable use of force.

2. "**Sexual abuse**" means any sexual offense as defined by Iowa Code Chapter 709 or Iowa Code Section 728.12(1). The term also encompasses acts of the school employee that encourage the student to engage in prostitution as defined by Iowa law, as well as inappropriate, intentional sexual behavior by the school employee toward a student.

The following people have been appointed by the Louisa-Muscatine Board of Education to be investigators to investigate allegations or reports of abuse of students by school employees:

Investigator
School Nurse
319-726-3634/319-726-3421

Alternate Investigator
Superintendent
319-726-3541 ext. 350

Building Principals
319-726-3421/319-726-3634

Any person who has knowledge of an incident of abuse of a student committed by a school employee may file a report with the designated investigator or alternate.