



**2022-2023**  
**Student Handbook**

*Central Lyon Community School District*

## Welcome!

Whether you are new to the district or you have been with us for some time, we wish to thank you for giving us the opportunity to partner with you for your child's education. Your child's safety and achievement are our top priorities. Please know we will do everything we can to ensure that 2022-2023 is a successful school year for you and your family. We have high quality staff members who work diligently to provide the best educational environment possible, and we always remember that great instruction occurs between a high quality teacher, involved parents, and a student who is willing to learn.

We hope you find this handbook useful. It contains valuable information and we ask you review it closely. The district places high value on open, two-way communication with our students and their parents and guardians. Please feel free to call your child's teacher, principal, or the district office any time you have a question, or would like additional information.

During the school year we invite you to become an active participant in your child's education. There are many ways for you to become involved: whether it is reading at night with your child, helping with homework, volunteering in the classroom, or serving on a parent or district committee; we welcome your support. Have a great school year!

In education,



Brent Jorth  
Superintendent of Schools

### Central Lyon Community School District

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## **Equal Education Opportunity**

*(School Board Policy 102)*

The Central Lyon Community School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. The belief in equal educational opportunity serves as a guide for the board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Brent Jorth, Central Lyon Superintendent, 1010 S. Greene St., Rock Rapids, IA 51246, (712) 472-2664, [bjorth@centrallyon.org](mailto:bjorth@centrallyon.org).

## **Annual Notice of Non-discrimination**

*(School Board Policy 102.E1)*

The Central Lyon Community School District offers career and technical programs in the following areas of study: Business, Family & Consumer Sciences, Industrial Arts and Vocational Agriculture.

It is the policy of the Central Lyon Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Brent Jorth, Central Lyon Superintendent, 1010 S. Greene St., Rock Rapids, IA 51246, (712) 472-2664, [bjorth@centrallyon.org](mailto:bjorth@centrallyon.org).

## **Continuous Notice of Non-discrimination**

*(School Board Policy 102.E2)*

It is the policy of the Central Lyon Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Brent Jorth, Central Lyon Superintendent, 1010 S. Greene St., Rock Rapids, IA 51246, (712) 472-2664, [bjorth@centrallyon.org](mailto:bjorth@centrallyon.org).

## **Handbook Information**

Parents and guardians are hereby notified the following information is printed in all student handbooks, and information regarding the following may also be obtained from the Superintendent of Schools:

1. Attendance;
2. Use of or possession of tobacco, alcoholic beverages, Vaping and controlled substances;
3. Violent, destructive, and seriously disruptive behavior;
4. Suspension expulsion, emergency removal, corporal punishment, and physical restraint;
5. Out of school behavior;
6. Participation in co-curricular activities;
7. Academic progress, and
8. Citizenship.

## Definitions

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

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## District Statements of Purpose

### Mission

To provide an exceptional education, opportunities, and resources for all students to become productive, life-long learners.

### Vision

Excellence. Integrity. Empowered.

### Core Values & Collective Commitments

- Exhibit Servant Leadership & Character
- Make & Honor Collaborative Decisions
- Communicate Openly, Honestly & Frequently
- Be Transparent but Respectful of Privacy
- Model Respect & Advocate Equity for All

### Goals

- 1. Safeguard the health, safety & wellbeing of our students, staff & community.**
- 2. Empower Students**
  - The Central Lyon District will do whatever possible to provide the best education for students of all ages, and all abilities. This includes providing academic programs that analyze the needs of a wide variety of students. High performance by all students and staff in all programs is the expectation of the Central Lyon School Board.
- 3. Empower Staff**
  - All Central Lyon employees are expected to perform at the highest levels, to be professional, to be role models for students, to use resources - including technology appropriately. All staff will realize that we are here for the students first, and that all decisions and actions will be based on this premise. Everyone is accountable to our public, but more importantly our students. The Central Lyon School Board expects accountability from all employees of the district. Every aspect of professionalism is expected to be at the highest levels. This includes fulfilling the expectations of the contract to the fullest.
- 4. Empower Families & the Community**
  - With a welcoming environment, the Central Lyon School District will partner with families and the community to support the development of all students. School staff will engage in meaningful two-way communication with families to support learning at home and school. Central Lyon staff members will collaborate with community members to identify meaningful partnerships that expand the learning opportunities for students.
- 5. Ensure Financial Health**
  - The Central Lyon District will maintain a strong financial status while continuing to fulfill and maintain the needs of the academic program by providing proper staffing levels and regular curriculum revision. All programs and expenditures must be examined to ensure efficiency and effectiveness within the spectrum of the overall educational program.
- 6. Develop World-Class Facilities & Infrastructure**
  - The Central Lyon District will maintain and provide the necessary and most up-to-date physical plant and equipment purchases including good facilities for all programs, above standard transportation fleet, and up-to-date applicable technology. This will be accomplished through rotational spending and continuous upkeep to provide the best possible amenities to the students and staff while utilizing public tax dollars in a responsible and cost-effective manner.

## What We Believe

### *About the Learning Environment and Climate...*

- A team effort and enthusiasm must exist between the teacher and student, teacher and home, as well as home and student.
- Discipline must be firm, fair, and consistent in all school settings. Inappropriate actions have consequences.
- A positive learning environment emphasizing school/community pride is of primary significance.
- Students learn best in a setting that is safe and secure.
- Knowledge, understanding, respect, sensitivity, and motivation with a variety of instructional techniques/methods are necessary for learning to take place.

### *About the Teaching/Learning Activity...*

- All students should be respected for their individuality while being provided with challenging opportunities.
- Teachers are responsible for teaching and students are responsible for learning.
- After testing (evaluation) of a lesson, feedback is provided in a timely manner.
- Students learn best when a variety of teaching methods are used.
- Role models, such as senior citizens, are important to the education process.
- The ability to utilize technology is important but should not replace the teacher.
- Reading, writing, and mathematics are basic and should be continually emphasized.

### *About Teacher Characteristics...*

- Teachers are knowledgeable in their subject area(s).
- Teachers are effective communicators with students, parents, peers, and community.
- Teachers exhibit honesty, respect, responsibility, fairness, caring, positive attitude, and citizenship.
- Goals and objective are clearly stated by the teacher and the student is held accountable for their attainment.
- Teachers promote the idea that education is a basic tool for life-long learning.
- The teaching profession is of primary importance to our community. Role-modeling is a part of teaching.
- Teachers utilize current technology and media to enhance and supplement the learning process.
- Teachers are sensitive to the needs of students and work to ensure that school is a safe, rewarding learning environment.
- Cooperation, among teachers, for students and resources should be emphasized.

### *About Student's Characteristics...*

- Students are responsible for their actions and will be held accountable.
- Students have mutual respect for others and their property.
- Students are encouraged to extend themselves, make mistakes, learn from their mistakes, and move in new directions.
- Social and interpersonal skills are continually cultivated, thereby enabling the student to function effectively and honestly in an ever-changing world.
- All students have the ability to learn.
- Students should strive to achieve academic excellence.
- Students have the ability to excel in the community and possess the skills to continue life-long learning.

## What Graduates Will Know

Graduates of Central Lyon Community School District are expected to achieve the following goals:

1. Attain the language and communication skills needed to organize thoughts and information and to express them in written and spoken composition.
2. Acquire comprehensive, quality background in reading, writing, mathematics, science, health, and fine arts.
3. Understand the history, political system, and geography of the United States.
4. Attain the training and confidence to use the current technology to obtain and process new information.
5. Develop interpersonal skills for the home, workplace, and community.
6. Understand the importance of being a life-long learner.
7. Understand and model the District values\*.
8. Provide leadership and a positive attitude in setting and achieving goals.
9. Understand, appreciate and enjoy the contributions of the world's many cultures, as well as both men and women, to our lives and work.

## Arrival/Departure Times

Students may not enter the building before 7:45 a.m.

- On Mondays, Tuesdays, Thursdays and Fridays, school starts at 8:10 a.m. and is dismissed at 3:15 p.m.
- On Wednesdays, school starts at 8:10 a.m. and is dismissed at 2:15 p.m.

## Attendance Policy

In order for Central Lyon High School to do the best possible job of educating the students entrusted to it, the students must pursue regular attendance. A successful educational program requires the cooperation of the parent, the student, and the school staff in all aspects of this process. The school cannot teach a student who is not present. If a student is reported absent 1<sup>st</sup> hour or becomes ill or injured during the day, an attempt will be made to notify the parents/guardians as soon as possible. The following policy has been developed to encourage good attendance:

1. A five-day attendance report (for unexcused absences) will be prepared for every student who reaches five (5) days of (unexcused) absences in any class during any given semester. The report will be mailed to the parents. The principal will obtain the student and parent's signature after the fifth unexcused absence from a class. The notice will then be mailed to the parents.
2. An eight-day attendance report will be prepared when a student accumulates eight (8) days of (unexcused) absences in any class during a given semester. The report will be mailed to the parents. A semester (unexcused) absence of nine (9) days from any class will place a student in failing status. The student will remain in the class and will be given written notice by the principal. If the student feels justified or if extraordinary circumstances have contributed to exceeding the eight-day (8) (unexcused) limit the student may appeal to the teacher for credit. This appeal may be made if the following conditions have been met:
  - A. The appeal form has been completed and returned to the teacher by the due date specified on the form.
  - B. Attendance after the eighth (unexcused) absence has been satisfactory.
  - C. The student has supplied verifiable reasons for all (unexcused) absences indicating they were the result of justifiable or extraordinary circumstances.
  - D. Appropriate doctor statements, if applicable, have been filed with the school principal.
  - E. All class work has been completed to the satisfaction of the teacher.
  - F. A Student with excessive (unexcused) absences may be held from field trips if inadequate make-up work or progress is evident in other classes. The Principal will make the final determination.
  - G. Attendance during May Term will be proportional to the semester attendance policy. When a student accumulates his/her third unexcused absence during May Term, the student will need to appeal for credit as outlined on page nine of the handbook.

## Credit Appeal Due Process Procedure

- The Attendance Committee is composed of seven faculty members and administration. Its purpose is to continually monitor the attendance policy, propose changes for faculty approval, and to review and determine the outcome of students' appeals. Decisions reached by the committee are based on the following understandings:
- The attendance policy is based on the fact that something important happens in class every day and that the activity or interaction with teacher and students can never be exactly duplicated.
- In order for the Central Lyon High School staff to do the best possible job of educating the students entrusted to them, the students must be in regular attendance. A successful educational program requires the cooperation of the parents, the student, and the school staff at all points in the process. One of the most vital points is that of student attendance. We cannot teach a student who is not present.
- The decision to grant credit to students who have exceeded the eighth-day (unexcused) absence limit rests with the teacher. The teacher is the one who sets the class objective and must be the one to determine if those objectives have been met.
- A teacher's decision to grant credit or not to students accumulating 9 (unexcused) absences in a class are based on many factors:
  - A. The Appeal Form has been completed and returned to the teacher by the due date specified on the form.
  - B. Attendance after the eighth (unexcused) absence has been satisfactory.
  - C. The student has supplied verifiable reasons for all (unexcused) absences indicating they were the result of justifiable or extraordinary circumstances.
  - D. Appropriate doctor statements, if applicable, have been filed with the school principal.
  - E. All class work has been completed to the satisfaction of the teacher.

The appeal procedural due process is as follows:

1. Principal
2. Superintendent
3. Board of Education

Any student wishing to appeal will need to complete a form available in the principal's office. Any clarification or questions should be directed to the Attendance Committee.

## Proceeding Against Parent (Iowa Code 299.19)

Upon the failure of any person having the custody and control of such child to require their attendance as provided in section 299.1 of Iowa Code, the state Board of Regents may make application to the District Court or the Juvenile Court of the county in which such person resides for an order requiring such person to compel the attendance of such child at the proper state institution.

## Student Absences – Excused

*(School Board Policy 501.9)*

Regular attendance by students is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the principal of their attendance center.

Student absences approved by the principal shall be excused absences. Excused absences shall count as days in attendance for purposes of the truancy law. These absences include, but are not limited to, illness, family emergencies, recognized religious observances and school sponsored or approved activities.

Students who wish to participate in school-sponsored activities must attend school at least one-half (1/2) day of the staging or playing of the activity unless permissions have been given by the principal for the students to be absent.

It shall be the responsibility of the parent to notify the student's attendance center as soon as the parent knows the student will not be attending school on that day. The principal may request evidence or written verification of the student's reason for absence.

## Compulsory Attendance

*(School Board Policy 501.3)*

Persons within the school district who have control over age six (6) and under sixteen (16) by September 15, in proper physical and mental condition to attend school, shall have the children attend the school district at the attendance center designated by the board. Students shall attend school the number of days that school is in session in accordance with the official school calendar. Exceptions to this policy include children who:

- have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma;
- are attending religious services or receiving religious instruction;
- are attending an approved or probation ally approved private college preparatory school;
- are attending an accredited nonpublic school; or,
- are receiving competent private instruction.

It is the responsibility of the parent of a child to provide evidence of the child's mental and physical inability to attend school or of the child's qualifications for one of the exceptions listed above.

It shall be the responsibility of the parent/guardian to notify the student's attendance center as soon as he/she knows the student will not be attending school on that day. The principal may request evidence or written verification of the student's reason for absence.

## Truancy

*(School Board Policy 501.10)*

Students who are absent without permission are considered truant. To be truant means the student willfully failed to attend school regularly even though the student is required to attend. Truant students will be reported to the appropriate authorities.

The following steps have been developed between the Central Lyon CSD and the Lyon County Attorney to assist in the prevention of truancy:

1. Once a student has reached 5 unexcused absences during any point of the school year, a notification letter will be sent to both the parents of the student and the county attorney.
2. After 8 unexcused absences, a letter will be sent to the parents requesting a meeting between the student, parents, and school administration. A copy of this letter will be provided to the county attorney.
  - a. At 9 days the student will be required to make up the time he or she has missed due to the number of unexcused absences.
    - i. Grades 5-12 – the student will make up the equivalent absent time after school.
    - ii. Grades PK-4 - students will make up the equivalent absent time during recess.
  - b. Failure to make up the required school time will result in the loss of credit and may result in failing grades and retention.
3. If a student would reach 12 unexcused absences from school, mediation would occur between the students and their parents, the school district, and county attorney. The superintendent shall represent the school

district in mediation. The school district will monitor the student's compliance with the mediation agreement and report violations of the mediation agreement to the county attorney.

\*All efforts will be made to contact parents in order to reduce absences/minutes out of school.

As with all absences from school, students will be required to make up the school work they missed.

### Additional Guidelines

An absence count will start only upon a student's first registered day in a class (within the first 5 days of class.) Absences will be classified as excused and unexcused. All absences are considered to be unexcused except for the following six reasons:

1. Illness if a written verification from the doctor is provided;
2. Bereavement;
3. An absence because of a school-sponsored event;
4. One day for a college visit as a junior;
5. Two days for a college visit as a senior; and
6. Additional excused absence could be granted at the discretion of the administration.

Students denied course credit based upon excessive (unexcused) absences may utilize the due process procedure available at Central Lyon High School. Students who desire to appeal the teacher's decisions must notify the principal within five days of notification of the teacher's decision, and return a completed form to the principal's office.

### Attendance (Daily)

You are expected to be present and punctual for all your classes throughout the year. When illness or family obligations necessitate your absence, this should be explained by a phone call or note from your parents, brought to the office when you return to class.

### Calling in an Absence

A parent/guardian must call the school and inform the office of a student's absence and reason for the absence by 9:00 a.m. Please let the office know if you will be picking up homework for your child

If an absence is known in advance, a parent/guardian must write an excuse to be given to the office stating the student's name, dates of absence (if known), the reason for such absence(s), and their signature.

Students who become ill during the day are to report to the office and attempts will be made to contact parents/guardians. No one is to leave school during the school day without permission from the office.

Students in grades 7-12 must obtain a leave slip from the office prior to the start of the school day to be presented to their instructor when they are required to leave class for an appointment or otherwise excused purpose, as verified by a parent/guardian.

### Make-Up Work

Students who are absent for any reason will be required to make up work missed in each class.

- Unplanned Absences (illness, family emergency, etc.) - Students will have two days' time for the first day missed, and one day for each additional day missed to make up their work. Extended absences due to illness and other extenuating circumstances will be dealt with on an individual basis. Incomplete make-up work may lead to loss of credit.
- Planned Absences (family vacation, appointments, school sponsored event, funeral, etc.) – Students will need to notify the school and complete the pre-planned assignment document with their teachers and submit final copy to the office. Assignments that are due while the student is gone on a planned absence will be due no later than the day after the student returns to school, unless otherwise arranged by the individual teacher(s).

## Requirement to Participate in Activities

In most cases, students must be present in the school at least one-half of the day (periods 5-8) if they expect to participate in co-curricular events. The exceptions include but are not limited to those outlined in section Additional Guidelines section found in the school Attendance Policy.

## Tardiness to Class

Those students who are not in their rooms when the period tardy bell rings (other than the first period) are to obtain permits from their previous teacher if that teacher detained him. If the student has no valid excuse for the teacher they report to will be responsible for notifying the office of the tardy. After school detention will result after three (3) tardies.

## Abuse of Students by a School District Employee

*(School Board Policy 402.3)*

School district employees are encouraged to create professional relationships with students to assist with their learning. Employees must not create relationships with students that are unhealthy or illegal. Adults must always be able to be trusted and caring for students, but the district will not tolerate any inappropriate relationships.

Physical or sexual abuse of students, including sexual behavior, by employees will not be tolerated. Employees found in violation of this policy will be subject to discipline, up to and including termination.

The district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. Employees are required to assist in the investigation when requested to provide information and to maintain confidentiality of the reporting and investigation process.

## Accidents

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge, as well as to the school office.

## Activity Fee Waiver Eligibility

*(School Board Policy 503.3)*

Students whose families met the income guidelines for free or reduced-price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care, are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents of students who believe they may qualify for temporary financial hardship should contact the building principal during registration time, or at the building office throughout the school year, for a waiver form. The waiver application is good for one (1) year, and the parent(s)/guardian(s) must reapply annually.

## Activity Tickets

Athletic and Activity Passes purchased for the 2020-21 school year will cover admission to all events sponsored by Central Lyon, with the exception of state competitions. Activity tickets are required for students in grades 7-12 who participate in co-curricular activities, and optional for other students.

## Assemblies

At all times the student's behavior should be refined and courteous. An indication of the cultural level of the school is the conduct of its student body at an assembly. Whether requests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled-for-clapping, boisterousness, and talking during a program.



## Anti-Bullying/Anti-Harassment

(School Board Policy 104)

The Central Lyon Community School District is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed.

Bullying and/or harassment of or by students, employees, and volunteers is against federal, state, and local policy and is not tolerated by the board.

Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Complaints may be filed with the superintendent or superintendent's designee pursuant to the regulation accompanying this policy. Complaints will be investigated within a reasonable time frame.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the regulation, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

### Retaliation Prohibited

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures.

Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds.

### Definitions

For the purposes of this policy, the defined words shall have the following meaning:

- "Electronic" means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging. "Harassment" and "bullying" mean any repeated or potentially repeated electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristic of the individual which creates an objectively hostile school environment that meets one or more of the following conditions:
  - (1) Places the individual in reasonable fear of harm to the individual's person or property.
  - (2) Has a substantial detrimental effect on the individual's physical or mental health.
  - (3) Has the effect of substantially interfering with the individual's academic or career performance. Has the effect of substantially interfering with the individual's ability to participate in or benefit from the services, activities, or privileges provided by a school.
- "Trait or characteristic of the individual" includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- "Volunteer" means an individual who has regular, significant contact with students.

## Investigation Procedures

### Filing a Complaint

An individual who believes that the individual has been harassed or bullied may file a complaint with the superintendent or superintendent's designee. The complaint form is available [within this document in policy 104.E1](#), as well as on the Central Lyon website, [www.centrallyon.org](http://www.centrallyon.org) > [Parent Info](#) > [Annual Notices](#). An alternate investigator will be designated in the event it is claimed that the superintendent or superintendent's designee committed the alleged bullying or harassment or some other conflict of interest exists. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

### Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment upon receipt of a written complaint. The building principal (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment.

The investigation may include, but is not limited to the following:

- Interviews with the Complainant and the individual named in the complaint ("Respondent")
- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the Respondent to provide a written statement;
- Interviews with witnesses identified during the course of the investigation;
- A request for witnesses identified during the course of the investigation to provide a written statement; and
- Review and collection of documentation or information deemed relevant to the investigation.

The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment as defined in Board policy. Upon completion of the investigation, the Investigator shall issue a report with respect to the findings, and provide a copy of the report to the appropriate building principal or Superintendent if the investigation involved the building principal

The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. Similarly, evidence uncovered in the investigation shall be kept confidential to the extent reasonably possible.

Additional suggestions for administrative procedures regarding this policy include:

- Organizing training programs for students, school employees, and volunteers regarding how to recognize bullying and harassing behavior and what to do if this behavior is witnessed; and
- Developing a process for evaluating the effectiveness of this policy in reducing bullying and harassing behavior.

### Decision

The investigator, building principal or superintendent, depending on the individuals involved, shall inform the Complainant and the accused about the outcome of the investigation. If, after an investigation, a student is found to be in violation of the policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

Individuals who knowingly file false bullying and/or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation

of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

## **Bus Information**

Specific Bus Rider Rules have been established to ensure maximum order and safety on the buses. If a rule is broken, the driver will verbally reprimand the student. If the behavior continues, and the child will not obey the bus driver, the driver will report the student to the principal.

If a discipline problem should become more serious, the bus driver will follow these steps:

Step 1 (First Formal Notice): Passenger/Rider will be assigned a seat for three to five days. The building principal will call the parents and notify the bus driver. A written report will be placed on file.

Step 2 (Second Formal Notice): The second incident will result in a suspension of riding privileges not to exceed five school days. The student must be in attendance at school during the bus suspension. A call and written notification will be made to the parents by the Building Principal, notice to the transportation supervisor or superintendent.

Step 3 (Third Formal Notice): The third offense will result in the suspension of bus riding privileges up to the remainder of the school year.

## **Bus Regulations**

Riding the school bus is a privilege. Improper conduct on the buses or at the bus stops will result in that privilege being denied for a period of one week. Repeated misbehavior will result in the privilege being denied for the remainder of the school year. Students in Grades K-8 may ride the town shuttle buses.

Bus students are to go immediately to the buses as soon as they are dismissed from school in the afternoon.

Students should be on time at the designated school bus stops and should wait until the bus comes to a complete stop before attempting to enter.

While on the bus, students should keep hands and heads inside the bus at all times. Remember that loud talking and laughing divert the driver's attention and make safe driving difficult. Horseplay is not permitted around or on the bus.

## **Cancellations, Early Dismissals, and Late Starts**

In our effort to improve communication between parents and school, the Central Lyon Community School District is implementing a new telephone/text broadcast system that will enable the school to notify all households/parents within minutes of an emergency or unplanned events such as early dismissal, school cancelation or late start. This service will be provided by JMC. Central Lyon will continue to report school closings due to snow or weather on KQAD 101.1 FM/800 AM, KIWA 105.3 FM/1550 AM and KELO TV, channel 11.

The JMC program will call/text the first number on our selected parent contact list. The selected number will be the main number given to the school at the time of registration. This makes it very important to make sure the school has the correct numbers for each family.

## Central Lyon Hymn

Central Lyon to thee we sing,  
In our hearts you'll be forever.  
Many joys to us you bring  
And friendships sweet and tender:  
And forever memories fond and clear  
Of Central's hallowed halls so dear.  
Central Lyon we sing of thee.  
Central Lyon all hail to thee.

## Central Lyon School Song

Onward Lions, Onward Lions  
Fight on for your fame  
To the list of glorious victories,  
Added to your name.

Onward Lions, Onward Lions  
Fight on for your fame  
Fight Lions, fight, fight, fight  
To win this game.

## Child Abuse Reporting

*(School Board Policy 402.2)*

In compliance with state law and to provide protection to victims of child abuse, the board believes incidents of alleged child abuse should be reported to the proper authorities. All licensed school employees, teachers, coaches and paraeducators are mandatory reporters as provided by law and are to report alleged incidents of child abuse they become aware of within the scope of their professional duties.

When a mandatory reporter suspects a student is the victim of child abuse, the mandatory reporter shall make an oral report of the suspected child abuse to the Iowa Department of Human Services within 24 hours of becoming aware of the abusive incident and shall make a written report to the Iowa Department of Human Services within 48 hours following the oral report. If the mandatory reporter believes the child is in immediate danger, the local law enforcement agency will also be notified.

- Level I Abuse Investigator Steve Harman or Jason Engleman
- Level II Abuse Investigator Kate Gerber or Jessica Harman
- Level III Abuse Investigator Lyon County Sheriffs' Department

## Child Custody

In most cases, when parents are divorced, both Mom and Dad continue to have equal rights where their children are concerned. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the office. Unless your court order is on file with the school, the District must provide equal rights to both parents.

## Citizenship

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

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

## Corporal Punishment, Restraint, and Seclusion of Students

(School Board Policy 503.6)

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

State law also places limits on school employees’ abilities to restrain or seclude any student. The law limits why, how, where, and for how long a school employee may restrain or seclude a student. If a student is restrained or secluded, the school must maintain documentation and must provide certain types of notice to the child’s parent. District employees will receive Chapter 103 training on physical restraint and seclusion prior to using these behavior interventions with students.

## Curriculum Resource Fees

Curriculum resources are furnished by the district. These resources include items such as textbooks, digital texts and companion materials, software packages, and other items. There is a set fee for the use of curriculum resources. Student supplies may be resold as needed, such as eye protection devices & other school supplies.

### Textbooks

The school furnishes books to students. Reasonable damage is expected as a result of daily use. Unreasonable damage to textbooks will result in fines. Lost textbooks must be paid for and replaced immediately. The fines for these must be paid to the office at the time of damage or loss.

## Damage to School Property

Damage to school property, or private property of others by students, is vandalism. Students guilty of vandalism will be assessed replacement value of the item and will be subject to disciplinary action.

## Discipline Policies

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

The staff has the cooperation of the School Board and the Administration Office so proper discipline may be maintained. The School Board policies apply district-wide. At the same time, the Board recognizes the uniqueness of each building and classroom procedures to implement and supplement these district policies.

Proper student behavior permits the orderly and efficient operation of the school, and the maintenance of an environment in which maximum education benefits for all students may be achieved. The following procedures will be administered to students who disrupt the educational process:

1. **INSUBORDINATION.** Insubordination is defined as the refusal of a student to obey a school rule, regulation or request of a teacher, or of a school official. For any act of insubordination, a student may be suspended for up to five (5) days. Repeated offenders will be referred to the Board of Education for disciplinary action.
2. **TOBACCO.** Students smoking, having possession of tobacco, or possessing e-cigarettes or similar products that simulate the act of smoking, will be subject to disciplinary action as follows:
  - 1<sup>st</sup> offense- one (1) day out of school suspension; notification of parents.
  - 2<sup>nd</sup> offense- two (2) days out of school suspension; parent conference.
  - 3<sup>rd</sup> offense- five (5) day out of school suspension; referral to the Board of Education for disciplinary action.

3. **DRUGS AND ALCOHOL.** Students who use, or have possession of, or who are under the influence of, alcohol or illegal drugs will be subject to disciplinary action as follows:
  - 1<sup>st</sup> offense- three (3) days out of school suspension; notification of parents.
  - 2<sup>nd</sup> offense- five (5) days out of school suspension; parent conference.
  - 3<sup>rd</sup> offense- five (5) days out of school suspension; referral to the Board of Education for disciplinary action.
4. **VANDALISM.** Students who vandalize school property will be subject to disciplinary action as follows:
  - 1<sup>st</sup> offense- out of school suspension up to five (5) days; must make restitution; notification of parents.
  - 2<sup>nd</sup> offense- out of school suspension up to five (5) days; must make restitution for damages; parent conference; may be referred to the Board of Education for disciplinary action.
5. **STEALING.** Students who steal will be subject to disciplinary action as follows:
  - 1<sup>st</sup> offense- out of school suspension up to five (5) days; notification of parents.
  - 2<sup>nd</sup> offense- out of school suspension up to five (5) days; parent conference; may be referred to the Board of Education for disciplinary action.
6. **UNEXCUSED TARDIES TO SCHOOL.** Students who arrive late to school without a valid excuse will be subject to the following disciplinary action:
  - 1<sup>st</sup> offense- recorded, no penalty.
  - 2<sup>nd</sup> offense- recorded, no penalty.
  - 3<sup>rd</sup> offense- 30-minute detention.
  - 4<sup>th</sup> offense- 30-minute detention.
  - 5<sup>th</sup> offense- 30-minute detention.
  - 6<sup>th</sup> offense- one (1) hour detention.
7. **TRUANCY.** Truancy is defined as a student's absence from school without parental knowledge and consent. Truancy will be subject to disciplinary action as follows:
  - 1<sup>st</sup> offense- detention at a minimum of one (1) detention period for each hour of school missed; notification of parents.
  - 1<sup>st</sup> offense- detention at a minimum of one (1) detention period for each hour of school missed; notification of parents.
  - 2<sup>nd</sup> offense- three (3) days out of school suspension; parent conference.
  - 3<sup>rd</sup> offense- five (5) days out of school suspension; parent conference.
  - 4<sup>th</sup> offense- five (5) days out of school suspension; referral to the Board of Education for disciplinary action.
8. **FIGHTING.** Students involved in fighting will be subject to disciplinary action as follows:
  - 1<sup>st</sup> offense- out of school suspension up to two (2) days; notification of parents.
  - 2<sup>nd</sup> offense- out of school suspension up to three (3) days; parent conference.
  - 3<sup>rd</sup> offense- out of school suspension up to five (5) days; referral to the Board of Education for disciplinary action.
9. **ASSAULT.** Students who physically assault another student or a school employee will be subject to disciplinary action as follows:
  - 1<sup>st</sup> offense- out of school suspension up to five (5) days; parent notification; if the assault is of a serious nature, it may cause immediate referral to the Board of Education.
  - 2<sup>nd</sup> offense- out of school suspension up to five (5) days; referral to the Board of Education for disciplinary action.
10. **POSSESSION OF DANGEROUS WEAPONS.** Students who bring dangerous weapons, incendiary devices or firearms onto school property will be subject to disciplinary action in accordance with the Gun-Free School Act:
  - 1<sup>st</sup> offense – Circumstances may be considered when determining a penalty may be expelled for one year.
  - 2<sup>nd</sup> offense – may be expelled for one (1) year; Police may be notified

11. **EXTORTION.** Extortion is defined as obtaining money, property, or services of any sort by reason of threat. Any student who commits an act of extortion will be subject to disciplinary action as follows:
  - 1<sup>st</sup> offense- out of school suspension up to five (5) days; notification of parents.
  - 2<sup>nd</sup> offense- out of school suspension up to five (5) days; referral to the Board of Education for disciplinary action.
12. **ENDANGERING OF HEALTH AND SAFETY.** Any student action which is of such a nature that it endangers the safety or health of students or staff of the Central Lyon Community schools will be brought to the attention of the Board of Education and may result in long term suspension or expulsion.
13. **AGGRAVATING OR MITIGATING CIRCUMSTANCES.** Certain disruptions of the educational process may have aggravating or mitigating circumstances. These circumstances may cause the administrator to dispense procedures which are less than or greater than those listed.
14. **CHEATING.** Any student action to obtain answers to tests or daily assignments from other students may result in detention, failure on test or assignments in question, and parent notification. Please also view the Academic Integrity Policy.

## **Discrimination and Harassment Based on Sex Prohibited (Title IX)**

*(School Board Policy 106)*

In accordance with Title IX of the Education Amendments Act of 1972, the Central Lyon Community School District prohibits sex discrimination, including sexual harassment as defined by the regulations implementing Title IX (34 C.F.R. § 106.30), against any individual participating in any education program or activity of the District. This prohibition on discrimination applies to students, employees, and applicants for employment.

The Board authorizes the Superintendent to adopt procedures for any individual to report sexual harassment to the District's Title IX Coordinator, for the provision of supportive measures to anyone who has been subjected to sexual harassment whether or not they proceed with a formal complaint under those procedures, and for the investigation and resolution of such complaints, as required by Title IX. This Title IX grievance process shall be used to respond to all complaints of sexual harassment that fall within the scope of Title IX. For complaints of sexual harassment that do not fall within the scope of Title IX, the District may still offer supportive measures to the subject of such conduct and shall apply any other policy or procedure applicable to the alleged conduct.

Any individual with questions about the District's Title IX policy and procedures, or who would like to make a report or file a formal complaint of sex discrimination or sexual harassment may contact the District's designated Title Coordinator Jackie Wells, 1010 S Greene St, Rock Rapids IA, 51246, 712-472-2664, [jwells@centrallyon.org](mailto:jwells@centrallyon.org).

Retaliation against a person who made a report or complaint of sexual harassment, assisted, or participated in any manner in an investigation or resolution of a sexual harassment report or complaint is strictly prohibited. Retaliation includes threats, coercion, discrimination, intimidation, reprisals, and/or adverse actions related to employment or education. Any individual who believed they have been retaliated against in violation of this Policy should immediately contact the District's Title IX Coordinator.

## **Distribution of Materials**

*(School Board Policy 905.3)*

The board recognizes students, employees, parents or citizens may want to distribute materials within the school district that are non-curricular. Non-curricular materials to be distributed must be approved by the building principal and meet certain standards prior to their distribution.

## Dress Code

*(School Board Policy 502.1)*

There is a strong connection between academic performance, students' appearance, and students' conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment, or present a threat to the health and safety of students, employees, and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and that does not disrupt the school or educational environment.

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco; from wearing shoes with cleats except for outdoor athletic practices; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays. Hats, caps, hoods, and bandanas are not to be worn in school during regular school hours. Under certain circumstances or during certain classes or activities, a stricter dress code may be appropriate, and students must comply with the stricter requirement. The principal makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or leave the school.

## Drug/Alcohol/Tobacco/Nicotine-Free Schools

*(School Board Policy 905.2)*

School district facilities and grounds, including school vehicles, are off limits for tobacco or nicotine use, including the use of look-a-likes where the original would include tobacco or nicotine. This requirement extends to students, employees and visitors. This policy applies at all times, including school-sponsored and non school-sponsored events. Persons failing to abide by this request are required to extinguish their smoking material, dispose of the tobacco, nicotine or other product, or leave the school district premises immediately. It is the responsibility of the administration to enforce this policy. An individual who violates this policy may be referred to legal authorities at any time in this process.

## Electronic Devices

All electronic devices, except those issued by Central Lyon, are not to be used during classroom time or during study hall.

Students in grades PS-6 will be required to keep their cell phones turned off and/or on silent in their backpacks or lockers at all times during the school day (8:00 a.m. to 3:20 p.m.).

Those in grades 7-12 may use cell phones between classes and during lunch, but phones must be turned off and placed in a designated area determined by the classroom teacher, unless teacher permission has been obtained during class time.

Cell phones are not to be taken into the locker room, are not to be used to record audio or video in a classroom, or to be used to take photos of other students in a classroom.

If a student is found using electronic devices in violation of the aforementioned policy, the student(s) will be subject to the following consequences:

- **First offense:** Device will be taken for the remainder of the day. The student may pick it up in the office at the end of the day.
- **Second offense:** Device will be taken for the remainder of the day. A one half (1/2) hour detention will be required of the student. Parents will be notified and will have to come to the school to pick up the device.
- **Third offense:** The student will not be allowed to have the device in school without the Principal's knowledge. Two (2) half hour (1/2) detentions will be required of the student. When the device is allowed, it will remain in the office during the school day.



## **Emergency Contact**

At registration time, you will be asked to fill out an emergency procedure form with your home phone number, parents' work telephone numbers, and the number of a neighbor or relative who could be in charge of your child and his/her needs, take him/her to the doctor, etc., when you cannot be reached. Please be sure that the neighbor or relative is aware you have given their number as an emergency number. If at any time this information changes, please notify the school so the information can be updated.

## **Extracurricular Activities**

Central Lyon Community School District is not responsible for student injuries or loss of property while students are participating in events. There are many instances where practices or rehearsals of these events are not sponsored by the school district.

While the safety and well-being of our students is our most important goal at Central Lyon, accidents and injuries do occur, and personal property may be misplaced or stolen. The Central Lyon Community School District is providing this information to you so your students' activities and participation may be planned accordingly, and necessary precautions and insurance coverage, if needed, are arranged for by the parent and/or guardians.

Should you have any questions regarding this information, please do not hesitate to contact your student's principal.

## **Field Trips**

*(School Board Policy 606.5)*

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences.

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

Prior to attending a field trip, students must return a note signed by their parent(s)/guardian(s). Required fees must accompany the permission form. Students unable to afford the cost of the field trip should contact their teacher.

A student with excessive absences may be withheld from a field trip due to academic or behavioral concerns. The principal will make the final determination.

Students in grades 7-12 attending field trips must complete the pre-planned absence assignment document with their respective teachers and submit a final copy to the office prior to being permitted to attend classroom/activity field trips.

## **Flowers**

Please do not send flowers to school for students' for birthdays, Valentine's Day, and so on. Please have them sent to the home of the recipient.

## **Food Service**

*(School Board Policy 710.1)*

The school district operates a breakfast and lunch program. The school nutrition program includes meals through participation in the National School Lunch Program. Students may bring their lunches from home and purchase milk and other incidental items.

## **Meal Charges**

In accordance with state and federal law, the Central Lyon Community School District adopts the following policy to ensure school district employees, families, and students have a shared understanding of expectations regarding

meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

### Payment of Meals

Students and staff members deposit money into their school meal account daily, weekly, monthly or by semester. All students and staff are assigned an account number. The student/staff member will key in their personal account number on a keypad and a school employee will monitor the computer to assure that the correct account is charged. Student/staff meal accounts must be kept at a positive balance at all times.

### Exempt From Impact

A student who is approved for free meals cannot be denied a meal no matter what the balance is, and a student that has cash to pay the price of the meal that day cannot be denied a meal even if the payment does not completely put the account in a positive balance. The cashier or building secretary will discretely notify students/staff when a low or negative balance is pending. Email notifications are sent. If the household does not have e-mail access, the household will be contacted by a phone call and/or by mail.

### Negative Account Balances

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Students and parents will be notified with a memo and/or an email notification generated by the building secretary when the family meal account will be depleted in 5 days or less (or less than \$6.00).

If a lunch account reaches a negative balance of \$20.00 or more, students/staff will not be allowed to charge a second meal or ala carte item when the lunch account has a negative balance. This policy applies to both breakfast and lunch accounts. Special diet accommodations must be made for students with doctor's instructions.

### Delinquent accounts

Negative balances not paid prior to the end of the school year will be turned over to the superintendent or superintendent's designee for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law.

### Unpaid Student Meals Account

The district will establish an unpaid student meals account in a school nutrition fund. Funds from private sources and funds from the district flexibility account may be deposited into the unpaid school meals account in accordance with law. Funds deposited into this account shall be used only to pay individual student meal debt.

### Gum & Candy

Gum and candy are not allowed in school unless permission has been obtained from the classroom teacher.

### Health

Please do not send a sick child to school. Good attendance is vital, but not when it may jeopardize the health of others. If your child becomes ill or gets hurt at school, the office will notify you as soon as possible.

If no response is obtained from the parent/guardian, we will call the designated individual on the emergency procedure form. If that person cannot be reached, the family physician will then be called if the conditions warrant his/her attention.

Please note:

- Dental screenings, vision and hearing tests, height, and weight measurements may be performed each year. Notice of any concerns will be sent home. If parents/guardian have concerns during the year, contact the nurse to request vision and hearing tests.

- Communicable diseases should be reported to the school as soon as possible. Any chronic illnesses or special health problems should also be reported. Central Lyon will follow Public Health guidelines for isolation and quarantining for communicable diseases.
- Prescription medications are not to be taken in school unless in the prescription bottle or with a written prescription by a doctor and parental permission to the office personnel to administer the prescription medication to the child.
- If a child has a fever over 100 they shouldn't be sent to school. It is recommended the child not return to school until their temperature is normal for 24 hours without the use of fever reducing medications, such as Tylenol or Ibuprofen.

### Athletic Physicals & Concussion Forms

All athletes and cheerleaders in grades 7-12 are required to submit an Athletic Physical as well as a Concussion form PRIOR to the first day of practice. These forms are located in the Health & Wellness section of the Central Lyon website.

### Head Lice

Parents will be notified if it has been determined that their child has head lice. It will be the parents' discretion to leave their child in school or take them home. Treatment is required.

### Immunizations & Health Requirements for School

The State of Iowa requires all students going to school in Iowa to have a Certificate of Immunization, a Provisional Certificate of Immunization, or a Certificate of Immunization Exemption at the beginning of the school year. Read on for specific requirements pertaining to grades and health conditions.

- **Preschool & TK:** the following immunizations: 4 doses of DTap, 3 doses of Polio, 1 dose of MMR, 1 dose of Varicella, 3 doses of HIB, 4 doses of Pneumococcal, or a valid exemption certificate
- **Kindergarten:** dental screening, vision screening, and the following immunizations: 5 doses of DTap, 4 doses of Polio, 2 doses of MMR, 3 doses of Hepatitis B, and 2 doses of Varicella, or a valid exemption certificate
- **3rd Grade:** vision screening
- **7th Grade:** the following immunizations: 1 dose Tdap and 1 dose Meningitis
- **9th Grade:** dental Screening
- **12th Grade:** the following immunizations: 2 doses of Meningitis

### Inhalers

Students are allowed to carry inhalers or keep them in their lockers, but must have signed permission from their medical provider as well as a parent/guardian. If not, their inhaler will be stored in the office.

### Non-Prescription Medication

The school may administer over-the-counter medication such as Ibuprofen or Tylenol with parent/guardian authorization. If a parent/guardian provides any non-prescription medication for their student to take at school, a Medication Authorization form is required.

### Prescription Medication Administration

The following information must be given by the parent or guardian when prescription medicine is administered by the school personnel:

1. Student's name
2. Physician's name
3. Name of medication
4. Dosage and time of administration
5. Signature of parent/guardian, as well as the physician, and date

Prescription medication must be brought to school in a container appropriately labeled by the pharmacy. The school may contact the physician for an authorized medication form. The request of a parent may be oral or in writing. An oral request must then be produced in writing within two (2) school days.

Medication given at Central Lyon will be administered by authorized personnel. The school will designate a specific locked and limited access storage space within the school to store medication.

### Requirements for Students with Chronic Health Conditions

- A *Medication Authorization Form* is required if your child will be taking medication at school.
- An *Asthma Action Plan* and the *Medication Authorization Form* are required for children with asthma.
- If your child will be carrying their inhaler with them throughout the school day, the *Authorization to Carry Inhaler* is also required.
- A *Diet Modification Form* is required for students with a food allergy that requires modification for school meals.
- *Food Allergy & Anaphylaxis Emergency Care Plan* is for students with food allergies or other allergies that may cause an anaphylactic reaction.
- The *Diabetes Medical Management Plan* is required for students with diabetes.
- A *Seizure Action Plan* is required for students with epilepsy or other seizure disorder.

Again, these forms can be found on [Central Lyon's website > Health & Wellness > Forms/Requirements](#).

### Homeless Students

(School Board Policy 501.16)

If your family lives in any of the following situations: in a shelter, motel, vehicle, or campground, on the street, in an abandoned building, trailer or other inadequate accommodations, or doubled up with friends or relatives because you cannot find or afford housing; then your preschool-aged and school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act of 2001. Your children have the right to:

- Go to school, no matter where you live or how long you have lived there. They must be given access to the same public education, including preschool education provided to other children
- Continue in the school they attended before you became homeless or the school they last attended, if that is your choice and is feasible. If a school sends your child to a school other than the one you requested, the school must provide you with a written explanation and offer you the right to appeal the decision.
- Receive transportation to the school they attended before your family became homeless or the school they last attended, if you or a guardian requests such transportation.
- Attend a school and participate in school programs with children who are not homeless. Children cannot be separated from the regular school program because they are homeless.
- Enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrolling your children
- Receive the same special programs and services, if needed, as provided to all other children served in these programs.
- Receive transportation to school and to school programs.

When you move, you should do the following:

- Contact the school district's local liaison for homeless education (see phone numbers below) for help enrolling your child in a new school or arranging for your child to continue in his or her former school. (Or, someone at a shelter, social services office or the school can direct you to the person you need to contact.)
- Contact the school and provide any information you think will assist the teachers in helping your child adjust to new circumstances.
- Assist the local liaison for homeless education, the shelter provider, or social worker for assistance with clothing and supplies, if needed.

### Definition of a Homeless Child/Youth

- A homeless child or youth ages 3-21;
- A child who lacks a fixed, regular and adequate nighttime residence and includes the following:
  - A child who is sharing the housing of others (includes doubled-up families) due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, or camping grounds due to the lack of alternative accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital, or is awaiting foster care placement.
  - A child who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodation for humans beings
  - A child who is living in a car, park, abandoned building, substandard housing, bus or train station, or similar setting; or
  - A migratory child/youth who qualifies as homeless because of the living circumstances described above
    - Includes youth who have run away or youth being forced to leave home

### Local Area Contacts

- Elementary (PS-6), Kate Gerber: 712-472-2664 [kgerber@centrallyon.org](mailto:kgerber@centrallyon.org)
- Secondary (7-12), Jessica Harman: 712-472-2664 [jharman@centrallyon.org](mailto:jharman@centrallyon.org)
- State Coordinator: Sandra Johnson: 515-281-2965 [Sandra.johnson@iowa.gov](mailto:Sandra.johnson@iowa.gov)

If you need further assistance, call the National Center for Homeless Education at the toll-free Help Line number: 1-800-308-2145.

### Homework

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

### Human Growth & Development

*(School Board Policy 603.1)*

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

### JMC Online Program

The parent access module allows parents with students in preschool through grade 12 to check a student's attendance, lunch account, and report card. Canvas will be used as our official gradebook, only syncing grades to JMC during those critical reporting periods such as mid-term, quarter, and semester.

## **Learning Management System (Canvas)**

As the district's Learning Management System, Canvas allows parents and students access to course materials and student grades. All online student assignments will be submitted through Canvas and feedback will be frequently provided to students in the form of teacher comments and letter grades. Students in grades 5-12, along with their parents, will be directed to Canvas to view the most accurate grades.

Parents will need to create an observer account for each of their student children. Parents are encouraged to become observers or their student(s) accounts to have the most direct access to student grades and course information. Parents may consult with their student or a school official if in need of assistance when setting up such an account.

## **Notices**

State and Federal regulations, as well as some district policies, require the district to annually post certain notifications to the public. You can find these notices on the [Central Lyon website > Parent Info > Annual Notices](#).

## **Lost and Found**

Students who find lost articles are asked to take them to the office, where they can be claimed by the owner. Articles not claimed within thirty (30) days will be donated. If you lose any items, please check the lost and found areas in your building.

## **Messages and Deliveries**

Do not use the school/personal cell phone without permission from the office (this pertains to middle school and elementary students). Messages and deliveries from home should be left in the office. Students will be called out of a class only in an emergency.

## **Multicultural/Gender Fair Education**

*(School Board Policy 603.4)*

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

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

## **Open Enrollment**

*(School Board Policies 501.14 and 501.15)*

Parents who wish to transfer their child out of the district under open enrollment may pick up the appropriate forms in the superintendent's office. These forms must be completed and returned to the superintendent's office on or before March 1 of the year in which the child wishes to transfer. This deadline may be waived if the parents show good cause, which for the purposes of open enrollment means a change in the status of a child or a change in the status of the child's resident district. A change in the status of a child includes a change in the child's residence due to a change in the family residence, a change in the state in which the family residence is located, a change in a child's parents' marital status, a guardianship proceeding, placement in foster care, adoption, participation in a foreign exchange program, participation in a substance abuse or mental health treatment program, or a similar set of circumstances consistent with the definition of good cause.

A change in the status of the resident district includes failure of negotiations for whole-grade sharing agreement, a reorganization plan, or a similar set of circumstances consistent with the definition of good cause. If the good cause relates to a change in the status of a child's school district of residence, however, action by a parent must be taken

to file the notification within forty-five (45) days of the first board action or within thirty (30) days of the certification of the election, whichever is applicable to the circumstances.

The administration will reserve the authority to review transcripts for grade point averages and class rank for students open enrolled, homeschooled or otherwise transferring into the district.

## **Open Night**

*(School Board Policy 508.2)*

Wednesday night of each week is reserved for family activities. No school activities or practices are to be scheduled for that evening. This does not apply to summer sports or state-sponsored events. The building will be locked at 6:30 p.m., and all students should leave the building at that time.

## **Parent-Teacher Conferences**

Student progress is reported to parents quarterly. Please refer to the school calendar for specific dates on parent-teacher conferences. The school district will utilize an online sign-up process for all families in preschool through grade 8 for necessary days/ times. Please come to the conferences ready to specifically discuss your child and the school program. Written questions or comments are a good idea. Please help us make conference time an opportunity to answer your questions and concerns. High school parents may come to the HS Gymnasium and speak with their student's teachers during Parent-Teacher Conferences. Times will not be scheduled.

## **Parents Right to Know/The Every Student Succeeds Act (ESSA)**

Parents/Guardians have the right to learn about the following qualifications of their child's teacher: state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher, and baccalaureate/graduate certification/degree. You may also request the qualifications of an instructional paraprofessional who serves your student in a Title I program or if your school operates a school wide Title I program. Parents/Guardians may request this information from the Office of Superintendent by calling (712) 472-2664, or by sending a letter of request to the Office of the Superintendent, 1010 S Greene St, Rock Rapids, IA 51246.

The Central Lyon Community School District ensures that parents will be notified in writing if their child has been assigned, or has been taught by a teacher for four or more consecutive weeks by a teacher who is not considered highly qualified.

## **Personal Property**

Security of personal property is the individual responsibility of each student. The school cannot and will not accept responsibility for the valuables of the students. Should you have any special item of value you are particularly worried about, it may be checked in at the office for the day. Generally speaking, items of sizable value should not be brought to school.

## **Picking Up/Dropping Off Students During School Hours**

If students are picked up during school hours, parents are asked to call ahead and then check-in at the office upon their arrival. The office will call the student's classroom. We ask the parent to wait in the office area until the your student arrives. Don't forget to sign your student out in the sign-out book.

To promote student safety, the Central Lyon Community School District would like parents/guardians to use the Story Street elementary/middle school entrance for student drop-off between 7:45 and 8:10 a.m., and for student pick-up between 3:00 and 3:20 p.m. The west side entrance is not available for student pick up or drop off (these doors will be locked). All buses will continue to load and unload on the south side of the building in the designated bus loading zone.

## Utilize Story Street from the North

- Each morning, families are asked to refrain from turning north on Story Street. This helps ease congestion and safety concerns for our students. Whether you are arriving from the east or west on 12th Avenue, please use Marshall Street to travel north. From 10th Avenue, families may enter Story Street heading south.

## Drive & Drop

- Families are encouraged to utilize the Drive & Drop lane to the south of the Elementary/Middle School Office. Please pull forward as far as possible.

## Drop Off Parking

- If you should need to accompany your student into the building, please use the parking spaces north of the Elementary/Middle School office.

## Street Parking

- Parking on the east side of Story Street is reserved for residents.

## Recording Devices

### Video Camera Use on School Busses

*(School Board Policy 711.2R2)*

The Central Lyon Community School District Board of Directors has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior to maintain order on the school buses. The use of cameras will promote and maintain a safe environment.

### Video Camera Use for Security Purposes

*(School Board Policy 712)*

The Central Lyon Community School District Board of Directors has authorized the use of video cameras on school premises. The video cameras will be used to monitor student behavior and ensure the safety of all students.

Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The contents of the videotapes are confidential student records and will be retained with other student records. Videotapes will be retained only if necessary for use in a student disciplinary proceeding, or other matter as determined by the administration. Parents may request to view videotapes of their child if the videotapes are used in a disciplinary proceeding involving their child.

### Use of Video Cameras for Classroom Purposes

*(School Board Policy 902.4)*

As part of teacher professional development, classrooms may be videotaped throughout the school year. The purpose of these video sessions will be to work on professional growth as teachers and to build a video library of teaching sessions to use as examples for future and current teachers. These video sessions will not be used in any way for the purposes of student progress or student discipline (unless unlawful activity is evident). By signing the handbook you are granting permission to the district to record classroom sessions while your child is in attendance.

## Safety

### Asbestos

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools.

Asbestos has been used as a building material for many years. It is a naturally occurring mineral that is mined primarily in Canada, South Africa and the former U.S.S.R. The properties of asbestos make it an ideal material for insulating, sound absorption, decorative plasters, fire proofing and a variety of miscellaneous uses. There have



been over 3,000 different products manufactured using asbestos. The Environmental Protection Agency (EPA) began action to limit its uses in 1973. Most of the asbestos products used as building materials were banned by 1978.

The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

A certified management planner has developed an asbestos management plan for the school district facilities which includes notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials and plans for regular surveillance of the materials. A copy of the management plan is available in the central office. For questions, contact Steve Breske, Asbestos Coordinator. Steve can be reached at (712) 472-2664.

### Emergency Disaster Plan and Procedures

The safety and security of the school community is paramount to Central Lyon School District. The district works in conjunction with community stakeholders including local emergency management coordinators and local law enforcement agencies to create emergency operations plans for all buildings where students are educated.

The plan includes procedures for transmitting alerts regarding emergency situations to school personnel, students, and employers for non-school employees whose presence is regularly required in the school building. The emergency operations plan addresses responses to natural disasters, active shooter scenarios and other emergencies. The emergency operations plans are confidential and shall not be subject to disclosure under Iowa Code Chapter 22.

### Fire, Tornado & Other Drills

The building is equipped with alarm-activated fire doors which automatically close when a fire alarm is sounded. Staff is responsible for closing all windows and doors before leaving their rooms. The first person to the door is responsible to hold the door open until all have left.

Fire drills and tornado drills, at regular intervals, are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions.

Students will also participate in lockdown and evacuation drills during the school year.

### Hazardous Chemicals Right to Know

Every school district has been required since 1986 to have a written program, addressing components related to the use and storage of hazardous chemicals. These components are used to raise the public awareness of workers, employees and students about hazardous chemicals in the work place, and for emergency response personnel in an emergency. All areas where hazardous chemicals are stored are posted with signs which will indicate the type of hazard that is present. These signs are diamond shaped with four different colored divisions, each division representing a particular hazard. A number (0-4) placed within each of the divisions indicates the degree of the hazard. The higher the number the greater the hazard. The following is an example of a sign, which explains each division.



## Progress Reports

Progress reports are mailed/emailed out to parents at mid-quarter when the quality of the student's work is at the failing point or when the work is considerably below the level of expectation.

## Report Cards

Report cards are issued at the end of each quarter, or eight week session. Letter grades and Standard/ Benchmark Assessment Scales showing levels of mastery are used to designate a student's progress.

Report cards are available at the end of each grading period. This will give parents and teachers an opportunity to become acquainted and discuss the educational progress and problems of their children. All financial obligations must be met before official grades can be posted.

## School Language

Appropriate language is defined as a language which shows respect and does not demean one's peers and adults. Inappropriate language will not be tolerated at school. If it occurs, the following will take place:

1. Inappropriate language will result in School Detention
2. Demeaning language inappropriate to the school environment will result in suspension from school.

## Search and Seizure

*(School Board Policies 502.8)*

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search is in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, will not create a protected student area and will not give rise to an expectation of privacy with respect to the locker, desk, or other facility.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine,

amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

## **Special Education Services**

The District provides a free appropriate public education program and related services to students identified in need of special education. The special education services will be provided from birth until the appropriate education is completed, age twenty-one or to maximum age allowable in accordance with the law. Students requiring special education shall attend general education classes, participate in non-academic and extracurricular services and activities and receive services in a general education setting to the maximum extent appropriate to the needs of each individual student. The appropriate education for each student shall be written in the student's Individualized Education Program (IEP).

## **Student Code of Conduct**

*(School Board Policy 503.1)*

The School Board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school premises. Appropriate classroom behavior allows teachers to communicate more effectively with students.

Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances.

Students who fail to abide by this policy, and the administrative regulations supporting it, may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

A student who commits an assault against an employee on school district property or on property within the jurisdiction of the school district; while on school-owned or school-operated chartered vehicles; or while attending or engaged in school district activities will be suspended by the principal. Notice of the suspension is sent to the board president. The board will review the suspension and decide whether to hold a disciplinary hearing to determine whether to impose further sanctions against the student which may include expulsion. In making its decision, the board shall consider the best interests of the school district, which shall include what is best to protect and ensure the safety of the school employees and students from the student committing the assault. Assault for purposes of this section of this policy is defined as, when, without justification, a student does any of the following:

- an act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or
- any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or

- intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace.

Removal from the classroom means a student is sent to the building principal's office. It is within the discretion of the person in charge of the classroom to remove the student.

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day, after school has been dismissed for the day, or on a non-school day. Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee or the building principal, disciplining the student.

Suspension means; either an in-school suspension, an out-of-school suspension, a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten consecutive school days. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.

Expulsion means an action by the board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the board.

Discipline of special education students, including suspensions and expulsions, will comply with the provisions of applicable federal and state laws.

## Good Conduct Rule

*(School Board Policy 503.4)*

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for their lifetimes.

Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities which are illegal, immoral or unhealthy.

Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. The principal will keep records of violations of the good conduct rule.

It is the responsibility of the superintendent to develop rules and regulations for school activities. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity.

The following standards of eligibility pertain to any Central Lyon student who is participating in co-curricular activities which include all athletics, vocal and instrumental music, cheerleading, drama, speech, yearbook staff, FFA, FHA and any other activity co-curricular offered at Central Lyon.

In order to participate in co-curricular activities, students must meet the District's and the Iowa Athletic Union's requirements. Participation will be determined on the predetermined criteria below. During any period of ineligibility, the student may practice but cannot take part in a performance, contests or activity.

The following code of conduct pertains to any Central Lyon Community School student who is participating in co-curricular activities.

Any student involved in co-curricular activities whose conduct would make him or her unworthy to represent the ideals, principles, and standards of his or her school may be ruled ineligible by the building principal and will remain ineligible until the building principal reinstates that student's eligibility. The determination and period of ineligibility are the responsibility of the principal and athletic director. Due process, as outlined in Board Policy, will be afforded all students.

Training rules are a matter of self-discipline. The best performance the individual is capable of producing comes only after the body and mind have been conditioned through a regular training routine.

This code is to be followed by all student activity participants. The activity code is to be signed by the participants and their parent/guardian at the beginning of each school year or before each activity season.

Use of tobacco, alcohol and controlled substances regarded as undesirable habits for secondary students (grades 7-12) and includes possession, distribution, purchasing, selling, use or being under the influence of any of the above. Abstinence at all times is required for activity participants, which means twelve (12) months a year. A violation during summer vacation/non-scheduled school time will be on a referral basis to the athletic director.

The rules are listed below:

1. In the event that a student comes under the jurisdiction of any court for juvenile delinquency or is charged with a crime, except minor traffic violations, he/she may be declared ineligible to participate in co-curricular activities.
2. In the event that a student admits to, or is found guilty of, illegal use and/or purchase, distribution, sale, possession of or use of tobacco or drugs, and/or alcoholic beverages, he/she shall be declared ineligible for participation in co-curricular activities. It is understood that the student will be given due process rights in all instances.

If a student involved in co-curricular activities violates any of the above rules, he/she shall be subject to the following:

#### **First Offense**

Option A-The student will not be permitted to participate in twenty-five percent of the scheduled contests or performances during the season of the violation or if the violation occurs out of season the penalty will be imposed during the next co-curricular activity in which the student elects to participate.

Option B-The student can elect to participate in eight (8) hours of counseling with approval and a referral from a school official. Court assigned JADE will provide the counseling services that will deal directly with the substance abuse. Costs for counseling will be the responsibility of the student and/or parents or guardian. In addition, the student will also not be permitted to participate in one scheduled contest or performance during the season of the violation or if the violation occurs out of season the penalty will be imposed during the next co-curricular activity in which the student elects to participate.

If Option B is chosen and JADE is not court assigned – the student will perform 10 hours of community service in addition to the missed event.

If rule one (1) is violated, the student will miss the next scheduled event and perform (10) hours of community service through the school. The student must complete the community service in thirty (30) calendar days from the date of suspension.

The student will be placed on twelve (12) months' probation following the first offense. If no other violations occur during the probationary period, the violator's status will return to a full student condition.

### **Second Offense**

If this offense occurs during a student's probationary period, the student will not be permitted to participate in fifty (50) percent of the total scheduled contests or performances during the season of the violation starting with the next contest or performance. If the violation occurs out of season, the penalty will be imposed during the next co-curricular activity in which the student elects to participate. The student will be referred and required to participate in and complete a substance abuse program, at his/her own or parent's expense.

The time remaining on probation will be extended to twelve (12) months.

### **Third Offense**

A. A third (3rd) offense within any probationary period will result in a one (1)-year suspension from all co-curricular activities. The student will also be required to complete a substance abuse program, at their own or parent's expense, to regain eligibility.

B. In the event of a violation of the good conduct rules, the student and his/her parents/ guardian will meet with a committee composed of the following school personnel: principal, athletic director, activity sponsor, and/or coach. The student's probationary contract and terms of probation will be discussed. If a substance abuse program is chosen or required, the student and his/her parents/guardian will meet with the aforementioned committee and the counselor upon completion of the substance abuse program.

### **C. Special Provisions:**

1. Each day of actual competition will count as one (1) event when completing the period of ineligibility.
2. Mid to late-season suspensions-If the number of events a student is ineligible to participate in exceeds the number remaining in the current season, the ineligibility will carry over into the next season or activity. The numbers of activities or events carried forward will be prorated.
3. After each violation of the good conduct rule a student is on probation for one (1) year. If no violations occur during the probationary period, the student's previous violations are expunged from his/her record.
4. The student must participate in all practices while ineligible, unless the period of ineligibility is one (1) year.
5. Each activity sponsor shall retain the prerogative to add additional regulations pertaining to the activity. Example-training hours, attendance requirements, etc. A copy must be on file with the principal and athletic director.
6. In the event the situation occurs which is not covered in this policy, the building principal will provide a ruling based upon the principal's belief as to the intent of this policy.
7. Percentages of activities or events will be based on regular season contests and/or performances.
8. If violation of rule two (2) involves tobacco, counseling will be provided by the school's guidance counselor.
9. When a student has enrolled their second year of high school, he/she will not be permitted to use a co-curricular activity he/she has not previously participated in to work off a period of ineligibility without the approval of the building principal.
10. Actual competition will be defined as one (1) calendar date in which a student is scheduled to participate in publicly.

D. Students apprehended and charged by a law of enforcement agency during the school year for violation of the above rules will have seven (7) calendar days to report the violation to school officials. Failure to report the violation will result in a one (1) year suspension from activities. When school is not in session, the student committing the violation shall report it no later than the first (1st) student day of the student's return to school.

E. A Central Lyon student has a right to appeal any part of the activity code. A request for an appeal must be made in writing within ten (10) days of the infraction.

Steps of appeal:

1. Athletic Director - the athletic director will meet with the student and guardian to discuss the appeal within five (5) school days, and issue a written decision within five (5) school days after the hearing has taken place. A student may appeal the decision; however, the appeal must be made within five (5) days after the written decision by the athletic director to the next level or void the student's appeal rights.
2. High or Middle School Principal - the principal will meet with the student and guardian to discuss the appeal within five (5) school days, and issue a written decision within five (5) school days after the hearing has taken place. A student may appeal the decision; however, the appeal must be made within five (5) days after the District Superintendent's written decision to the next level or void his/her appeal rights.
3. School District Superintendent - the superintendent will meet with the student and guardian to discuss the appeal within five (5) school days, and issue a written decision within five (5) school days after the hearing has taken place. A student may appeal the decision; however, the appeal must be made within five (5) days after the District Superintendent's written decision to the next level or void his/her appeal rights.
4. If the matter is not satisfactorily resolved by the superintendent, the student may ask to have the matter placed on the agenda of the next regularly scheduled board meeting in compliance with board policy. The board retains discretion as to whether to consider to take action on any complaint.

## Student Code of Ethics

I will show respect, courtesy, and consideration for all faculty members, substitute teachers, students, cafeteria personnel, and custodians. I will attempt to work to the best of my ability and strive to maintain a high scholastic record. My schoolwork will be the product of my own endeavor. Honesty is a policy that I will practice. I will use all my time wisely and work to achieve the highest goal of my ability. I will put forth an effort to obey all the regulations of the school handbook. I shall try to cultivate the habit of being on time in school and to all appointments. I will show respect for my parents, my school, and myself by wearing clean and appropriate clothing. I shall strive to keep all areas of the building and school grounds clean and take proper care of school property. I will endeavor, by my conduct in the school auditorium and in public places, to reflect credit upon myself, my home, and in my school. In extra-curricular activities, I will follow the principle of winning without boasting and losing without an alibi. Opponents are friendly rivals and should be treated as such. I will try to consider other people's feeling at all times. I will remember that what I do reflects upon my home, my school, my community and myself.

## Student Records Access

*(School Board Policy 506.1)*

The Central Lyon Community School District maintains records on each student in order to facilitate the instruction, guidance and education progress of the student. The records contain information about the student and their education and may include but are not limited to the following types of records: identification data, attendance data, record of achievement, family background data, aptitude test, educational and vocational plans, honors, activities, discipline, data, objective counselor or teacher ratings and observations, and external agency reports.

The records of each student are generally located in the school which they are attending. Any exception will be noted in the student's other records or by the person in charge of record maintenance for each school building. The name and the position of the person responsible for the maintenance of student records of each school building are listed below.

Steve Harman	Elementary Principal (PS-6)
Jason Engleman	Secondary Principal (7-12)
Brent Jorth	Superintendent

The following persons, agencies and organizations may have restricted access to student records without the prior written consent of the parent or student over the age of 18 years. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

- A. School officials, teachers, and AEA personnel with a legitimate educational interest.
- B. Officials of other schools in which the student proposes to enroll.
- C. Representatives of state and local government when auditing and evaluating federal education programs.
- D. Officials connected with a student's educational financial aid applications.
- E. Governmental officials to which information is reported under state law adopted prior to November 17, 1974.
- F. Organizations which process and evaluate standardized testing.
- G. Accrediting organizations for accrediting purposes.
- H. Parents of dependent children, regardless of child's age.
- I. Appropriate parties in health or safety emergency.

Student records are reviewed and inappropriate material removed periodically and, at a minimum, whenever a student moves from the elementary level to middle school level to high school level and when a student transfers out of the district. Those records not of permanent importance are destroyed within three years of graduation or discontinued attendance.

The parents of handicapped students, or handicapped students over age 18, will be informed when personally identifiable information in the records is no longer needed to provide educational services, and before the information is destroyed.

Parents of students under age 18 and students over age 18 may exercise the opportunity to review educational records of the student, to obtain copies of the records, to write a response to material in the record, to challenge the content of the record on grounds of inappropriateness, inaccuracy or an invasion of privacy, and to have the records explained.

The procedure to be followed in exercising any of the rights under school policies or rules may be obtained from any of the aforementioned persons responsible for maintaining student records.

The principal or person in charge of each attendance center may release the following types of information to the public, where appropriate, keeping in mind the privacy of the student and the student's family and the totality of the surrounding circumstances: name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school or institution attended by the student and other similar information.

To prevent the public release of such information, a parent must file a written objection with the aforementioned person responsible for maintaining student records.

## **Student Directory Information**

*(School Board Policy 506.2)*

The Central Lyon Community School District has adopted a policy designed to assure parents and students the full implementation, protection and enjoyment of their rights under the Family Educational Rights and Privacy Act of 1974 (FERPA). A copy of the school district's policy is available for review in the administrative offices.

This law requires the school district to designate as "directory information" any personally identifiable information taken from a student's educational records prior to making such information available to the public.



The school district has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

You have the right to refuse the designation of any or all of the categories of personally identifiable information as directory information with respect to your student provided that you notify the school district in writing not later than the first day of school of the new school year. If you desire to make such a refusal, please complete and return the slip attached to this notice.

If you have no objection to the use of student information, you do not need to take any action.

## **Student Expression**

*(School Board Policy 502.3)*

It is the goal of the district to protect the educational environment for all students to help ensure it is free from substantial disruption or infringement upon their rights. Student expression should be appropriate to ensure that the students learn and meet the goals of the school activity and that the potential audience is not exposed to material that may be harmful or inappropriate for their level of maturity.

While students will generally be allowed to express their viewpoints and opinions, in certain qualifying circumstances, student speech may require administrative regulation to help ensure the safety and welfare of the school community. The district may regulate speech that: causes or is reasonably anticipated to cause a material and substantial disruption to the education environment; infringes upon the rights of others; is obscene or lewd; is school sponsored; and/or promotes illegal activity. The administration, when making this judgment, will consider whether the activity in which the expression was made is school-sponsored and whether review or prohibition of the students' speech furthers an educational purpose. The expression must be done in a reasonable time, place, and manner that is not disruptive to the orderly and efficient operation of the school district.

The superintendent may develop procedures for safely addressing qualifying types of mass protests by students, including walk-ins and walk-outs. Walk-ins occur when students leave their learning environments during school hours and gather in a group or groups with the purpose of promoting a belief or beliefs. Walk-outs occur when students leave their learning environments during school hours and gather in a group or groups off district property with the purpose of promoting a belief or beliefs.

The superintendent is encouraged to obtain feedback from community stakeholders in the development of these procedures. The goal of the procedures shall be to address student safety, maintain the education environment and promote communication during demonstrations while remaining viewpoint neutral.

Students who violate this policy may be subject to disciplinary measures. Employees are responsible for insuring students' expression is in keeping with this policy.

## **Student Complaints & Grievances**

*(School Board Policy 502.4)*

Creating an environment where students feel comfortable addressing their concerns in a meaningful manner is vital to the learning process. It is the goal of the board to resolve student complaints at the lowest organizational level. Student complaints and grievances regarding board policy, administrative regulations, or other matters should first be addressed to the student's teacher or another licensed employee, other than the administration, for resolution of the complaint.

If the complaint cannot be resolved by a student's teacher or other licensed employee, the student may submit a written appeal to the principal within five (5) school days of the employee's decision. The principal will meet with the student and guardian to discuss the complaint/grievance within five (5) school days, and issue their written decision within five (5) school days of the discussion. If the matter cannot be resolved by the principal, the student may appeal the principal's decision in writing to the superintendent within five (5) school days of receiving the principal's written decision. The superintendent will meet with the student and guardian to discuss the complaint/grievance within five (5) school days, and issue their written decision within five (5) school days of the discussion.

If the matter is not satisfactorily resolved by the superintendent, the student may ask to have the matter placed on the agenda of the next regularly scheduled board meeting in compliance with board policy. The board retains discretion as to whether to consider or take action on any complaint.

## **Student Lockers**

*(School Board Policy 502.5)*

Student lockers are the property of the school district. Students will use the lockers assigned to them by the school district for storing their school materials and personal belongings necessary for attendance at school. Students should not keep valuables or money in either their student, physical education (PE) or athletic lockers. It is the responsibility of students to keep their assigned lockers clean and undamaged.

To ensure students are properly maintaining their assigned lockers, the principal of the building may periodically inspect all lockers or a random selection of lockers. Either students or another individual will be present during the inspection of lockers. Student lockers may also be searched, at any time and without advance notice, in compliance with Board Policy regulating search and seizure.

### **PE Lockers**

In order to minimize locker room theft, students in grades 7-12 are encouraged to use a padlock for their PE locker. School issued padlocks are available upon student request. If a student chooses not to utilize this school issued padlock, they must sign the form provided by their PE instructor.

## **Student Passes**

A student pass is to be used for any student traffic during class time. This includes trips to the Principal's office, nurse, counselor's office, or to a teacher's room. The pass must be signed by a staff member or the Principal's secretary. Time of departure and time of return must be clearly indicated.

## **Student Retention Guidelines**

*(School Board Policy 505.2)*

Students will be promoted to the next grade level at the end of each school year based on the student's achievement, age, maturity, emotional stability, and social adjustment.

The district shall adhere to the following:

- **Retention/Promotion in kindergarten – eighth grade:** The retention of a student will be determined based upon the judgment of the district’s professional staff. When it becomes evident a student in grades kindergarten through eight (K-8) may be retained in a grade level for an additional year, the parents will be informed prior to making the retention decision. It is within the sole discretion of the district to retain students in their current grade level and to deny promotion to a student.
- **Retention/Promotion in ninth – twelfth grade:** Students in grades nine through twelve (9-12) will be informed of the required course work necessary to be promoted each year. When it becomes evident a student in these grades will be unable to meet the minimum credit requirements for the year, the student and parents will be informed. It is within the sole discretion of the district to retain students in their current grade level and to deny promotion to a student.
- **Acceleration in kindergarten – twelfth grade:** Students in grades kindergarten through twelve (K-12) with exceptional talents may, with the permission of the principal, superintendent and parents, take classes beyond their current grade level. Enrichment opportunities outside the school district may be allowed when they do not conflict with the school district's graduation requirements.
- **Retention or Acceleration in kindergarten – twelfth grade** may also occur in additional instances as provided by law.

## Substitute Teachers

Our school is fortunate in having capable people to help us whenever our regular teachers are ill or are attending conferences. A substitute teacher is an important visitor whose impressions of our school will be carried into the community. Let us be certain that these are good impressions by being polite, helpful and considerate, as you would be to your regular teacher.

## Testing

In the spring, the Iowa Statewide Assessment of Student Progress is given to students in grades 3-11 to assess their academic achievement.

Parents/guardians will receive detailed reports of the Iowa Testing Programs with the student's report card after the results are back. Parents/guardians may come in to discuss the results of the other testing done by calling the school for an appointment.

## Visitors/Guests/Pets

Visitors to the school grounds must check in at the principal's office. If a student wishes to bring a guest to school, the student must receive permission from the principal prior to the guest's visit. The guest can stay up to half a school day.

Visiting pets are prohibited in our school unless they are service animals or part of the school's curriculum and programming. Due to students’ allergies and safety concerns, individuals who have pet allergies may be placed in classrooms that do not have pets if recommended by medical personnel. Should an occasion arise that a pet/animal is warranted, permission must be obtained by the classroom teacher and school administrator prior to the pet/animal coming to school. The animal must be brought to and returned home by the parent. Central Lyon cannot assume any responsibility for accidents or injuries caused by the animal.

## Appendix A - Elementary Section (grades PS-6)

### Admission of Students

Preschool students must be (4) years of age on or before September 15. TK and Kindergarten students must be five (5) years of age on or before September 15. Preschool, Transitional Kindergarten and Kindergarten sign-up day is held each spring. Sign-up days will be announced in the newspaper, radio and school social media.

### Assignment Books

Students in grades 5 and 6 will be required to carry assignment books at all times including to study hall, band, choir, art, library, etc.

### Bicycles

You may ride your bike to school. Bikes should be parked in the in the bike-rack in front of the building. Make sure that bikes do not interfere with the normal flow of traffic in that area. Please be especially careful when leaving after school. Observe good bike-rider rules and all traffic laws when riding to and from school.

### Late/Incomplete Work

Completing work on time is essential to be successful in the elementary school. Students who have incomplete/late work may be expected to stay after school to complete their work. Finishing incomplete work takes priority over practices, recesses, etc. Parents will be notified when their child has to remain after school to complete work. If incomplete/late work becomes a persistent problem the principal will set up a meeting with the parents to discuss what other options are available.

### Instrumental Music

Students may start learning to play an instrument in the spring of 4<sup>th</sup> grade. A meeting is held for fourth grade parents to decide on instruments, receive information on the band program and obtain instruments for their soon-to-be band members. Most instruments are available through a music store rental program.

During the school year, the bands put on two or three public performances and participate in solo and ensemble contests. During the school year, each student is taken from classes for a weekly 15 minute lesson. The 5<sup>th</sup> grade band rehearses two times each week.

#### Chair Challenge Policy:

1. Challenge sign up on the sign-up sheet in the band room at least one week in advance.
2. Fill out form with names of people and the music to be used from Band Music of Challenger's choice.
3. Both people come to the band room on day and time of challenge, and play for one of the directors.
4. Director will listen to the challenge and announce the results.

### Library (Media Center)

Each class has a scheduled library period once a week. The librarian reads to students, gives them instructions on how to use the library, and involves them in programs to motivate them to read. Students and teachers may check-out many types of materials to help them in their teaching/learning. Students with overdue materials not returned by the end of the school year will be fined replacement cost and materials.

### Paperback Books and Book Orders

Some families like to buy paperback books for their children. We send order forms home throughout the year for this purpose. This is done as a service for the parents.

Our school maintains a fully equipped Library. We encourage students to use it to the fullest.

## Parent-Teacher Council

Our district is fortunate to have supportive parents/guardians who work exceptionally hard to make our schools the best in the area. The PTC has fund raisers each year which supplement equipment needs of our classrooms. The school appreciates this active helpful support!

## Parties and Treats

Students are permitted to bring treats for birthdays if they wish. We recommend due to food allergies and food reactions, we recommend that parents bring pre-packaged treats where all ingredients are listed.

Please avoid the distribution of birthday party invitations at school, unless everyone is included.

There are special occasions when the teachers have class parties - Halloween, Christmas and Valentine's Day. The teachers will send notes home to explain the procedure for parties in their room.

Small parties may be given in honor of students who will be moving from the school districts.

## Positive Behavior Interventions and Supports (PBIS)

The mission is to create a positive learning environment where all students feel safe and successful by showing respect and responsibility.

We are the LIONS! We:

Respect all

Offer help

Accept responsibility

Reach expectations

### Tier 1 Supports – Universal Interventions for all Students

1. **Clear Expectations:** We set clear expectations that are consistent in all areas of the school. When students know and understand what is expected of them, they are more likely to meet expectations.
2. **Explicit Teaching of Expectations- R.O.A.R:** We teach all our students what Respect all, Offer help, Accept responsibility, and Reach expectations look like in all areas of the building. We teach through lessons, modeling, practice, and reinforcement.
3. **Acknowledging when Students Meet Expectations:** When students meet expectations, we celebrate! We place our attention and energy on what students are doing right, rather than their mistakes. We use a variety of ways to positively reinforce student behavior.
4. **Support for Students who Do Not Meet Expectations:** We view mistakes as learning opportunities. We use research-based, proactive, and restorative solutions to working with student misbehavior.
5. **Teaching of Prosocial Skills:** We believe in teaching the social skills necessary to succeed in school and life. When student needs are met socially and emotionally, they are better equipped to learn at high levels.
6. **Home-School Partnership:** Together, we are your child's support team. We believe in working with you to support your child's learning and behavior. Your partnership is critical to ensuring all students grow and learn at high levels. Communication between school and home is a vital part of our shared success. Your questions, concerns, and ideas are welcome any time by contacting your child's teacher, the school counselor, the principal, or any member of our school team. We will be contacting you as well, to keep lines of communication open and to work together for your child's success.

### Tier 2 Interventions – Supplemental Support for Individuals or Small Groups of Students

This support is designed to provide targeted interventions to students who are not responding to Tier 1 efforts. These interventions are more intensive as a smaller number of students require additional support to avoid engaging in more serious problem behavior.

1. **Screening Process:** Students who have accumulated three (3) minor referrals, or two (2) major referrals, in a two (2) week time span, will receive additional support during a six (6) week time period.

2. **Check-In/Check-Out (CICO):** School staff will partner with students to review expectations, reward student success, and re-teach skills daily. Modifications may be made to further support the student further develop their skills. These additional interventions may include a peer mentor or small group intervention with other students. The school staff member will communicate with parents frequently during the six (6) week intervention period.
3. **Check & Connect (C&C):** *School staff will partner with students to monitor, reinforce, and support each individual student's goal for academic or behavior intervention. Students will meet daily with their staff mentor to review progress. Parents will be informed daily of their student's achievement and are encouraged to reinforce student success during the six (6) week intervention period.*
4. **Fading Out:** Students who have responded positively to CICO and C&C interventions will resume their regular school routine. School staff will continue to monitor student behavior and provide support as needed. If a student should receive an additional minor or major referral in the following 2 weeks they may resume C&C or CICO interventions.
5. **Graduation:** Students who continue to demonstrate appropriate behavior will graduate from tier 2 and resume their regular school routine.
6. **Social Academic Instructional Group (SAIG):** students who require personalized support following CICO, C&C, Fading Out, and Graduation or who requalify for Tier 2 supports may receive individualized instruction to meet academic, behavioral, emotional, or social expectations. Typically SAIG interventions will occur for nine (9) weeks.

## Personal Property at School

Games and equipment are supplied by the school system for children to use during recess. We encourage students not to bring toys, dolls, etc. to school to show or share unless directed to, as an activity sponsored by teachers. The school is not responsible for items lost, stolen, or damaged, which were brought to school without the consent of school personnel. Electronic devices are not to be taken outside for recess.

## Physical Education (PE)

### Footwear

It is recommend that elementary students wear sneakers to school every day due to extremely active recess and PE programs.

### Restrictions

If your student's Physical Education activities need to be restricted for more than a week, a doctor's note is required.

## Recess

Each student will be provided with at least one recess per day. If a child has been ill, a teacher may keep a child in from recess if the parent/guardian makes such a request in writing. For longer recess restrictions, a doctor's statement is required. Students may have to stay in for recess to complete late work, or to receive extra academic supports.

## Safety

### Walking to and from School

- Start early enough so you arrive 5 to 10 minutes before the tardy bell rings, without rushing.
- Walk on the sidewalk. If there's no sidewalk, use the left side, facing oncoming traffic.
- Never run between parked cars.
- Look in all directions before crossing the street. Use marked crosswalks.
- Never accept a ride or a gift from a stranger.
- Don't go to a friend's house after school unless Mom or Dad has sent a note that says it's okay.
- Go directly home after school before you start to play.

### On The Bus

- Review the tips on safety listed under bus information earlier in this handbook.

### On Your Bike

- Ride single, never double. Observe all traffic rules!
- Use a chain and padlock on your bike so it won't be stolen at school. Be careful not to lose the key!
- We suggest you get a license and record the description. We can't be responsible for your bike, but we hope you'll protect it using these suggestions.

### At School

- Play safely. Throw playground balls, not sand, rocks or anything else that can hurt people.
- Don't "rough house". Tripping, pushing, fighting and wrestling can get out of hand and lead to injuries.
- Leave knives and other unsafe objects at home.
- Remain on school grounds until school is out. If you have permission to leave early, go to the office first and check out.
- Wash your hands before lunch.
- Wear sturdy shoes that protect your feet.

### Special Services

To help provide the most appropriate education for students with special needs, the elementary school has several special programs available. Central Lyon employs multiple special education teachers to provide individualized education programs (IEPs) for students who qualify due to a disability.

The Northwest Area Education Agency (NWAEA) provides a wide range of special education services to area schools and children:

- **Speech and Language:** A special clinician is available to evaluate and provide individual classes for children with communication disorders. The clinician is available to teachers and parents on a consultative basis. Speech screening is done by the teachers, who make referrals for evaluation to the Speech Clinician.
- **Hearing:** Hearing screening is conducted in our school each year by NWAEA personnel. Children in grades K-4, 8, and 11 are screened, as well as new students to the district, and children with previously identified hearing losses.
- **Occupational Therapy:** Specialists are available to provide therapy to students with specific physical development delays.
- **Psychological Services:** Central Lyon School utilizes the school's psychologist to assist in diagnosing learning problems and developing appropriate learning programs for individuals with such difficulties.

### Visiting Classrooms

Parents/guardians who would like to visit their student's classroom should arrange their visit with the classroom teacher. To make these visits worthwhile, it is recommended:

- To wait until after the first two weeks of the start of the school year.
- To visit before the last two weeks of the end of the school year.
- For Kindergarten students, teachers prefer to be alone with their students during the first nine (9) week of school.

Please remember all visitors must stop in the office and sign in.

### Volunteers

Volunteers are utilized in many of our programs. To learn more about these opportunities, please contact your student's classroom teacher or the principal.

## Weather

Please make sure your child is adequately dressed for all the changing weather/seasons. Students may keep extra clothing in his/her locker to be sure adequate clothing is available. Any student who is not properly clothed may not be allowed to go outside for recess, according to the weather conditions.

During cold and rainy weather, elementary students will be required to wear jackets, caps, snow pants, boots, mittens, and scarves or face masks as necessary. As a rule of thumb, we require “snow pants” or an extra pair of jeans or sweatpants if there is snow on the ground, or if the air temperature or wind chill is below 0 degrees F.

Boots should be worn on wet, rainy, or snowy mornings. Boots are required at recess if the ground is wet, muddy, or snow covered enough to track in. Please label your child’s items. Students that forget or do not have boots will remain on certain areas of the sidewalk during recess on rainy or snowy days

Please remember to permanently mark your child’s protective clothing.



## Appendix B: Secondary (7-12)

### 7-8 Academic Eligibility Code

In order to provide for a student in grades 7 and 8 to participate in co-curricular activities, all students must meet the following academic requirements:

- **Eligibility requirements:** to enable a student to participate in extra-curricular and co-curricular activities, a student cannot have a failing grade in any academic course. All requirements stated in the IEP's will be followed for students in the Special Education program.
- **Mid-term failure:** 2 weeks ineligibility period, or until passing grades are obtained.
- **Final Quarter failure:** 2 weeks ineligibility period

The ineligibility period is calculated by student school days (student days do not include vacation days).

1. Students are allowed to resume practice during the ineligibility period but not participate in concerts or games. Students' progress, following mid-term failure, will be monitored daily during the ineligibility period for academic improvement. Any work submitted by 3:15 p.m. will be used to determine eligibility for the following day.
2. Students who do not show academic improvement after two weeks will not be able to continue the extra-curricular practice.
3. A student who is ineligible at the end of the 4th quarter of the year will be ineligible for two (2) weeks of the summer activities of baseball and softball.
4. The ineligibility rule will not be carried forward to the following academic year

### 9-12 Academic Eligibility Policy

The Board of Education of Central Lyon Community Schools, in cooperation with the staff and administration, has established an academic eligibility policy for students who choose to participate in co-curricular activities. Activity participants not only represent themselves as individuals but also represent the school and community in a role different from the rank and file student.

In order to participate in co-curricular activities at Central Lyon High School, a student must meet the following academic requirements.

Academic Rule: To be eligible to participate in co-curricular activities, a student must pass all of his/her regular academic courses.

Quarter Failure:	4 weeks ineligibility period.
Semester Failure:	State of IA Scholarship Rule (see #6)
May Term Failure:	2 weeks ineligibility period.

1. The ineligibility period will begin at the start of the next quarter, or May Term. If ineligibility carries over to the next school year; the ineligibility period will begin at the start of the next quarter of the student/athlete's co-curricular season.
2. Steps of Appeal
  - a. Middle or High School Principal - all students who are declared ineligible due to grades may appeal to the middle or high school principal within ten (10) days of being declared ineligible. The principal will meet with the student and guardian to discuss the appeal within five (5) school days, and issue a written decision within five (5) school days after the hearing has taken place. A student may appeal the decision; however, the appeal must be made within five (5) days after the District Superintendent's written decision to the next level or void his/her appeal rights.

- b. School District Superintendent - the superintendent will meet with the student and guardian to discuss the appeal within five (5) school days, and issue a written decision within five (5) school days after the hearing has taken place. A student may appeal the decision; however, the appeal must be made within five (5) days after the District Superintendent's written decision to the next level or void his/her appeal rights.
  - c. If the matter is not satisfactorily resolved by the superintendent, the student may ask to have the matter placed on the agenda of the next regularly scheduled board meeting in compliance with board policy. The board retains discretion as to whether to consider to take action on any complaint.
3. A student may practice during the ineligibility period at the coach's discretion with the understanding that after school help may cause the student to be late for practice.
4. A student who has a failing grade for May Term will be ineligible for two weeks of school-sponsored events. If the student does not participate in school-sponsored events throughout the summer, the ineligibility period will begin at the start of the student/athlete's co-curricular season, and he/she will miss a minimum of one event. No other summer activities qualify to regain eligibility. A student who fails a fourth-quarter class will be ineligible during May Term. If the student does not participate in school-sponsored events throughout the summer, the ineligibility period will begin at the start of the student/athlete's co-curricular season and he/she will miss a minimum of two events. No other summer activities qualify to regain eligibility.
5. When a student has started (enrolled) his second year of high school, he/she will not be permitted to use a co-curricular activity he/she has not previously participated into work off a period of ineligibility without the approval of the Principal. Reference: Central Lyon Board Policy Code 504.6
6. The language of the State of Iowa scholarship rule. Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. Grading period, graduation requirements, and any interim periods of ineligibility are determined by local policy. For purposes of this sub-rule, "grading period" shall mean the period of time at the end of which a student in grades 9 through 12 receives a final grade and course credit is awarded for passing grades. Subject to the provision below regarding contestants in interscholastic baseball or softball, if at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which he or she is a contestant for 30 calendar days.
7. If at the end of any grading period a participant receives a failing grade in any course for which credit is awarded, the participant is ineligible to participate in any competitive event sanctioned by the IHSMA or any IHSMA sponsored event that is non-graded (event doesn't affect course GPA) within a period of 30 calendar days. The period of ineligibility will begin with the first school day following the day grades are issued by the school district.

## Academic Integrity Policy

Central Lyon is a place where learning and knowledge are based on the core values of respect, excellence, accountability, consideration, and honesty. We hold our students to the highest standards of performance and integrity and expect each student and staff member to maintain those standards and strive for continuous improvement. We expect Central Lyon students in grades 7-12 to take responsibility for their actions and thus maintain academic honesty and a positive learning environment.

### Types of Violations:

- **Cheating:** Using or attempting to use unauthorized materials, information, or study aids in any academic exercises.
- **Facilitation:** Helping or attempting to help another student violate any provision of the Academic Integrity Policy.
- **Falsification:** Making up information/data or a citation in any academic exercise.
- **Plagiarism:** Representing the words or ideas of another as one's own in any academic exercise.

A student proven guilty of a violation of the Academic Integrity Policy will be subject to the following disciplinary action (the administration reserves the right to alter consequences based on extenuating circumstances):

- **First Offense:** The student will receive a “0” on the assignment and/or assessment and parents will be notified. The Academic Integrity violation will be noted in the student’s academic file which is often used when seeking letters of recommendation from staff or nomination to National Honor Society.
- **Second Offense:** The student will receive a “0” on the assignment and/or assessment and a conference will be held between administration, student, and parents. The Academic Integrity violation will be noted in the student’s academic file and the student will serve one day of in-school suspension.
- **Third Offense:** A conference will occur between administration, student, and parents. As a result of violating the Academic Integrity Policy for the third time, the student will receive a failing grade for the semester and removed from the class.

## Assignment Books

Students in grades 7 and 8 have the option to carry assignment books, but they are not required.

As a part of PBIS Tier 1, a 7<sup>th</sup> and/or 8<sup>th</sup> grade student who fails to meet expectations related to organization will be assigned an assignment notebook to complete daily to support growth in this area.

## Band and Choir

A student has the first 3 days of the semester to decide if they want to be in Band and/or Choir. If a student decides to join or drop band or choir, a note from a parent must be presented to the Band/Choir teacher and a separate note to the principal. The student must let the band or choir teacher know of their intentions to join or drop during the first 3 days of the semester.

A student is only allowed to join or drop band and/or choir at semester – **NOT during** the semester. This rule is subject to change for new incoming students during the school year.

## Central Lyon Alternative Setting (CLAS)

In 2014, Central Lyon began a comprehensive effort to re-engage students with the introduction of CLAS (Central Lyon Alternative Setting). CLAS provides educational support for students up to the age of 21, requiring the standard graduation requirements of the Central Lyon Community School District. The low student-to-teacher ratio provides each student with adequate attention from his/her teachers. We encourage a culture that values personal relationships with students and recognizes staffs’ extended roles to respond effectively to students whose problems outside school may seriously limit their classroom performance. We offer support to students utilizing online classes, credit recovery, transition assistance, tutoring, and goal-setting.

- **Online Learning Option.** Can be used for credit recovery or to enroll in self-paced online classes not offered at Central Lyon or ones that conflict in a student schedule. Online learning will be monitored by the CLAS instructor. Lab sciences must be taken in the traditional classroom. All students are given the option to utilize online learning.
- **Transition to High School Assistance.** Incoming freshmen that have failed a middle school class will be given a chance to break out of negative peer-groups and succeed based on individual performance, both academically and behaviorally. Freshmen that require a new way of learning may opt, with parent approval, to take English I online in CLAS. Middle school students failing two or more classes will attend CLAS during study halls.
- **Study Hall with Assistance.** All high school students that earn a D+ or below at midterm, quarter, or semester, will spend study halls in CLAS for a minimum of four weeks or until grades improve. Student grades will be monitored and individual help will be offered. Students with no study halls will make special arrangements with the CLAS Coordinator during his or her FLEX period to receive academic support.
- **Goal Setting.** Each Friday, students in CLAS will check grades and set a new weekly goal. An individualized path to graduation, while meeting Central Lyon graduation requirements, is offered to juniors or seniors at risk of dropping. Risk of dropping out is based on grades and attendance.
- **Support.** The guidance counselor provides post-secondary education preparation and is available to counsel students. The legal liaison officer leads issue-focused groups, provides life (social, communication) skills development, and offers school-to-work opportunities.

## Commencement

*(School Board Policy 505.7)*

Students who have met the requirements for graduation will be allowed to participate in the commencement proceedings provided they abide by the proceedings organized by the school district. Students who have not met the requirements for graduation will not be allowed to participate in the commencement proceedings. It shall be the responsibility of the principal to solicit input from each graduation class regarding the proceedings for their commencement.

Failure of a student to participate in commencement shall not be a reason for withholding the student's final progress report or diploma certifying the student's completion of high school.

## Detention

Students may be assigned detention by the principal due to undesirable patterns of attendance, tardiness, or conduct, as well as other disciplinary problems.

The detention hall rules are simple: be on time, no talking, and have something to read or to study.

Detention for disciplinary action will be held in the teacher's room as assigned from 3:20 p.m. to 3:50 p.m. Students must be present at the scheduled time as tardiness to detention will only result in additional make-up time or further disciplinary action. Students who fail to report to detention will be held accountable for the next school day. Arrangements for all detention will be made with the principal. Individual teachers may also detain a student for disciplinary purposes between 7:40 a.m. and 8:10 a.m.

## Early Graduation

*(School Board Policy 505.6)*

Students who meet the graduation requirements set by the board prior to the end of their senior year may apply to the Board of Education for early graduation. Students must apply at least one semester prior to the completion of the graduation requirements. In order to graduate early, students must have the approval of the superintendent and principal, and appear before the board for its approval.

Students who graduate early become alumni of the school district and are not allowed to participate in school activities, including senior activities, except for prom and commencement proceedings.

## Extended School Day

Students who fail to complete work by the designated completion date and period will qualify for Extended School Day. Extended School Day runs Monday through Thursday from 3:15 to 4 p.m., or until late/incomplete work is submitted. Parents of students who qualify for Extended School Day will be notified by 3:15 p.m. by either the teacher or student. Additional student consequences will result as the following:

1. Late work will be deducted 20% of the final grade if submitted by 4 p.m. on the due date at an acceptable level.
2. Late work will be deducted 40% of the final grade when submitted after the due date.
3. If multiple classes have late assignments, the student will stay each day until all the work is completed.
4. Any incomplete work will be scored as a zero at midterm and at the end of each quarter. Students may still receive credit for zeros given at midterm if work is completed before the end of the quarter.

## Food and Drink

Food and drink are restricted to the commons area. Snacks and water/Gatorade may be purchased in the commons area, but all snacks and drinks must remain unopened or properly packaged to be allowed in the academic or carpeted area. Lunch is to be provided by the school or brought by a student. Food vendors will not be allowed to deliver food to the high school. Staff encourages students to drink water out of approved containers in the classroom to maintain hydration and limit the use of water fountains during and between classes.

## Grading System

The intent of any grading system is to report to the parents the progress their children are making in school. The marking system used by Central Lyon is:

Score (%)	Grade	GPA
94-100	A	4.0
91-93	A-	3.67
88-90	B+	3.33
85-87	B	3.0
82-84	B-	2.67
79-81	C+	2.33
76-78	C	2.0
73-75	C-	1.67
70-72	D+	1.33
67-69	D	1.0
64-66	D-	0.67

## Graduation Requirements

*(School Board Policy 505.5)*

Students must successfully complete the courses required by the board and Iowa Department of Education in order to graduate.

Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individual Education Program (IEP). Prior to the special education student's graduation, the IEP team shall determine whether the graduation requirements have been met.

## Honor Roll

The honor roll is compiled from courses that earn full credit. Physical education, band, and choir are not computed in the honor roll. The honor roll is compiled after each grading period. There are two honor lists:

- The High Honors roll for students who compile an average of 3.67 or higher.
- The Honors roll for students with a grade point average of 3.0 to 3.669.

Standard Grading System		Weighted Grading System	
A	4.0	A	5.0
A-	3.67	A-	4.67
B+	3.33	B+	4.33
B	3.0	B	4.0
B-	2.67	B-	3.67
C+	2.33	C+	3.33
C	2.0	C	3.0
C-	1.67	C-	2.67
D+	1.33	D+	2.33
D	1.0	D	2.0
D-	.67	D-	1.6
F	0	F	0

Classes that have weighted grades include AP Calculus, AP Biology, AP Spanish Language, AP Chemistry, Foundations of Education, Human Relations for the Classroom, and any online AP class that a student takes through AP coordinator and guidance counselor. Students are responsible for the cost of AP exams but may be reimbursed upon receiving a 3 or higher on the exam.

Online classes taught by NCC will not be weighted because they use the NCC grading scale and not the Central Lyon grading scale.

It is important to note that the weighted grading scale will make it possible for students to have a cumulative grade point average (GPA) higher than a 4.0.

### Laptop Disciplinary Policy (Grades 7-8)

The policy begins when a student in 7<sup>th</sup> grade has been issued a Central Lyon laptop and does not end until the end of 8<sup>th</sup> grade.

1. Description of Violations
  - a. Games (not approved by Central Lyon)
  - b. Cyberbullying
  - c. Password violation
  - d. Using school laptop for Non-Related School activity
  - e. Overloading laptop bag
  - f. Misuse of Email Privileges
  - g. Poor care of computer
  - h. Inappropriate screen savers, music, pictures or videos
  - i. Misuse of the Internet
  - j. Teacher Discretion
2. Disciplinary Action (s)
  - a. Students violating Acceptable Use Policy
  - b. Depending on the violation, a warning may or may not be issued
  - c. First documented violation
    - i. Student's computer will be taken away for a period of two weeks. No access to the computer will be allowed.
      1. If students need a computer for classes, the student will use a computer if available, from the laptop cart.
      2. The student will not be able to take a computer home (before or after school availability to complete computer homework)
      3. All teachers will be informed of the disciplinary action
      4. Disciplinary notification will be sent home
  - d. Second Documented Violation
    - i. Student's computer will be taken away for a period of six weeks
      1. If students need a computer for classes, the student will use a computer if available, from the laptop cart.
      2. The student will not be able to take a computer home (before or after school availability to complete computer homework)
      3. All teachers will be informed of the disciplinary action
      4. Disciplinary notification will be sent home
    - ii. Parent or guardian will need to meet with administration during the six week period.

Continued violations may result in disciplinary action included but not limited to detention, loss or limited computer privileges, parental notification/conference, and/or suspension.

### Late/Incomplete Work

Completing daily work and projects on time is essential to being successful. Students in grade 7 and 8 who have incomplete/late work will be required to participate in the Extended School Day program to complete their work. Staying after school as part of the extended school day protocol because incomplete/late work takes priority over practices, games, etc. Parents will be notified when their child has to remain after school to complete work. If incomplete/late work becomes a persistent problem the principal will set up a meeting with the parents to discuss what other options are available.

All coursework is expected to be completed by the end of the term (quarter or semester). Students who have been absent for an extended period of time due to hospitalization, bereavement, or otherwise may be given an "I", incomplete, grade with approval from the principal. Incomplete work is expected to be completed within two weeks (10 days) after the term ends. Work not completed within the extended time will result in zero credit and the grade will reflect the incomplete work. Extenuating circumstances for students will be determined at the discretion of the principal.

## Leaving the Building

No student will be allowed to go home for lunch or leave the building for any other reason unless given special permission by the principal. A note or phone call from parents/guardians will be needed for a student to leave the building during school hours. Suspension may result if this rule is not followed. A sign-out sheet is in the office for authorized leaving of the building. The Principal gives final permission. Requests to leave the building will be granted on a minimal basis. A student will not be permitted to leave the building to run home or visit the parking lot, unless deemed necessary by the principal, during a student's scheduled academic periods.

## Lunch Schedule

Lunch will be served from 11:13 a.m. to 1:15 p.m. Your schedule will determine when you have lunch. The high school will have a "closed" noon hour which means each student must remain in the building during the noon period. You must also remain in the commons during your entire lunch period-you may not go back to your classroom, or visit the locker rooms until the end of your lunch period.

## Lunchroom Rules

Student behavior in the lunchroom should be based on courtesy and cleanliness. This means leaving the area in the condition you would like to live in. Students are to remain in the cafeteria until the lunch period is over. At no time are students allowed to take food outside the cafeteria. No carbonated beverages (i.e. soda/pop) are allowed in the lunchroom during breakfast or lunch. No outside fast food wrappers or containers are allowed in the lunchroom, instead a student who wishes to bring this type of food needs to eat it in an alternative location after receiving permission from the lunch supervisor.

1. Students eating hot lunch should return tray to the window after eating. After you have returned your tray, return to your table. If food is spilled, let the teacher know and it will be cleaned up.
2. Dismissal from the lunchroom:
  - a. Check the floor around your table to be sure nothing is on the floor.
  - b. You will be dismissed by the teacher(s) on duty.
  - c. You should remain quiet as you return to your lockers and rooms.
3. Detention will be assigned and/or seats will be changed for students unable to observe reasonable standards of lunchroom behavior.

## Dances

School dances are held periodically during the school year. Specific rules and instructions will be announced to beforehand.

## Passing Time

Passing time will be only three (3) minutes so students should plan to take enough books so that you do not have to stop at your lockers after each class period.

## PBIS Program (grades 7-8)

The mission of PBIS is to create a positive learning environment where all students feel safe and successful by showing respect and responsibility.

### Tier 1 – Universal Intervention for all Students

Positive Behavior Interventions and Supports (PBIS) is a framework for supporting a positive school climate and culture to support student learning. PBIS practices are research-based and data-driven. Here is a list of the things you will see as part of our PBIS program at Central Lyon Middle School. It is a preventative and proactive program for all students.

1. **Clear Expectations:** We set clear expectations that are consistent in all areas of the school. When students know and understand what is expected of them, they are more likely to meet expectations.

2. **Explicit Teaching of Expectations- P.R.I.D.E.:** We teach all our students what a Positive Attitude, Respect, Integrity, Do the Right Thing, and Effort look like in all areas of the building. We teach through lessons, modeling, practice, and reinforcement.
3. **Acknowledging when students meet expectations:** When students meet expectations, they are appropriately acknowledged and celebrated. We place our attention and energy on what students are doing right, rather than their mistakes. We use a variety of ways to positively reinforce student behavior.
4. **Support for students who do not meet expectations:** We view mistakes as learning opportunities. We use research-based, proactive, and restorative solutions to working with student misbehavior.
5. **Teaching of Prosocial Skills:** We believe in teaching the social skills necessary to succeed in school and life. When student needs are met socially and emotionally, they are better equipped to learn at high levels.
6. **Home-School Partnership:** Together, we are your child's support team. We believe in working with you to support your child's learning and behavior. Your partnership is critical to ensuring all students grow and learn at high levels. Communication between school and home is a vital part of our shared success. Your questions, concerns, and ideas are welcome any time by contacting your child's teacher, the school counselor, the principal, or any member of our school team. We will be contacting you as well, to keep lines of communication open and to work together for your child's success.

The 7<sup>th</sup> and 8<sup>th</sup> grade PBIS program will:

1. Provide a positive reinforcement for satisfactory performance, both academically and behaviorally.
2. Help students develop accountability and responsibility for their own learning and behavior.
3. Foster student-teacher relationships centered on positive expectations.
4. Encourage the development of skills for students to be successful.
5. Help establish and maintain a positive school culture that promotes a safe and supportive learning environment for all students.

The following expectations will be posted throughout the building, with the addition of more specific criteria based on the location within the school building (i.e lunchroom, classroom, or restroom):

Expectations: **P.R.I.D.E.**

- **Positive Attitude**
  - Be kind and encourage others
  - Cooperate with your teachers and classmates
  - Actively listen and participate
- **Respect**
  - Accept and respect everyone and their property
  - Use positive words and body language
  - Avoid distracting behaviors
- **Integrity**
  - Take responsibility for your actions
  - Be honest
- **Do the Right Thing**
  - Stop, think, and make good choices
  - Use computer privileges appropriately
  - Adhere to cell phone policy
- **Effort Towards Learning**
  - Pay attention and follow directions the first time
  - Be prepared and on time
  - Give your best effort

Students who fail to meet such expectations will be issued a major or minor and retaught the appropriate skills and behaviors to help them make the necessary adjustments. PBIS is data driven program, and 7-8 grade PBIS committee and faculty will meet frequently to analyze the referral data and develop interventions and supports for students who have difficulty meeting building expectations. Referral data will be communicated with staff, the student(s), and their parent(s).



## Pride Council (grades 7-8)

Your Pride Council provides for student activities, serves as a training experience for both leaders and followers, promotes the common good, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school affairs and helps solve problems that may arise. Members of the Council are your representatives and have direct access to the school administration. Each grade level will nominate and elect 3 representatives to the Pride Council at the beginning of each school year.

## Post-Secondary Enrollment Policy

Students in grades nine (9) through twelve (12) may receive academic credits that count toward the graduation requirements for courses taught in post-secondary educational institutions. All students are required to be enrolled in six Central Lyon courses prior to enrolling in post-secondary coursework. The student may receive credits for courses approved by the school board. Courses shall be approved on a case-by-case basis.

Students in grades nine (9) through twelve (12) may take online courses from a post-secondary educational institution. Prior to taking the online course, students must receive the approval of the administration to receive credit toward the graduation requirements set out by the board.

The Student will be responsible for the cost of the textbooks for all post-secondary courses.

## Senior Open Campus

There will be open campus for seniors who qualify following the end of the 1<sup>st</sup> quarter of this school year. Students may qualify by meeting the following criteria during the 1<sup>st</sup> semester:

1. 1<sup>st</sup> quarter GPA of 2.0 or above.
2. No more than 2 tardies per quarter.
3. No more than one disciplinary referral during the 1<sup>st</sup> quarter.
4. No more than 5 unexcused absences during each semester.

In addition, any students with any of the following may not be eligible for open campus:

1. "D" or "F" grade during any grading period, including midterms
2. Any school suspension.
3. Qualifying for CLAS will result in study hall assignment in place of open campus.
4. Violation of the Central Lyon Academic Integrity Policy

Students who earn open campus and then violate the guidelines or school policy may lose open campus privileges for the remainder of the school year and be assigned to study hall.

## Schedule Changes

Changes in schedules will be considered up to three (3) days after the semester begins. Changes are possible only if:

1. Numbers in classes permit.
2. The teacher recommends a change.
3. The parents approve of the change.
4. The principal/counselor approves the change.

## School Counseling & Guidance

School Counseling is available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study helps, help with home, school and/or social concerns, or any question the students may feel they would like to discuss with the counselor.

## Student Council (grades 9-12)

The Student Council has a highly active role. It serves as a meeting place between the student body and the administration, where the students can assume as much of the responsibility of organizing their high school activities as they are able to handle. It is the place where problems or questions arising from either the students or the administration can be presented for discussion and consideration. The Student Council's purposes are as follows:

1. To unify student activities under one control and promote the general activities of the school.
2. To aid in the internal administration of the school.
3. To teach the student the values of working in a democracy. Student Council members are elected by the student body.

## Study Hall

The purpose of a study hall is to be a quiet time of study or reading. It is the expectation to have consistent rules for all study halls:

1. The study hall supervisor will be responsible for taking attendance at the beginning of each study hall period.
2. Students are to sit where instructed by the study hall supervisor. No wandering or seat changing will be permitted. Anyone not in his/her assigned place when the bell rings will be reported as tardy.
3. The general atmosphere must be such that if only one student desires to study quietly, that student should be afforded that opportunity. This type of atmosphere should create an environment conducive to helping more students learn to use their study hall time wisely.
4. Books and other needed materials should be brought at the beginning of the period.
5. Permission to talk or work together must be obtained from the study hall supervisor.
6. Students may not use headphones in study hall without having first received permission from their study hall teacher.
7. If a student has a pass to work in another teacher's class instead of the study hall, the pass must be presented to the study hall teacher at the beginning of the period. This pass should be obtained before you go to the study hall.
8. Permission must be sought from the study hall supervisor if a student wishes to leave the room, to go to the restroom, locker, office, etc. Students must sign out on the sign out pad.
9. Students will be allowed to use the library during study hall time. Any student who is on the ineligibility list will not be allowed in the library unless he/she has a pass from the teacher.
10. For students in grades 9-12, the media center may be used by a student in place of the study hall during the school day. Students may report to the media center during the time allowed between classes. **Media conduct rules will differ from the study hall conduct rules in that the library is for confined research, study, leisure reading or computer use.**

The [Electronic Device Policy](#) will be upheld in all study hall settings, including the media center. Students will need to turn in their cellular devices once entering the study hall environment.

The Study hall supervisor has the right to set additional rules and regulations as needed. Study halls are considered to be part of the school day and are not a time when students are permitted to leave the building.