

**Central Lyon High School
Student Handbook 2009-2010**

The policies and procedures contained in this booklet will be of value to students as they adjust to Central Lyon High School and become an important part of the school community.

The ultimate purpose of education is to help students become effective citizens in a democracy. Becoming a responsible adult and accepting the obligations of good citizenship help them to participate successfully in the world. We hope that students will participate in academics and activities that prepare them to move to successful adult lives. Success at Central Lyon is directly proportional to the effort that students invest.

Central Lyon invites the students to continue the many fine traditions of the past and to improve the future.

NOTICE OF NON-DISCRIMINATION :

Students, parents, employees & others doing business with or performing services for the Central Lyon CSD are hereby notified that this school district does not discriminate on the basis of race, creed, color, national origin, religion, sexual orientation, gender, age, disability or marital status in admission or access to, or treatment in, its programs and activities. Any person having inquiries concerning the School District's compliance with the regulations implementing Title VI of the Civil Rights Act of 1964 Equal Employment Opportunity, Title IX of the Education Amendments of 1972 Sex Discrimination, the Americans with Disabilities Act (ADA) Rehabilitation Act of 1973 (Section 504)m of Iowa Code 280.3 is directed to contact the Superintendent of Schools at 115 S. Story Street, Rock Rapids IA 51246 (Phone: 712-472-2664). The Superintendent has been designated by the School District to coordinate the School Districts efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, 504 & Iowa Code 280.3.

2009-2010 CLHS CLASS SCHEDULE

Period 1	8:16	-	8:59
Period 2	9:03	-	9:46
Period 3.....	9:50	-	10:33
Period 4.....	10:37	-	11:20
READING.....	11:24	-	11:38
Period 5.....	11:42	-	12:54
Period 6.....	12:58	-	1:41
Period 7.....	1:45	-	2:28
Period 8.....	2:32	-	3:15

NOTICE TO PARENTS AND GUARDIANS OF CENTRAL LYON STUDENTS:

As we near the start of another school term, the Central Lyon Community School District reminds parents and guardians of our students of a number of items:

* Health and Accident Insurance - Central Lyon Community School District does not carry health and/or accident insurance on students. You should visit with your insurance agent regarding coverage for students while involved in school activities, including all regular school events and sports activities. Parents and guardians are responsible for medical costs incurred by students.

A student accident policy is available to all students, which helps to supplement any major medical coverage carried. The policy should be purchased prior to the first day of school. Enrollment forms are available at both the Elementary-Middle School and the High School offices.

* Personal Property - Central Lyon Community School District is not responsible for damage to or theft of any personal property of a student or his/her family, including but not limited to items of clothing, books, sports equipment, jewelry, etc. Be advised that students are responsible for items brought to school or taken on a school activity.

* Co-curricular Activities - Central Lyon Community School District is not responsible for student injuries or loss of property while students are participating in events and activities such as sporting tournaments or contests arranged for by parents or outside groups. While there are many instances where practices or rehearsals may be held on school property, most 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 that your students' activities and participation may be planned accordingly and that necessary precautions and insurance coverage, if needed, can be arranged for by the parents and/or guardians.

Should you have any questions regarding this information, please do not hesitate to contact the administration office. Thank you for your attention to these matters.

***** 1st SEMESTER LUNCH SCHEDULE *****

1 st LUNCH (A)	2 nd LUNCH (B)	3 rd LUNCH (C)
Active Chemistry	World History	Speech
Applied Biology	Study Halls	P.E.
Algebra II	Algebra I	Single Survival
Math – 11C	Grammar	Spanish I
Consumer Affairs		Natural Resources
Applied Woods III		
Applied Woods IV		
Web Page Design		
WK Experience		

***** 2ND SEMESTER LUNCH SCHEDULE *****

1 st LUNCH (A)	2 nd LUNCH (B)	3 rd LUNCH (C)
English II	Study Halls	P.E.
Active Chemistry	Algebra I	Single Survival
Algebra II	English I	Grammar
Spanish II		Computer Applications
		Math 11C
		Foundation Of Education
		Applied Wood Technology
		Applied Woods II
		Work Study
		WK Experience

LUNCH SCHEDULE

Lunch will be served from 11:42 a.m. to 12:54 p.m. this year. There will be three lunch periods. 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.

Lunch Schedule:

Lunch A	11:42 a.m. - 12:06 p.m.
Lunch B	12:06 p.m. - 12:30 p.m.
Lunch C	12:30 p.m. - 12:54 p.m.

LUNCH ACCOUNTS

Central Lyon’s Lunch Program is a pre-pay program. Students are required to keep a positive balance in their account. When their account is getting low, a reminder slip will be sent home with them. When family accounts show a \$10.00 or more negative balance a sack lunch will be provided. Students will not be able to eat regular hot lunch when the account becomes delinquent. All lunch accounts must be paid up at the end of the school year or the students will not receive their report card. If you have any questions in regards to your child’s account, please call the High School office (472-4051) and ask for Mary.

ACTIVITY FEE WAIVER ELIGIBILITY

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care, are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may

qualify for temporary financial hardship aid 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.

STUDENT DRESS

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. 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.

We feel that a proper learning environment includes children who are properly dressed for school. Shorts are acceptable on warm days. However, shorts that are too short or too tight, halter-tops, "muscle" shirts and "crop tops" are not appropriate school wear. Clothing that leaves the belly button or undergarments exposed are not appropriate for school. Clothing and personal appearance should not interfere with education. (Chains on billfolds or chains worn will not be allowed at school.) If you have questions or comments on student dress, please call the principal. Your opinions are always welcome.

FOOD AND DRINK

Food and drink are restricted to the commons area. Snacks and pop 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.

STUDENT LOCKERS

Beginning with the 2007-2008 school year backpacks and purses must remain in the student lockers. Backpacks and purses will not be allowed in the classrooms.

Student lockers are maintained and supervised and are in joint occupancy of the student and the school with both parties possessing equal rights to access. The locker is for storage of school supplies, textbooks, outerwear, and school clothing. Students are **NOT TO KEEP VALUABLES OR MONEY IN THEIR STUDENT OR ATHLETIC LOCKERS**. If these items must be brought to school they should be secured in the principal's office. The school is not responsible for these items if they are kept in a locker. The upkeep of an assigned locker will be the responsibility of the student, and he/she may be fined for damage to his/her locker.

STUDENT P.E. LOCKERS:

Starting in the 2006-07 school year padlocks will be issued and expected to be used during Physical Education classes

SEARCH AND SEIZURE

All school property is held in public trust by the Board of Education. School authorities may, without a search warrant, search a student, student lockers, desks, work areas, or student automobiles under the circumstances as outlined in the following regulations to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may seize any illegal unauthorized or contraband materials discovered in the search. It is recognized that such illegal, unauthorized or contraband materials generally cause substantial disruption the school environment or present a threat to the health and safety of students, employees, or visitors on the school premises. Items of contraband may include, but are not limited to, non-prescription controlled substances, such as marijuana, cocaine, amphetamines, and barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons, and stolen property. All non-maintenance searches must be based on a reasonable suspicion and be reasonable in scope.

As part of periodic inspections of lockers and parking lot, school officials may arrange to have trained drug-sniffing dogs brought in. Students will be advised at the beginning of the school year, however students will not be advised immediately prior to, nor can they be present for the inspection. However, if contraband is found in a locker or vehicle, the student will be contacted as soon as the drug dog has left the building/premises (school property).

PASSING TIME

Passing time will be only four minutes (4) so students should plan to take enough books so that you do not have to stop at your lockers after each class period.

FIELD TRIPS

In certain classes field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for 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 held from field trips if inadequate make-up work or progress is evident in other classes. The Principal will make the final determination.

INCLEMENT WEATHER

The Central Lyon Community School District Early Dismissal and School Closing Procedure:

During inclement weather the Central Lyon Community School Administrators will announce school delays or closings by 6:45 a.m. on the following radio/TV stations:

Radio: KQAD, 101.1 FM/800 AM - Luverne

Radio: KIWA, 105.3 FM/1550 AM - Sheldon

Results Radio Group: HOT 104.7 FM, KXRB 1000 AM, KIKN 100.5 FM,
MIX 97.3 FM, KSOO 1140 AM, B102.7 AM, B102.7

KELO TV - Channel 11 (Sioux Falls)

INTERNET:

Cancellations.com. is a free Internet web site powered by AccuWeather.com. Central Lyon's home page, centrallyon.org, has a direct link button which will allow you to access information on school closings, delays, and announcements.

When a decision to start classes 2 hours late is announced, continue to monitor the radio/TV stations. The decision to cancel school will be made by 9:00 a.m. if weather/road conditions do not improve. In the event of an early dismissal, the radio/TV stations will be contacted at least one hour prior to the closing.

When school is canceled because of inclement weather prior to the start of the school day, students and parents are notified over **KQAD** and **KIWA**, and **KELO** radio and television stations. The missed day may have to be made up at a later date.

If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means. Parents of students who ride the bus are notified how students will be returned home with the notification that school has been dismissed. The superintendent determines whether buses will follow the regular routes. If the buses do not follow the regular routes, they follow emergency routes or the parents are responsible for picking up the students at the student's school.

When school is closed for the entire school day due to inclement weather, the building principal/athletic director shall determine if a contest or practice should be conducted. Participation will be voluntary on the part of the student. The decision to participate in a contest will be made by 2:00 p.m. and announced over the regular T. V. and radio stations.

When the school is closed or dismissed after the school day has begun and students are dismissed to return to their residences due to inclement weather, there shall not be any practices, open gym, voluntary activities or contests after the closing for any student(s).

When school is dismissed early or closed for the school day and there is a state sponsored contest, it shall be the determination of the building principal, athletic director, and superintendent as to the appropriateness to participate in the contest. The same inquiries shall be made of officials to determine safety of advisors and participants prior to leaving for or returning from an activity.

When school is closed for the day or dismissed early for inclement weather, or if inclement weather develops during the contest and the student activity is outside the school district the coach, athletic director or sponsor shall contact the building principal as to the safety of returning to the district and/or to make other arrangements for the safety of students and school personnel.

***Snocap is an e-mail/text service the school also provides to the parents at no cost. Snocap will e-mail/text school closings, delays and announcements. If you would like to sign up for Snocap contact the elementary/middle school office or the high school office. When a decision to start 2 hours late is announced, continue to monitor the radio/TV stations. The decision to cancel school will be made by 9:00 a.m. if weather/road conditions do not improve. In the event of an early dismissal, the radio/TV stations will be contacted at least one hour prior to the closing.

CENTRAL LYON HIGH SCHOOL ATTENDANCE POLICY

Central Lyon High School's attendance policy is based on the fact that something important happens in every classroom every day and that the interaction with teachers and students can never be exactly duplicated.

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 1st 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:

Attendance Policy

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 principal will obtain the student's signature after the fifth unexcused absence from a class. The notice will then be mailed to the parents.

2. A Nine-Day attendance report will be prepared when a student accumulates nine (9) days of (unexcused) absences in any class during a given semester. The report will be mailed to the parents. A semester absence (unexcused) of nine 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 (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 ninth (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.

STUDENT APPEAL FOR CREDIT PROCEDURE:

1. The principal will give written notice to all students who have exceeded the eight-day (unexcused absences) limit in class.
2. The principal will have available for students the Student Appeal for Credit form.

The principal will fill in the number of unexcused absences and the due date at the time the form is given to the student. (It is suggested that students pick up forms before or after school to allow the Principal sufficient time to answer student questions.)

NOTE: An appeal deadline within the last two weeks of each semester is established.

If students exceed the eight-day (unexcused) limit after the deadline, the due date of the appeal for credit form will be extended for up to one week after the last absence.

3. Students will have the opportunity to explain and to validate their attendance record on the remainder of the form, which then must be signed by the student and a parent/guardian.
4. The student will return the form to his/her teacher prior to, or on the due date for teacher consideration.
5. The decision to grant credit to students who have exceeded the eight-day (unexcused) limit rests with the teacher. The teacher is the one who sets the class objectives and must be the one to determine if those objectives have been met.
6. When the appeal form has been appropriately completed, the teacher will review it, make a decision, and notify the student of the decision (the last day of class), and forward it to the principal's office.
7. The principal will review all Student Appeal for Credit forms.

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 five reasons: (1) illness if a written verification from the doctor is provided; (2) bereavement; (3) an absence because of a school sponsored event; (3) one day for a college visit as a junior; (4) two days for a college visit as a senior and (5) 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.

PROCEDURAL DUE PROCESS: STUDENT CREDIT APPEAL INFORMATION

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 ninth (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 procedural due process is as follows:

Attendance Committee (Principal)

I

Superintendent

I

Board of Education

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

TARDIES

Students who arrive late to school should report to the office for a late slip. If they have been detained in the office or by a teacher, they should ask the person who detained them for a pass before going to their next class.

Repeated tardiness will result in penalties and may require a parent-pupil-principal conference. Between-class tardiness will result in the following:

- 1st - Free
 - 2nd - Free
 - 3rd - 30 minutes detention
 - 4th - 1 hour detention
- NOTE: Class tardies begin each semester.**

Tardies to school in the morning will result in:

- 1st - Free
 - 2nd - Free
 - 3rd - 30 minutes detention
 - 4th - 1 hour detention, parent notification
 - 5th - 2 hours detention, parent conference
 - 6th - 4 hours detention, parent conference
 - 7th - Referral to the Board of Education for disciplinary action
- NOTE: Morning tardies begin each semester**

MAKE-UP WORK

Students who are absent for any reason will be required to make up work missed in each class. This work should take approximately the same time as the time missed from class. Only in extreme cases of prolonged absence will more than one week be allowed for work to be made up unless permission is granted by the school office. (A day's absence does not excuse students from the responsibility for all assignments on the day of their return.) Grades will be withheld in case make-up work is not turned in and lead to failure if the situation is not remedied immediately.

DETENTION

Students may be assigned detention by the principal or designee for those students with 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 the next school day. Arrangements for all detention will be made with the Principal. Individual teachers may also detain a student for disciplinary purposes from 7:40 a.m. to 8:10 a.m.

TELEPHONES

Messages and deliveries from home should be left in the office. Students will be called out of class only in an emergency.

A phone is available in the office for students to use with permission when the office is open.

ELECTRONIC DEVICES

Cell phones or pagers will not be used during school hours without permission in the office. Cell phones or pagers will be kept off, left in the student's locker, and not allowed in classrooms. I pods and MP3 players will not be allowed in school. Consequences for electronic devices will be as follows:

- 1st Offense - Parent will be notified and will need to pick it up from the office.
- 2nd Offense - One hour of detention and the electronic device will remain in the office for two weeks.
- 3rd Offense - One day of in-school suspension and the electronic device will remain in the office for the remainder of the year.

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 days will be given to Goodwill.

GUIDANCE

Guidance services are 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.

LEAVING 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.

VISITORS/GUESTS

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.

STUDY HALLS

All study halls, with the exception of fifth period, will be held in the Commons.

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.
3. 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.
4. Each student must bring study material.

5. The general atmosphere must be such that if only one student there 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.
6. The study hall supervisor, in the final analysis, has the right to have additional rules.
7. 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.)**

ILLNESS AND INJURY

If a student becomes ill or is injured at school, an attempt will be made to notify the parents as soon as possible. Calls to the parents must be made through the office. Emergency or minor first aid will be administered if a person competent to do so is available. In any event, ill or injured students will be turned over to the care of the students' parents or qualified medical personnel as quickly as possible. Injuries shall be reported and within 24 hours a "Preliminary Accident Report" will be filed in the principal's office.

SCHEDULE CHANGES

Changes in schedules will be considered up to five (5) 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.

TEXTBOOKS

The school furnishes books to all students. This is done with the hope that this major investment will be properly safeguarded. Reasonable damage is expected as a result of daily use. Unreasonable damage to textbooks will result in fines.

ACADEMIC HONOR ROLL

The honor roll is compiled from courses, which 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 will be 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.

CURRENT GRADING SYSTEM:

A = 4.0	C = 2.0
A- = 3.67	C- = 1.67
B+ = 3.33	D+ = 1.33
B = 3.0	D = 1.0
B- = 2.67	D- = .67
C+ = 2.33	F = 0

WEIGHTED GRADING SYSTEM:

A = 5.0	C = 3.0
A- = 4.67	C- = 2.67
B+ = 4.33	D+ = 2.33
B = 4.0	D = 2.0
B- = 3.67	D- = 1.67
C+ = 3.33	F = 1.00

Classes that would have weighted grades would include: AP Calculus , AP Spanish Language, Foundations of Education, Human Relations for the Classroom , and any online AP class that a student takes through Mr. Van Berkum.

Classes taught by NCC through the ICN or via the internet will not be weighted because they will be using the NCC grading scale and not the CL grading scale.

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

GRADING SYSTEM (PERCENTILES)

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:

<u>RANGE</u>	<u>SCORE %</u>	<u>GRADE</u>	
7	94-100	A	4.0
3	91-93	A-	3.67
3	88-90	B+	3.33
3	85-87	B	3.0
3	82-84	B-	2.67
3	79-81	C+	2.33
3	76-78	C	2.0
3	73-75	C-	1.67
3	70-72	D+	1.33
3	67-69	D	1.0
3	64-66	D-	0.67

REPORT CARDS

Report cards are issued at the end of each quarter, or eight weeks session. Letter grades are used to designate a pupil's progress.

The parents are asked to pick up the report card at the end of the first eight weeks. 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 report cards can be picked up.

ACTIVITY TICKETS

All Central Lyon students that are in a co-curricular activity will be required to buy an activity ticket. If a student attends all activities the ticket is well worth the \$25.00.

Price: Grades 9 through 12 is \$25.00.

FAMILY NIGHT

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.

INSURANCE

Students participating in extracurricular athletics must have health and accident insurance. Students must bring written proof of such insurance or participate in the insurance program offered by the school district. The cost of the school insurance is the responsibility of the student, and is a contract between the student and the insurance company - NOT between the student and the school district.

HEALTH AND IMMUNIZATION CERTIFICATES

Students who wish to participate in athletics shall have a physical examination by a licensed physician and provide proof of such an examination to the principal. This certificate of health will be kept on file at the building in which the child is attending. Students enrolling for the first time in the district shall also submit a certificate of immunization against diphtheria, pertussis, tetanus, poliomyelitis, rubeola, and rubella. Exemptions from this immunization requirement will be allowed only for medical or religious reasons. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt from this requirement.

ADMINISTRATION OF MEDICATION

No medication shall be dispensed to any student unless the following rules are observed:

1. The medication must be prescribed by a licensed medical or osteopathic physician or dentist.
2. A statement of the physician's directions requesting the specific medication to be dispensed, and the time at which it is to be dispensed at school must be filed at the school, in the building where it is to be dispensed. This statement must be accompanied by the physician's description of the anticipated reactions of the pupil to the aforementioned medication.

3. The parent or guardian must sign a request to have this prescribed medication dispensed to the child according to the written directions of the prescribing physician or dentist.
4. The prescription and the parent's signed request to dispense the medication are to be kept on file in the office from which the medication will be dispensed.
5. The medicine shall be maintained in the original prescription container which shall be labeled with: (a) name of pupil, (b) name of medication, (c) directions for use, (d) name of physician or dentist, (e) name and address of pharmacy, and (f) date of prescription.
6. The medication, while at school, shall be kept in a designated place, in a locked drawer or cabinet. When required, refrigeration will be provided.
7. In each building that houses a full-time registered nurse, access to the medication shall be under the authority of the nurse or secretary.
8. In each building that houses a less than full-time nurse, access to the medication shall be under the authority of the principal of that building, or a person designated by the principal.
9. A written record will be kept on any medication(s) given at school. This record will include the pupil's name, the name of the medication, the amount of medication to be given, and the time at which it is to be given. After the medication is given, the person dispensing the medication will initial the medication sheet with his/her initials. The record shall be kept each time the medication is given at school, on the appropriate "Medication List" form.
10. At the end of the school year, or at the end of a dispensing time, any remaining medication shall be returned to the pupil's parents or destroyed. This action, if medication is destroyed, should be noted on the pupil's health record.

CO-CURRICULAR ACTIVITIES

In most cases, students must be present in school at least one-half of the day (in the afternoon) if they expect to participate in co-curricular events.

PARENT CONFERENCES

Parents may make appointments for conferences with teachers, counselors or

the principal by telephoning the school office – (712)472-4051.

HOMEWORK

Home study is a necessary part of each pupil's education program. Each student must be expected to spend some time in addition to scheduled class instruction to achieve satisfactory work.

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.

EMERGENCY DRILLS

Emergency drills for fire, weather, and other disasters will be conducted periodically throughout the school year. An evaluation of each drill will be placed on file in the building Principal's office.

Building evacuation plans are posted in all rooms throughout the building. These plans illustrate specific evacuation routes and procedures.

Hearing-impaired students are the responsibility of the supervising teacher or the student's signing aide at the time of the drill. Teachers will be notified of all students with hearing impairments and informed of their specific responsibilities in case of an emergency.

In all emergency situations the Principal or designee will notify all appropriate persons and agencies.

ASSEMBLY PROGRAMS

The principal will dismiss all assemblies by class.

STUDENT COUNCIL

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 principle 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.

THE MEDIA CENTER

The media center has books, magazines, and pamphlets for assigned study and recreational reading. It is open for use during the entire school day and a short time before and after school.

TOBACCO, ALCOHOL & DRUGS

The use or possession of tobacco, and the use or possession or being under the influence of alcohol, other controlled substances, or "look alike" substances by individuals under the age of eighteen and all students regardless of age on school property or at any activities sponsored by the school is strictly forbidden.

Violation of this rule will result in disciplinary action, which may ultimately include expulsion. Such violation may also be reported to local law enforcement authorities. This will also apply to students representing Central Lyon at out-of-town activities.

STUDENT CONDUCT

Students are to conduct themselves in a manner consistent with their age and grade level. For all students, this includes respect and consideration for others. This conduct is expected while on school premises, while on school owned and/or operated school or chartered buses and while attending or engaging in school activities on or off school property.

Students who exhibit inappropriate behavior in the opinion of the staff and/or administration shall be subject to discipline. Inappropriate behavior includes behavior which disrupts or interferes with the educational program, the orderly

and efficient operation of the school or school activity, the rights of other students to participate in the educational process or activity, or the educational atmosphere. Disciplinary measures may include, but not be limited to, removal from the classroom, detention, suspension, probation, and expulsion.

VIDEO CAMERA USE ON SCHOOL BUSES AND SCHOOL PREMISES

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.

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.

Philosophy of Student Behavior

Good discipline originates in the home. The parent is the first teacher of the child; and it is the parent's obligation, by teaching and by example, to develop in his or her children good habits of behavior as well as proper attitudes toward school. The home and school must work together to achieve the ultimate goal of educating a child to become a mature person capable of self-control. The Central Lyon Community School District expects parents and guardians of students to recognize their responsibilities and to cooperate with the school in implementing effective discipline.

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

The dignity of the student should be protected with proper consideration for each individual's sex, race, color, creed, and physical and intellectual characteristics. The recognition by the student and the staff of their responsibility to each other in this connection might well establish a mutual respect, which should stimulate a sound basis for carrying out school procedures. Students will be expected to conduct themselves in keeping with their level of maturity.

Members of the various staffs shall have the authority necessary 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 is assured of the cooperation of the School Board and the Administration Office to the end that proper discipline may be maintained. The School Board policy applies district-wide. At the same time, the Board recognizes the uniqueness of each building and intends that there will be individual building and classroom procedures to implement and supplement these district policies.

I. 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:

A. INSUBORDINATION

Insubordination is defined as the refusal of a student to obey a school rule, regulation or request of a teacher or school official. For any act of insubordination, a student may be suspended for up to five days. Repeat offenders will be referred to the Board of Education for disciplinary action.

B. TOBACCO

Students using or possessing any tobacco or “look alike” may be subject to disciplinary action as follows:

- 1st offense -- three-day suspension; notification of parents
- 2nd offense -- five-day suspension; parent conference
- 3rd offense -- five-day suspension; referral to Board of Education for disciplinary action

C. DRUGS AND ALCOHOL

Students who use, have possession of, or are under the influence of alcohol or illegal drugs may be subject to disciplinary action as follows:

- 1st offense -- three-day suspension; notification of parents
- 2nd offense -- five-day suspension; parent conference
- 3rd offense -- five-day suspension; referral to Board of Education for disciplinary action

D. VANDALISM

Students who vandalize school property may be subject to disciplinary action as follows:

1st offense -- may be suspended up to five days; must make restitution; notification of parents

2nd offense -- may be suspended up to five days; must make restitution for damages; parent conference; may be referred to the Board of Education for disciplinary action

E. STEALING

Students who steal may be subject to disciplinary action as follows:

1st offense -- may be suspended up to five days; notification of parents

2nd offense -- may be suspended up to five days; parent conference; may be referred to Board of Education for disciplinary action.

F. TRUANCY

Truancy is defined as a student's absence from school without parental knowledge and consent. Truancy may be subject to disciplinary action as follows:

1st offense -- detention at a minimum of one detention period for each hour of school missed; notification of parents

2nd offense -- three-day suspension; parent conference

3rd offense -- five-day suspension; parent conference

4th offense -- five-day suspension; referral to Board of Education for disciplinary action

G. FIGHTING

Students involved in fighting may be subject to disciplinary action as follows:

1st offense -- may be suspended up to three days; notification of parents

2nd offense -- may be suspended up to five days; parent conference

3rd offense -- may be suspended up to five days; referral to Board of Education for disciplinary action

H. ASSAULT

Students who physically assault another student or a school employee may be subject to disciplinary action as follows:

- 1st offense -- may be suspended up to five days; parent notification; if assault is of a serious nature, it may cause immediate referral to the Board of Education
- 2nd offense -- may be suspended up to five days; referral to Board of Education for disciplinary action

I. 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:

- 1st offense -- May be expelled for up to one year.

J. EXTORTION

Extortion is defined as obtaining money, property, or services of sort by reason of threat. Any student who commits an act of extortion will be subject to disciplinary action as follows:

- 1st offense -- may be suspended up to five days; notification of parents
- 2nd offense -- may be suspended up to five days; referral to Board of Education for disciplinary action

K. 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.

L. 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.

M. PLAGIARISM

Definition: Plagiarism occurs when a writer duplicates another writer's language or ideas and then call the work his or her own. **Plagiarism is theft** and will not be tolerated at Central Lyon. Students who attempt to duplicate and claim another person's work, regardless of the source (internet, book, magazine, etc.) will receive no credit for the assignment or project and will not be allowed to rewrite the assignment or project.

II. This Code of Student Behavior will be in effect:

- A. While students are on school property.
- B. While students are being transported in school transportation vehicles.
- C. While students are attending or participating in school activities, either home or away.

III. Curricular and Co-Curricular School Activities

During the period of time that a student is suspended, either in school or out of school, that student will be excluded from all Central Lyon Community School activities, either as a participant or a spectator, for the duration of the suspension. In addition, any student who is suspended is not allowed on school property, except when attending the In-school Suspension Program.

IV. Due Process

Before a student is subject to disciplinary action under the Code of Student Behavior, the following minimum steps of due process must be afforded to that student.

- A. The student must have been informed of the behavior which is expected or prohibited. Notification includes the student handbook and the beginning of the year's assemblies.
- B. Prior to disciplinary action a hearing will be held with the student, at which time notice is given as to what he or she is accused of doing.
- C. An opportunity should be given during the hearing for the student to present his or her side of the story.
- D. The administrator must make the decision relating to disciplinary action based upon the incidents which have been appraised from the knowledge gained.

V. Expulsion: Board Action

- A. Board expulsions are extreme measures of discipline to be employed only when all available school resources are unable to cope constructively with pupil misconduct. The removal of a student from the educational environment for any lengthy period of time is viewed as a severe form of punishment to be used sparingly.

- B. Upon the recommendation of the superintendent or his designee, and after giving at least five days written notice to the student of time and place of Board meeting and hearing upon the question of expulsion, the student may be expelled from the school by the Board of Directors after such hearing for serious or repeated violations of discipline.
- C. Procedures followed in student expulsion in hearings before the Board of Education will be those listed in the Board Policy titled "Hearing Procedures: Code number 503.2R".

STUDENT PASS

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.

A time of departure and a time of return must be indicated clearly.

PROGRESS REPORTS

Progress reports are mailed 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.

DESTRUCTION OF SCHOOL PROPERTY

It is the policy of Central Lyon High School that any cost incurred through willful or negligent destruction of school property will be paid for by those involved. Those involved may also be subject to additional discipline.

FREEDOM OF SPEECH

Students attending Central Lyon have the right to exercise freedom of speech, including the right of expression in official school publications. However, they do not have the right to publish materials, which are obscene, materials, which are libelous or slanderous under Chapter 659, Code of Iowa. In addition students may not publish materials which encourage students to do any of the following: (1) commit unlawful acts, (2) violate lawful school regulations, (3) cause the material and substantial disruption of the orderly operation of the school. (See Chapter 280.22, Code of Iowa)

SCHOOL SPONSORED TRIPS

Students participating in school activities away from home must utilize the transportation provided by the school. On trips a student may be transported by his/her parents **only** and **only** with special **prior** permission from the Principal.

STUDENT BULLYING AND HARASSMENT

(Initiations, Hazing, Bullying or Harassment – please see pg. 43 for Addendum)

Harassment, bullying and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Students who feel that they have been harassed or bullied should:

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
 - tell a teacher, counselor or principal; and
 - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
 - what, when and where it happened;
 - who was involved;
 - exactly what was said or what the harasser or bully did;
 - witnesses to the harassment or bullying;
 - what the student said or did, either at the time or later;
 - how the student felt; and
 - how the harasser or person bullying responded.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of 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 includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

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

Sexual harassment includes, but is not limited to:

- verbal, physical or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications; and
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment or bullying based upon factors other than sex includes, but is not limited to:

- verbal, physical, or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, job, etc; and demeaning jokes, stories or activities.

SCHOOL RESPONSIBILITY CONCERNING ALL FORMS OF HARASSMENT BY STUDENTS:

Students are to treat other students with respect at all times. Students who cause verbal and/or sexual harassment will be subject to following guidelines.

LEVEL I:

Step 1: Communicate to the person harassing you that you expect the behavior to stop. You may do so verbally or in writing. If this is too difficult to do alone, seek help from a teacher, counselor, or principal you trust.

Step 2: If the behavior is repeated, do all of the following:

- a. Tell a teacher, counselor or principal.
- b. Document exactly what happened and keep a copy for yourself and give one to the teacher, counselor, or principal.
 - * What happened
 - * When it happened
 - * Where it happened
 - * Who harassed
 - * List any witnesses
 - * What you did or said
 - * How you felt
 - * How the harasser responded
 - * Note exactly what was said
- c. Write a letter to the harasser telling him/her what to stop. Keep a copy for yourself and give one to the teacher, counselor, or principal you contacted.

Step 3: If the behavior is repeated you should complete the grievance form and follow the due process in the following section:

LEVEL II:

The student may file an appeal with the superintendent of schools if the remedy is not secured at Level I.

Step 1: File with the superintendent in writing a request to review within ten calendar days of the receipt of Level I.

Step 2: The superintendent will review the findings reached at Level I and he/she may conduct an investigation.

Step 3: The superintendent will respond in writing within ten calendar days from the receipt of the appeal.

LEVEL III:

Step 1: The Board has thirty days to respond to the appeal.

Code No. 104 --Page 1 of 3

STUDENT GRIEVANCE POLICY

Students have the right and the responsibility to express school related concerns and grievances to the administration. Any student of Central Lyon High School, who believes he or she has been discriminated against, denied a benefit or excluded from participation, may file a complaint with Mr. Eckenrod and follow the steps as described in the Student Grievance Policy. (Code No. 502-04)

Student Grievance Policy will be handled in four steps. Written forms can be obtained from Mr. Eckenrod upon request from the grieved student.

OPEN ENROLLMENT

Parents who wish to transfer their child out of the district under Open Enrollment may pick up appropriate forms in the office of the Superintendent. 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 days of the 1st board action or within thirty 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.

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: Scholarship Rule

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. All students who are declared ineligible due to grades may request a hearing with the appeals board. The board may grant an exception to the eligibility requirements due to student illness, family problems, improper placement, or other extenuating circumstances.
The appeals board will consist of four members: Two teachers, (one of whom is the activities administrator), one board member, and the high school principal. If the decision of the appeals board is appealed by the student, the board member will abstain from the final decision.
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 in to work off a period of ineligibility without the approval of the Principal.

Reference: Central Lyon Board Policy Code 504.6

6. Language of the new 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 periods, 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 effect 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.

SENIOR OPEN CAMPUS

There will be **OPEN CAMPUS** for seniors who qualify during the 2nd semester and May Term of this school year. Students may qualify by meeting the following criteria during the 1st semester:

- (1) 1st semester GPA of 2.0 or above.
- (2) No more than 2 tardies for the 2nd quarter.
- (3) No more than one disciplinary referral during the 1st semester.
- (4) No more than 5 unexcused absences during the 1st semester.

In addition, any students with any of the following may not be eligible for **OPEN CAMPUS**:

- (1) "F" grade for the 1st semester.
- (2) Any school suspension.

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.

Senior Open Campus is not available to Seniors who graduate early, graduate after the first semester, or to Juniors who graduate a year early.

CO-CURRICULAR ACTIVITIES - CODE OF CONDUCT

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 school board and school and will remain ineligible until the school administrator 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 503-4, will be afforded all students.

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 possession of or use of tobacco, and/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, and that the school administration and school board have approved these conduct rules.

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 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 guardians. 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.

SECOND OFFENSE:

If this offense occurs during a student's probationary period, the student will not be permitted to participate in fifty 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 expense.

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

THIRD OFFENSE:

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

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 (if athletics are involved), 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.

Special Provisions

1. Each day of actual competition will count as one 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 pro-rated.

3. After each violation of the good conduct rule a student is on probation for a year. If no violations occur during the probationary period, the student's previous violations are eliminated from his/her record.
4. The student must participate in all practices while ineligible, unless the period of ineligibility is one 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 under his belief as to what the intentions of this policy are.
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. Definition of Substance Abuse Program: Program on substance abuse provided by a state licensed agency.
10. 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 in to work off a period of ineligibility without the approval of the Principal.
11. Actual competition will be defined as, one calendar date in which a student is scheduled to participate in public.
12. The school board reserves the right of early reinstatement of student's eligibility if recommended by an administrator.

Students apprehended and charged by a law enforcement agency during the school year for violation of the above rules must report the violation the next day that school is in session. Failure to report the violation may result in a one-year suspension. When school is not in session, the student committing the violation shall report it no later than the next day school is in session. If the student is involved in a summer event or sport he/she must report the violation to his/her sponsor or coach during the next practice or event.

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. 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 eleven (11) and twelve (12) will be reimbursed for tuition and other costs directly related to a course approved by the board up to a maximum of \$250. Central Lyon Community School District will pay for one college credit class per semester per student. In addition, this policy will cover a student request to enroll in two college classes in a year.

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

If your child is enrolled in a PSEO class you need to be aware of the following board policy. Under board policy 604.6 any student enrolled in a PSEO class who fails or does not complete the course must reimburse the Central Lyon School District in the amount of \$250.00

ICN CLASSES

Students interested in classes taught through ICN need to abide by the following guidelines. When scheduling an ICN class students should make every effort to sign up for the course when the ICN class does not interfere with our current school schedule. Students may not enroll in a course in an eligible postsecondary educational institution if a comparable course is available in the local school district. Student will be expected to be on time for our regularly scheduled courses if the student chooses to sign up for an ICN class during our normal school hours.

EARLY GRADUATION

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 graduation ceremonies.

COMMENCEMENT Code No. 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.

Approved -7/17/95 Reviewed – 6/14/04 Revised – 6/14/04

Code No. 505.5

GRADUATION REQUIREMENTS

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

At the January 12, 1998 Board Meeting, the Central Lyon Board of Education revised credit requirements using incremental steps from 42 credits in 1998-1999 to 48 credits in 2001-2002.

It shall be the responsibility of the superintendent to ensure that students complete grades one (1) through twelve (12) and that high school students complete forty-eight (48) credits prior to graduation (includes May Term). The following credits will be required:

Language Arts	8 credits
Science	4 credits
Mathematics	4 credits
Social Studies	5 credits
Computer Applications	1 credit
Consumer Economics	1 credit
Physical Education	1 credit
May Term requirements	as outlined in the May Term registration material

Effective in the 2004-2005 school year, all high school students must be enrolled in a minimum of six (6) classes plus Physical Education per semester. Any variance from this requirement must have prior approval from the High School Guidance Counselor and the High School Principal.

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.

Legal Reference: Iowa Code §§ 256.11, .11A; 279.8; 280.3, .14 (1995).
281 I.A.C. 12.2; .3(7); .5; 41.10(9).

Cross Reference: 505 Student Scholastic Achievement
603.3 Special Education

Approved 1/12/98 Reviewed 6/14/04 Revised 3/15/04

Not more than (6) six credits earned in non-academic or co-curricular activities can be applied toward the (48) forty-eight credits required for graduation. Non-academic or co-curricular credits can be earned by participation in the following activities:

- A. Participants for one full season of a major sport will earn (1/4) one fourth credit (including student managers).

- B. Participants in Band will receive (1) one full credit per year or (1/2) one half credit per semester.
- C. Participants in chorus will receive (1/4) one fourth credit per semester. Participants in Swing Choir will receive (1/8) one eighth credit per semester.
- D. Participants in Speech and Drama will be awarded credits as follows:
 - 1. Speech participation (1/5) one fifth credit per year.
 - 2. Participants in a major play or musical will receive (1/5) one fifth credit per year.
- E. A student earns (1/4) one fourth credit per year in Physical Education. Physical Education will be considered a non-academic course.

One academic credit will be awarded to students that complete four years of music.

STUDENT RECORDS

In order to facilitate the educational process of the student, records on each student are kept in the building in which the student is currently attending. The custodian of the records is the building principal. Questions regarding student records should be directed to the principal's office. The records contain information about the student and the student's 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 tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings and observations, and external agency reports.

The following persons, agencies and organizations may have restricted access to student records without 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.

1. School officials, teachers, and AEA personnel with a legitimate educational interest.
2. Officials of other schools in which the student proposes to enroll.
2. Representatives of state and local government when auditing and evaluating
3. Federal Education Programs.
4. Officials connected with a student's educational financial aid applications.
5. Governmental officials to which information is to be reported under state law adopted prior to November 19, 1974.
6. Organizations which process and evaluate standardized tests.
7. Accrediting organizations for accrediting purposes.
8. Parents and legal guardians of dependent children, regardless of child's age.
9. Appropriate parties in a health or safety emergency.

Information from student's educational records, designated as directory information

by the school district, may be released without the consent of parents. Parents will have an opportunity to deny the release of directory information without their consent in a

notice stating their rights under federal law. This notice will be distributed annually. Directory information includes, but is not limited to, the student's name and address, telephone number, 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 educational agency or institution attended by the student, and other similar information.

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 and from middle school 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.

Parents and/or students 18 years of age or older have the right to:

1. Inspect and review education records;
2. Request an amendment of the educational records;
3. Consent to disclosure of personally identifiable information in educational records;
4. File a complaint with the U.S. Dept. of Education re: alleged noncompliance with the law;
5. Obtain a copy of the school record policy;
6. Withdraw student's directory information from general release.

HANDBOOK INFORMATION

Parents are hereby notified that the following information is printed in all student handbooks, and that information regarding the following may also be obtained from the Superintendent of Schools: 1. attendance; 2. use of or possession of tobacco, alcoholic beverages 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.

MULTICULTURAL - NON-SEXIST

It is the policy of the Central Lyon Community School District not to discriminate on the basis of race, sex, national origin, creed, age, marital status or physical disability in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, and the Federal Rehabilitation Act of 1973.

It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural, racial, and sexual diversity present in the United States and the various careers, roles and life styles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion, and physical disability. The curriculum should foster respect and appreciation for the cultural right, duties, and responsibilities of each individual as a member of a multicultural, non-sexist society.

Inquiries regarding compliance with the above policies may be directed to the Director of the Region VII Office of Civil Rights; Department of Health, Education and Welfare; Kansas City, Missouri, or the Compliance Officer of the District as appointed by the Board of Education.

Equity Coordinator - Mr. David Ackerman

Title IX Coordinator – Bruce Eckenrod

Level I Abuse Investigator – Jessica Harman

Level I Abuse Alternate Investigator - Jan Meester

Level II Abuse Investigator - Rock Rapids Police

STUDENT DIRECTORY INFORMATION

Student directory information is designed to be used internally within the school district. Directory information shall be defined in the annual notice. It may include the student's name, address, telephone number, 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 educational agency or institution attended by the student, and other similar information.

Prior to developing a student directory or to giving general information to the public, parents will be given notice annually through the student handbook of the intent to develop a directory or to give out general information and have the opportunity to deny the inclusion of their child's information in the directory or in the general information about the students.

It shall be the responsibility of the superintendent/or his/her designee to provide notice and to determine the method of notice that will inform parents.

Legal Reference: 20 U.S.C. § 1232g (1988).
34 C.F.R. Pt. 99, 300.560 - .574 (1993).
Iowa Code § 22; 622.10 (1995).
281 I.A.C. 12.3(6); 41.20.
1980 Op. Att'y Gen. 720.

Cross Reference: 504 Student Activities
506 Student Records
901 Public Examination of School District Records

Approved 7/17/95 Reviewed 2/8/99 Revised 7/17/95

AUTHORIZATION FOR RELEASING STUDENT DIRECTORY INFORMATION

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 office of the principal of all of our schools.

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 and telephone number; date and place of birth; email address, grade level, enrollment status, 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; and the most recent previous educational institution attended by the student; photograph and other likeness and other similar information. 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 August 15 of this school year. If you desire to make such a refusal, please complete and return the slip attached to this notice.

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

RETURN THIS FORM IF YOU OBJECT TO HAVING YOUR CHILD'S INFORMATION IN A DIRECTORY.

NOTE: COMPLETING THIS FORM WILL WITHHOLD YOUR CHILD'S PICTURE AND NAME FROM THE SCHOOL ANNUAL AND MEMORY BOOK.

CENTRAL LYON COMMUNITY SCHOOL DISTRICT

Parental Directions to Withhold Student/Directory Information for Education Purposes, for 20__ - 20__ school year.

Student Name: _____ Date of Birth _____

School: _____ Grade: _____

(Signature of Parent/Legal Guardian/Custodian of Child)

(Date)

This form must be returned to your child's school no later than August 15 annually. Additional forms are available at your child's school.

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 Centrals hallowed halls so dear.
Central Lyon we sing of thee
Central Lyon all hail to thee.

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.

Information for Parents

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 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 program.

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 number 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.

Local Area Contacts: High School, Jessica Harman 712-472-4051- jharman@central-lyon.k12.ia.us
Elementary/MS, Toby Lorenzen - #712-472-4041 – tlorenze@central-lyon.k12.ia.us
State coordinator: Raymond E. Morley – 515-281-3966 – ray.morley@ed.state.ia.us –
Department of education, Des Moines 50319

**If you need further assistance. Call the National Center for Homeless Education at 1-800-308-2145.

ANTI-BULLYING/HARASSMENT POLICY

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

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

This policy is in effect while

students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures which may include suspension or expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures 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.

“Volunteer” means an individual who has regular, significant contact with students.

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

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

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

ANTI-BULLYING/HARASSMENT POLICY

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

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

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

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

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

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

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

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

ANTI-BULLYING/HARASSMENT POLICY

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

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

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

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

and a copy shall be made to any person at the central administrative office at 1105 S. Story Street, Rock Rapids, IA 51246.

Legal References: 20 U.S.C. §§ 1221-1234i (2004).
 29 U.S.C. § 794 (1994).
 42 U.S.C. §§ 2000d-2000d-7 (2004).
 42 U.S.C. §§ 12001 *et. seq.* (2004).
 Senate File 61, 1st Regular Session, 82nd General Assembly, (2007).
 Iowa Code §§ 216.9; 280.3 (2007).
 281 I.A.C. 12.3(6).
 Morse v. Frederick, 127 S.Ct. 2618 (2007)

Cross References: 502 Student Rights and Responsibilities
 503 Student Discipline
 506 Student Records

ANTI-BULLYING/HARASSMENT COMPLAINT FORM

Name of complainant: _____

Position of complainant: _____

Name of student or
employee target: _____

Date of complaint: _____

Name of alleged harasser or bully: _____

Date and place of incident
or incidents: _____

Nature of Discrimination or Harassment Alleged (Check all that apply)

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color		
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed		

Description of misconduct: _____

Name of witnesses (if any): _____

Evidence of harassment or bullying, i.e., letters, photos, etc. (attach evidence if possible):

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: ____ / ____ / ____

ANTI-BULLYING/HARASSMENT WITNESS DISCLOSURE FORM

Name of witness: _____

Position of witness: _____

Date of testimony, interview: _____

Description of incident witnessed: _____

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date:

DISPOSITION OF ANTI-BULLYING/HARASSMENT COMPLAINT FORM

Name of complainant: _____

Name of student or employee target:: _____

Grade and building of student or employee: _____

Name and position or grade of alleged perpetrator /respondent: _____

Date of initial complaint: _____

Nature of discrimination or harassment alleged (Check all that apply)

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	

Summary of investigation: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: ____ / ____ / ____

ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
 - tell a teacher, counselor or principal; and
 - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
 - what, when and where it happened;
 - who was involved;
 - exactly what was said or what the harasser did;
 - witnesses to the harassment;
 - what the student said or did, either at the time or later;
 - how the student felt; and
 - how the harasser responded.

COMPLAINT PROCEDURE

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

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

INVESTIGATION PROCEDURE

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

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

ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES

RESOLUTION OF THE COMPLAINT

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline.

Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

POINTS TO REMEMBER IN THE INVESTIGATION

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

CONFLICTS

If the investigator is a witness to the incident, the alternate investigator shall investigate.

Post-Secondary Enrollment Policy.....	34
Progress Reports	25
Report Cards.....	15
Schedule.....	1
Schedule Changes.....	14
School Closings – Inclement Weather....	6
School Song.....	41
School Sponsored Trips.....	25
Search & Seizure	5
Senior Open Campus.....	30
Snocap – Internet	7
Student Bullying and Harassment.....	26-28
Student Conduct	19-20
Student Council	19
Student Directory Information.....	39-40
Student Dress.....	4
Student Grievance Policy.....	28
Student Lockers.....	5
Student Pass.....	25
Student Records.....	36-37
Study Halls.....	13-14
Substitute Teachers	18
Tardies	11
Telephone & Messages.....	12
Textbooks.....	14
Tobacco, Alcohol & Drugs.....	19
Video Camera Use on School Buses	
Buses And School Premises....	20
Visitors/Guests.....	13

***STUDENT
HANDBOOK
2009 - 2010***



***CENTRAL LYON
HIGH SCHOOL***

* All information within this handbook is available at
www.centrallyon.org