

**2009-2010 CENTRAL LYON MIDDLE SCHOOL HANDBOOK
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CENTRAL LYON COMMUNITY SCHOOL DISTRICT
ROCK RAPIDS, IOWA 51246

MISSION STATEMENT

**The mission of the Central Lyon
Community School District
is to provide an education and the
opportunity
for all students to become productive, life-
long learners.**

STUDENT LEARNING GOALS

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

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

***VALUES**

- Honesty
- Respect
- Responsibility
- Fairness
- Citizenship
- Caring
- Safety
- Positive Attitude

CENTRAL LYON COMMUNITY SCHOOL DISTRICT

WHAT WE BELIEVE

About the Learning Environment and Climate...

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

About the Teaching/Learning Activity...

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

About Teacher Characteristics...

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

- Teachers are sensitive to the needs of students and work to ensure that school is a safe, rewarding learning environment.
- Cooperation, among teachers, for students and resources should be emphasized.

About Student's Characteristics...

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

CENTRAL LYON HYMN

Central Lyon to thee we sing,
In our hearts you'll be forever.

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

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.

**PARENT/ STUDENT HANDBOOK
CENTRAL LYON MIDDLE SCHOOL**

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 their students.

A student accident policy is available to all students, which helps to supplement any major medical coverage carried. This 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 of his/her family, including but not limited to items of clothing, books, sports equipment, jewelry, etc. Be advised that the student is responsible for items brought to school or on a school activity.

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

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

---Central Lyon Community Schools

TO THE STUDENT

We welcome you as a member of the Central Lyon Middle School. We hope that your middle school days will be an exciting and worthwhile experience. Each of you has a responsible part in making your middle school years exactly as you want them to be. You should make every effort to adhere to the following code of ethics.

STUDENT CODE OF ETHICS

I will show respect, courtesy and consideration for all faculty members, substitute teachers, students, cafeteria personnel, and custodians. I will attempt to work to the best of my ability and strive to maintain a high scholastic record. My schoolwork will be the product of my own endeavor. Honesty is a policy that I will practice. I will use all my time wisely and work to achieve the highest goal of my ability. I will put forth an effort to obey all regulations of the school handbook. I shall try to cultivate the habit of being on time in school and to all appointments. I will

show respect for my parents, my school, and myself by wearing clean and appropriate clothing. I shall strive to keep all areas of the building and school grounds clean and take proper care of school property. I will endeavor, by my conduct in the school auditorium and in public places, to reflect credit upon myself, my home, and in my school. In extra-curricular activities, I will follow the principle of winning without boasting and losing without an alibi. Opponents are friendly rivals and should be treated as such. I will try to consider other people's feeling at all times. I will remember that what I do reflects upon my home, my school, my community and myself.

CENTRAL LYON BOARD OF EDUCATION DISCIPLINE POLICIES

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 classroom procedures to implement and supplement these district policies.

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

1. **INSUBORDINATION.** Insubordination is defined as the refusal of a student to obey a school rule, regulation or request of a teacher or school official. For any act of insubordination, a student may be suspended for up to five days. Repeated offenders will be referred to the Board of Education for disciplinary action.
2. **TOBACCO.** Students smoking or having possession of tobacco will be subject to disciplinary action as follows:
 - 1st offense- one-day out of school suspension; notification of parents.
 - 2nd offense- two-day out of school suspension; parent conference.
 - 3rd offense- five-day out of school suspension; referral to Board of Education for disciplinary action.
3. **DRUGS AND ALCOHOL.** Students who use, or have possession of, or who are under the influence of, alcohol or illegal drugs will be subject to disciplinary action as follows:
 - * 1st offense- three-day out of school suspension; notification of parents.
 - * 2nd offense- five day out of school suspension; parent conference.
 - * 3rd offense- five-day out of school suspension; referral to Board of Education for disciplinary action.
4. **VANDALISM.** Students who vandalize school property will be subject to disciplinary action as follows:
 - * 1st offense- out of school suspension up to five days; must make restitution; notification of parents.

* 2nd offense- out of school suspension up to five days; must make restitution for damages; parent conference; may be referred to Board of Education disciplinary action.

5. STEALING. Students who steal will be subject to disciplinary action as follows:

* 1st offense- out of school suspension up to five days; notification of parents.

* 2nd offense- out of school suspension up to five days; parent conference; may be referred to Board of Education disciplinary action.

6. UNEXCUSED TARDIES TO SCHOOL. Students who arrive late to school without a valid excuse will be subject to the following disciplinary action:

* 1st offense- recorded, no penalty.

* 2nd offense- recorded, no penalty.

* 3rd offense- thirty minutes detention; parent notification.

* 4th offense- recorded, no penalty.

* 5th offense- recorded, no penalty.

* 6th offense- one hour detention.

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

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

- 2nd offense- three-day out of school suspension; parent conference.

- 3rd offense- five-day out of school suspension; parent conference.

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

8. FIGHTING. Students involved in fighting will be subject to disciplinary action as follows:

- 1st offense- out of school suspension up to two days; notification of parents.

- 2nd offense- out of school suspension up to three days; parent conference.

- 3rd offense- out of school suspension up to five days; referral to Board of Education for disciplinary action.

9. ASSAULT. Students who physically assault another student or a school employee will be subject to disciplinary action as follows:

- 1st offense- out of school suspension up to five days; parent notification; if assault is of a serious nature, it may cause immediate referral to Board of Education.

- 2nd offense- out of school suspension up to five days; referral to Board of Education for disciplinary action.

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 one year.

10. **EXTORTION.** Extortion is defined as obtaining money, property, or services of any sort by reason of threat. Any student who commits an act of extortion will be subject to disciplinary action as follows:
 - 1st offense- out of school suspension up to five days; notification of parents.
 - 2nd offense- out of school suspension up to five days; referral to Board of Education for disciplinary action.

11. **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.

12. **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.

13. **CHEATING.** Any student action to obtain answers to tests or daily assignments from other students will result in detention, 5 pride checks, failure on test or assignments in question and parent notification.

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:

FIRST OFFENSE

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.

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 will miss the next scheduled event and perform 10 hours of community service through the school. The student must complete the community service in thirty calendar days from the date of suspension.

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.

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.

The student will be placed on 12 months' probation following the first offense. If no other violations occur during the probationary period, the student's status will return to normal.

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 middle 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 will 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.

EXTRA-CURRICULAR ACTIVITIES 7-8

Central Lyon has a wide variety of activities available for students. Participation in activities is considered an extremely important aspect of student life. Students are encouraged to become involved in an extra-curricular activity during each school year.

CURRICULAR AND EXTRA-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.

DUE PROCESS. Before a student is subject to disciplinary action, the following steps of due process must be given to the student.

- a. The student must have been informed of the conduct, which is expected or prohibited.
- b. Notice is to be given the student as to what he or she is accused of doing.
- c. An opportunity should be given for the student to present their side of the story.
- d. The administrator must make the decision relating to the incident.

COMPUTER POLICY

We do want to encourage students to use the computer for their homework assignment but we need to set a few guidelines for everyone's welfare.

1. No student is to be in the computer room unsupervised.
2. A pass is needed from the Computer Teacher if a student wishes to work in the computer room.
 - A. If any student wishes to work on the computer they must get a pass from the Computer Teacher before that class period (not during the class period).
 - B. The students work must be on homework (keyboarding, typing compositions, etc.).
 - C. If a teacher asks a student to do something special for them, the teacher should give the student a pass before the specific class period. Have the student take the pass to the Computer Teacher.

EQUITY EDUCATION/CHILD ABUSE

THE FOLLOWING INFORMATION SHALL BE PUBLISHED EACH YEAR PRIOR TO THE START OF SCHOOL IN THE LYON COUNTY REPORTER, AND ALL STUDENT AND FACULTY HANDBOOKS.

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 disabilities in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title XI or 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 rights, duties, and responsibilities of each individual as a member of multicultural, nonsexist society.

It is the policy of the Central Lyon Schools to affirmatively recruit women and men, members of diverse racial/ethnic groups and persons with disabilities for job categories where they are under represented. A fair and supportive environment will be provided for all students and employees regardless of their gender, race, national origin, creed, age, marital status or disability. Harassment of a sexual nature or with demeaning intent related to race, national origin, gender, disability, age, marital status or religion, made from one employee to another, from an employee to a student or vice versa, and from one student to another is a violation of this policy.

Inquiries or grievances related to these policies may be directed to Level 1, Educational Equity Coordinator, Bruce Eckenrod, 1105 S Story, Rock Rapids, IA 51246, (712) 472-4041; to Toby Lorenzen, Affirmative Action Coordinator, 1105 South Story Street, Rock Rapids, IA 51246, (712) 472-4041; to the Director of the Iowa Civil Rights Commission in Des Moines; The Director of the Region VII Office of the United States Equal Employment Opportunity Commission; or the Director of the Regional VII Office of Civil Rights, United States Department of Education, Kansas City, Missouri. Inquiries may also be directed to the Director, Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319.

The following information may be released to the public in regard to any individual student of the Central Lyon School district as necessity or desirability arises. Any student, parent or guardian not wanting this information released to the public, must make objection in writing to the principal of the school in which the student is attending. This request must be reviewed each year.

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 AND THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT.

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

- 1) Inspect and review educational 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 students' directory information from general release.

Records of each student attending the Central Lyon Community Schools are located in the building they attend and are maintained by the building principal and/or guidance counselor.

Parents are hereby notified that the following information is printed in all student handbooks, and that information regarding the following way also be obtained from the Superintendent of School:

- 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.

If you know of or even suspect child abuse by an employee of the Central Lyon School on a student enrolled in Central Lyon Schools please contact the Level one Investigator, Toby Lorenzen; 1105 So. Story Street, Rock Rapids, IA 51246 or call 712-472-4041.

Students attending Central Lyon have a 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

that 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.)

CHILD CUSTODY

In most cases, when parents are divorced, both Mom and Dad continue to have equal rights where their children are concerned.

If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the office. Unless your court order is on file with the school, the District must provide equal rights to both parents.

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.

DAMAGE TO SCHOOL PROPERTY

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

BAND AND CHOIR

1st 5 days of the semester – The student must decide if they want to be in Band and Choir. Students may drop at semester only. If they drop at any other time it will result in an F for the semester.

DETENTION

Students may be assigned detention by any member of the faculty. Detention is primarily to deal with discipline infractions not occurring in the classroom. Such offenses would include hallway infractions (such as running, pushing, tripping, etc.), misbehavior in the lunch line or the cafeteria, unexcused tardies to class, and other actions which are contrary to the orderly overall operation of the school. Students who do not stay for a teacher when asked to do so for reasons of misbehavior will be assigned detention. Pupils riding the bus are given a one day notice to arrange for transportation home following detention.

DETENTION HALL REGULATIONS

1. Detention hall will last from 3:20- 3:50 on days it is in operation.
2. Students assigned detention who are not working quietly in their seats by 3:20 will be assigned additional time.
3. There is to be absolutely no visiting or communication of any sort between students during detention time.
4. Athletic practice is no excuse for missing detention.
5. Students are to work only on school work during detention. Reading (as long as it is school related) is acceptable, but leisure reading is not allowed.
6. Students who skip detention without being excused for that day either by the office or the teacher giving the detention will have their detention time doubled.
7. Friends of students on detention are not to wait in or around the school.

VIDEO CAMERA USE ON SCHOOL BUSES

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

VIDEO CAMERAS ON SCHOOL PREMISES

The CL 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 insure 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.

BUS INFORMATION

Specific Bus Rider Rules have been established to insure maximum order and safety on the buses. If a rule is broken, the driver will verbally reprimand the student. If the behavior continues, and the child will not obey the bus driver, the driver will report the student to the principal. The principal will visit with the student and possibly give him a chance to “shape up”.

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

- Step 1: Passenger/Rider will be assigned a seat for three to five days. A formal written report will be given to the Building Principal and a report will be sent to the parents/guardians. (FIRST FORMAL NOTICE)
- Step 2: The second incident will result in a suspension of riding privileges not to exceed five school days. The student must be in attendance at school during the bus suspension. A call and written Notification (SECOND FORMAL NOTICE) will be made to the parents by the Building Principal, notice to the transportation supervisor or superintendent.
- Step 3: The third offense (THIRD FORMAL NOTICE) will result in suspension of bus riding privileges up to the remainder of the school year.

BUS REGULATIONS

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

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

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

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

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 when the account is below two dollars. 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 their accounts show a negative balance of \$10.00 or more. The principal will notify parents when the account becomes delinquent. All lunch accounts must be paid at the end of the school year or the student will not receive their report card. If you have questions in regards to your child's account, please call the office and ask for Rhonda.

LUNCHROOM RULES

Student behavior in the lunchroom should be based on courtesy and cleanliness. This means leaving the area in the condition you would like to live in. Students are to remain in the cafeteria until the lunch period is over. At no time are pupils allowed to take food outside the cafeteria.

1. Students eating hot lunch will sit at assigned tables. Return tray to window after eating. After you have returned your tray, return to your table. No throwing of food or of anything else. If food is spilled, let the teacher know and it will be cleaned up.
2. Dismissal from the lunchroom:
 - a. Check floor around your table to be sure nothing is on the floor.
 - b. You will be dismissed by the teacher(s) on duty.
 - c. You should remain quiet as you return to your lockers and rooms.
3. Detention will be assigned and/or seats will be changed for students unable to observe reasonable standards of lunchroom behavior.

STUDENT APPEARANCE

Students will be expected to keep themselves well groomed and neatly dressed at all times. Any form of dress or hair style which is contrary to good hygiene or which is distracting or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted. Shirts advertising alcoholic beverages or those with obscene or questionable printing on them will not be permitted.

1. We depend upon your good judgment in helping your child dress appropriately for school. Children are usually well-groomed and dressed neatly for school. We appreciate students who have been taught to care about how they look. Children with clean hands, hair and clothing, feel better about themselves. Their classmates feel better about them too, and will generally find them more acceptable to be with than someone who is poorly groomed. Clean kids are happier kids at school.
2. We feel that a proper learning environment includes children properly dressed for school. Shorts are acceptable on warm days. However, shorts that are too short or too tight, halter tops, spaghetti strap 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 will not be allowed at school. Heelys (roller shoes) are not allowed to be worn at school or at school

activities If you have questions or comments on student dress, please call the principal. Your opinions are always welcome.

STUDY HALL

1. Permission to talk or work together must be obtained from the teacher.
2. If a student has a pass to work in another teacher's class instead of the study hall, the pass must be presented to the study hall teacher at the beginning of the period. This pass should be obtained before you go to the study hall.
3. Books and other materials needed for study are to be taken there at the beginning of the period. Each student is assigned a regular seat. Anyone not in his assigned place when the bell rings will be reported as tardy.
4. Students are to have all study material with them when they arrive.
5. Students will be allowed to use the library during study hall time. Any student who is on the ineligibility list will not be allowed in the library unless he/she has a pass from the teacher.

ATTENDANCE

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

(See ABSENCE/ATTENDANCE POLICY)

STEPS TO FOLLOW WHEN ABSENT

1. Have parent/guardian phone the school and inform the office of your absence and reason for the absence by 9:00 a.m. on the day of the absence.
2. Have parent/guardian write an excuse giving your name, date, days of absence, reason for the absence, and their signature.
3. Present your excuse to the office.
4. Ask all teachers for make-up work. Work not made up will be reflected on your grade.
5. If absence is due to work or travel, parent/guardian should notify the school prior to the absence if possible. Students should obtain a make-up slip from the office in advance.

In cases of illness, students should have two days' time for the first day gone and one day for each day thereafter to make up their work. Extended absences due to illness and other extenuating circumstances will be dealt with on an individual basis.

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

TARDINESS TO CLASS

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

ACCIDENTS

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

ACTIVITY FEE WAIVER ELIGIBILITY

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

ACTIVITY TICKETS

Middle School students may purchase activity tickets which will admit you to most high school events during the year. Purchase of an activity ticket will save you money over the price of individual tickets for most of the home events.

ASSEMBLIES

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

MIXER RULES

1. No Pop in the gym.
2. If you leave the dance you cannot return.
3. Students having conflicts will be asked to leave.
4. Students must have transportation arranged to be picked up after the dance at 9:20 P.M.
5. Students do not mix with the D.J. during the dance.
6. We will not accept inappropriate language or actions.
7. No outside school guests. (Central Lyon Student body only.)
8. Supervisor will stay until all students are off the school grounds.
9. Two Supervisors at the Dance at all times, one male and one female.
10. Students are expected to wear appropriate attire to the mixer. Heelies (roller shoes) are not allowed.

FIRE AND TORNADO DRILLS

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

EMERGENCY DISASTER PLAN AND PROCEDURES

- A. The staff will be notified of hearing impaired/special needs students. They will then be responsible for giving a proper visual warning when these students are under their instruction. Staff will be inserviced at the beginning of each school year and after each auditory check as to which students are impaired and the warning procedure. A proper warning includes a direct touch and assistance in leaving the building.
- B. The building is equipped with alarm-activated fire doors which automatically close

when fire alarm is sounded. Staff are responsible for closing all windows and doors before leaving their rooms. The first person to the door is responsible to hold the door open until all have left.

1. If Inclement weather threatens during the school day an early dismissal announcement will be broadcast on Radio:

KQAD, 101.1 FM/800 AM – Luverne

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

Television:

KELO TV – Channel 11

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. 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.

JMC ONLINE GRADEBOOK PROGRAM

The parent access module allows parents with students in grades 3-8 to check student's attendance, lunch accounts, report cards and current scores in the online gradebook.

The module allows the teacher to post assignments for parents to view and will allow parents to check their parent information, as in telephone number, address, etc. and give online notification to the office of needed changes.

A form is available in the office to fill out, which will give the office a record of the password you would like to use.

- Select password carefully.
- It should be private enough to be secure.
- It needs to be at least 4 digits and may be letters, numbers, or combination of the two.

HOMEWORK

Homework is a necessary part of each pupil's educational program. Each student must be expected to spend some time in addition to scheduled class instruction to achieve satisfactory work. Some assignments are long range in nature and require planned study time for their completion. Planned study eliminates the necessity of spending too much time in completing the assignment before it is due.

LATE/INCOMPLETE WORK

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

FIELD TRIPS

Field trips are planned to provide additional educational experiences for your child. Generally, these trips are an extension of a classroom experience and have educational value relevant to material being studied in the classroom. A permission form will be provided during school registration. You will always receive advance notice of up-coming field trips, and occasionally, you may be asked to accompany the children and assist in supervision. Field trips will be within a 100-mile radius of Rock Rapids.

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.

GUM AND CANDY

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

FLOWERS

The Elementary/Middle School Staff would like to remind parents not to send flowers to school for students for birthdays, Valentine's Day, and so on. Please have the flowers sent to your home so your child can enjoy them with you.

MEDICATION

If it becomes necessary for a student to take any form of prescription medication at school, a signed form from a parent must be on file in the office. All prescription medication will be kept in and dispensed through the office.

PRESCRIPTION MEDICATION ADMINISTRATION

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

1. Student's name
2. Physician's name (include medication side effects)
3. Name of medication
4. Dosage and time of administration
5. Signature of parent/guardian and date

Prescription medication must be brought to school in a container appropriately labeled by the pharmacy. The request of a parent may be oral or in writing. An oral request must be reduced to writing within two school days. Medication given at Central Lyon will be administered by authorized personnel. The school will designate a specific locked and limited access storage space within the school to store medication.

INHALERS – Students are allowed to carry inhalers or keep them in their lockers which allows them to use as needed.

NON-PRESCRIPTION MEDICATION

The school will administer over-the-counter medication such as aspirin or Tylenol with parent/guardian authorization oral/written.

PHYSICAL EDUCATION

Physical education is required unless excused by written request of the family physician.

PERSONAL PROPERTY

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

LOCKERS

Student lockers are provided to be used solely for storage of outer garments and school materials. The locker is NOT the student's private property and may be opened by school authorities at any time. Any unauthorized items found in the locker may be removed.

Students who damage their lockers or lose or damage their locks will be held accountable. If you decide to use a lock, do not tell your combination to anyone. The school will not be responsible for things stolen or missing from your locker. Locks will be given out at the request of the student.

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 in 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 substance, such as marijuana, cocaine, amphetamines, 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).

SCHOOL SPIRIT

School spirit may be divided into three categories: COURTESY - Toward teachers, fellow students, and the official of school athletic activities. PRIDE - In everything our school endeavors to accomplish and has accomplished. SPORTSMANSHIP - The ability to win and lose gracefully. School spirit means loyalty to all functions of the school.

STUDENT COUNCIL

Your Student Council provides for student activities, serves as a training experience for both leaders and followers, promotes the common good, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearing house for student activities, seeks to interest students in school affairs and helps solve problems that may arise. Members of the Council are your representatives and have direct access to the school administration. Each pride group will elect one boy and one girl representative to the Student Council.

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 Schools who believes they have been discriminated against, denied a benefit or excluded from participation, may file a complaint with Level 1 and follow the steps as described in the Student Grievance Policy.

Student Grievance Policy will be handled in four steps. Written forms can be obtained from Level 1 upon request from the grieved student.

TELEPHONES

Do not use the school phone without permission from the office. Messages and deliveries from home should be left in the office. Students will be called out of class only in an emergency. All long distance calls to your home must be made collect.

ELECTRONIC DEVICES

Which may include cell phones, pagers or MP3 devices but not limited to will not be allowed to be used during school hours unless a staff member has given permission. They must remain in the student's locker at all times.

If a student is found to have an electronic device in their possession the following action will be taken:

- ❖ First offense: Device will be taken for the remainder of the day. The student may pick it up in the office at the end of the day.
- ❖ Second offense: Device will be taken for the remainder of the day. Parents will be notified and will have to come to the school to pick up the device.
- ❖ Third offense: The student will not be allowed to have the device in school without Mr. Kruse's knowledge. When the device is allowed, it will remain in the office during the school day.

TESTING

To be able to properly meet your child's academic needs, it's necessary to know their present level of achievement.

In the fall of the year, the Iowa Tests of Basic Skills are given to 2, 3, 4, 5, 6, 7, and 8 grade students to help us gain an idea of their present achievement level. These provide us with an idea of how much your child has learned compared to students approximately their age across the state.

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

MIDDLE SCHOOL ACCELERATED READING REQUIREMENTS

Quarter Points

10 points

(Resource student will be half as many points)

Quarter Pizza Party Points

25 points

Novels read during each quarter will be added to the base.

Students may read any chapter or non-fiction book 4th grade level and above.

All tests must be taken in the library. A teacher must initialize the sign-in sheet.

The deadline for taking tests will be posted. It will be before the “checks” cut-off date.

At the end of the quarter a check will be given for each point away from the goal.

Example – Student has 15 out of 18.....gets 3 checks.

TEXTBOOKS

The school furnishes books to all students. A small rental fee is charged. Reasonable damage is expected as a result of daily use. **UNREASONABLE DAMAGE TO TEXTBOOKS WILL RESULT IN FINES.** Lost textbooks must be paid for and replaced immediately. The fines for these must be paid to the office at the time of damage or loss.

VISITORS

Parents are always welcome to visit school. Guests should stop at the office before visiting. Pupils whose school is not in session may visit school for one half day providing they receive office permission previous to the date of the visit. Near the end of the year we can seldom take care of student visitors.

PICKING UP/DROPPING OFF STUDENTS DURING SCHOOL HOURS

If students are picked up during school hours, parents are asked to check at the office. The office will call the student. We ask the parent to wait in the office area until the child arrives. Please sign your child out on the sign out book in the office.

If you choose to pick up or drop off your child in front of the school on Story Street, please be aware that this is the area that busses park. No thru traffic is allowed in the designated areas during this time.

PARENTAL REPORTS

Parental reports are mailed out to parents at the time when the quality of the student's work is at the failing point or when the work is considerably below the level of expectation.

ATTENDANCE / ACTIVITIES

Central Lyon requires that participants in the Middle School activities be present in school one-half day (1/2) immediately preceding the staging of playing of events in which they participate.

ACADEMIC ELIGIBILITY CODE

In order to provide for a student to participate in co-curricular activities at the Central Lyon Middle School all students must meet the following academic requirements:

Eligibility requirements: to enable a student to participate in extra-curricular activities, a student cannot have a failing grade in any academic course. All requirements stated in the IEP's will be followed for students in the Special Education program.

Mid-term failure: 2 weeks ineligibility period

Final Quarter failure: 2 weeks ineligibility period

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

1. Students are allowed to resume practice during the ineligibility period but not participate in game performances.
2. Students' progress will be monitored weekly during the ineligibility period for academic improvement. An academic report will be sent to the office each week.
3. Students who do not show academic improvement after two weeks will not be able to continue Extra-curricular practice.
4. The student can be late for practice during the ineligibility period for after school academic help.
5. A student who is ineligible at the end of the 4th quarter of the year will be ineligible for 2 weeks of the summer activities of baseball and softball.
6. A student who is ineligible at the end of the second two weeks of any ineligible period will follow (rule 3) for the beginning of the next ineligible period.
7. The ineligibility rule will not be carried forward to the following academic year in the Middle School grades.
8. Parents will be informed by the teacher(s) if the student is having academic problems.
9. Incompletes not made up in a timely fashion will result in having the student added to the ineligibility list. Incompletes must be made up during the 1st week of the ineligibility period to allow the student to be deleted from the list.

SCHOOL LANGUAGE

Appropriate language is defined as language which shows respect and does not demean one's peers and adults.

Inappropriate language will not be tolerated at school. If it occurs, the following will take place:

- A. Inappropriate language will result in after **School Detention**.
- B. Demeaning language inappropriate to the school environment will result in **suspension from school**.

CENTRAL LYON MIDDLE SCHOOL PRIDE RESPONSIBILITY PROGRAM

The PRIDE program has been developed at the Middle School so that each student can gain a measure of organization, responsibility, and self discipline. All students' progress will be monitored weekly. The faculty believes that the guidelines developed for the student to meet the minimum requirements for the program represent generally accepted baseline performance guidelines for behavior and academics.

Goals:

The PRIDE program will:

1. Provide a positive reinforcement for performance.
2. Help students develop accountability and responsibility for their own learning and behavior.

During the first week of school, each student will be given a detailed explanation of the program and what is expected of the student. Students will share this information with parents/guardians. Incentives for successfully achieving the goals will be explained.

Posted in each participating classroom will be a list of the baseline behavior objectives we believe each student can achieve (below). Faculty will meet weekly to monitor student progress and discuss problem areas. Students who have fallen behind the stated goals will be counseled so they can make the necessary adjustments in their performance.

The maximum amount of checks a student may get per quarter is 40. Any student with more than 40 checks will not be allowed to participate in the pride activity. He/she will remain in school in a supervised study hall.

Each quarter will be considered separately. That is each student will be given a clean slate at a new quarter and allowed to achieve the goals. At the end of the quarter a special activity will be planned for the students who are successful in achieving the goals.

All students will have an “assignment book” which they will receive the first day of school. They will be expected to carry this with them to all classes, write down daily assignments, and maintain the condition of the book. If a student loses the book, they should notify a faculty member immediately. If not found, the book can be replaced at the student’s expense.

Objectives:

We believe the Responsibility program will:

1. Assist students toward becoming responsible for their own learning and behavior.
2. Assist in developing organizational and study skills.
3. Provide a group where socialization can occur.
4. Provide the students with an adult who can provide support outside of and beyond the academic routine.
5. Provide a model for monitoring student academic and behavior goals.
6. Provide the opportunity for a student to become an effective group member.
7. Build citizenship and leadership.
8. Build self esteem by achieving stated goals.

In the classroom you may get checks for:

- ✓ Incomplete, not done, or poorly done assignments – including (AR) Accelerated Reader at Mid Term
- ✓ Disrupting the classroom and the learning of others
- ✓ Using bad language, name calling, or harassing behavior
- ✓ Physical abuse of anyone by hitting, kicking, shoving, etc.
- ✓ Disrespectful behavior toward anyone
- ✓ Not having your normal classroom materials with you-Textbook, Notebook, Pen, or Pencil
- ✓ Improper care or use of materials and classroom equipment
- ✓ Chewing gum and candy – 5 checks
- ✓ Not having assignment book and keeping it up to date
- ✓ You will receive double checks if you get them from a substitute teacher
- ✓ Tardy between classes

The School will:

- Inform parents by letter at the third and sixth week of each quarter regarding students in jeopardy on not making the quarterly responsibility activity.
- The grade level team members will contact the parents by telephone or e-mail any time after the sixth week of the quarter to inform parents their child would be unable to participate in the activity because they are close to the maximum

number of points for the quarter. (**Note the staff will do everything in good faith to inform parents of their student's progress in adequate time by the end of the quarter. Please, realize situations may arise at the end of the activity period where a student can lose an excessive amount of points if they chose not to follow the rules.**)

CENTRAL LYON MIDDLE SCHOOL RESPONSIBILITY PROGRAM

- A. Responsibility
- B. Classroom Behavior

A. Responsibility Detention:

The Middle School Responsibility Intervention Program:

The purpose of the Responsibility detention program is to communicate to students and parents the importance of good behavior and citizenship in the classroom, which is essential for the education of all students.

Teachers in each classroom have a set of rules for students' behavior. If a student violates the rules, the following will occur and a written report will be kept:

1st Incident – After-school detention. The principal will visit with the student and send a letter to parents.

2nd Incident – After-school detention. The principal will visit with the student and send a letter to parents.

3rd Incident – After-school detention. The principal will visit with the student and send a letter to parents.

4th Incident – 1 hour detention after school

5th Incident – 2 hours detention – one hour each day after school

6th Incident (or more) – 3 hours detention – one hour each day after school

RULES FOR RESPONSIBILITY DETENTION:

Students will report to the library or teacher's classroom at the assigned time with all necessary books, pencils, and paper.

Students will be expected to remain seated unless they have permission from the teacher to get up.

Students will be expected to stay on task and not talk unless the teacher gives permission.

Students who fail to report to Responsibility Detention as assigned, will have their Responsibility detention hours doubled.

Students are expected to cooperate at all times. Non-cooperation will result in dismissal from Responsibility Detention. Due to the uncooperative behavior the student's Responsibility Detention hours will be doubled. A meeting will be scheduled with the principal during the following week to set up Responsibility Detention dates.

Students will be expected to report to Responsibility Detention for assigned hours. If the student does not report, the student will serve a one-day in-school suspension or out of school suspension. The student must then meet with the principal to reschedule the Responsibility detention school hour(s) missed as assigned.

B. CLASSROOM BEHAVIOR

Good Behavior and citizenship in the classroom is essential for the education of all students. Teachers have within each classroom a set of rules for students' behavior.

- A. If a student does not follow the rules, the following will occur:
 1. A discussion of the behaviors that caused the problems in the classroom will take place. The teacher will write a summary regarding the incident and send it to the principal's office.
 2. There will be a meeting with principal, student, and teacher to enable the student to re-enter the classroom.
 3. A letter will be sent to the parents/guardian concerning the student's removal from class.
- B. The second time the student is removed from class, the parents/guardians have two options:
 1. The parents/guardians may attend school with their child for the classes where the child is non-cooperative.
 2. The student may be suspended for one day. The parents/guardians must also accompany the student back to school the next school day, meeting with the principal to develop a plan for the student to follow the school rules.

CENTRAL LYON RESPONSIBILITY COMMITTEE:

Amy Sieperda and Bruce Eckenrod

CENTRAL LYON COMMUNITY SCHOOL DISTRICT NOTIFICATION CONCERNING STUDENT PERSONNEL DATA RECORD

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

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

Dan Kruse	Elementary-Middle School Principal
Curt Busch	High School Principal

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.

- A. School officials, teachers and AEA personnel with a legitimate educational interest.
- B. Officials of other schools in which the student proposes to enroll.
- C. Representatives of state and local government when auditing and evaluating federal education programs.
- D. Officials connected with a student's educational financial aid applications.
- E. Governmental officials to which information is reported under state law adopted prior to November 17, 1974.

- F. Organizations which process and evaluate standardized testing.
- G. Accrediting organizations for accrediting purposes.
- H. Parents of dependent children, regardless of child's age.
- I. Appropriate parties in health or safety emergency.

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

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

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

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

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

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

ABSENCE/ATTENDANCE POLICY

In order for the Central Lyon Elementary/Middle 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 following policy has been developed to encourage good attendance.

1. Names of parents/guardians whose students violate the Compulsory Attendance Policy will be turned over to the County Attorney for prosecution.

299.19 Proceeding Against Parent

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

Policy Title **Student Absences – Excused** Code No. 501.9

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

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

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

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

It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Policy Title **Compulsory Attendance** Code No. 501.3

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

Exceptions to this policy include children who:

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

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

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

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

The school will participate in mediation if requested by the county attorney. The superintendent shall represent the school district in mediation. The school district will monitor the student's compliance with the mediation agreement and report violations of the mediation agreement to the county attorney.

ADDITIONAL GUIDELINES

An absence count will start only upon a student's first registered day in a class (within the first five (5) days of class).

Absences will be classified as excused and unexcused. Only unexcused absences will count in the eight day limit. Absence from school for bereavement and illness verified by written doctor's statement will be considered excused. All other absences will be unexcused.

Absences which are due solely to hospitalization or long term illness parents/guardians will need to immediately provide the school with a written doctor's excuse which lists the specific dates in question.

When students miss school, it is still imperative that their make-up work be completed in a satisfactory manner. If excessive absences cause a student to fall behind and not get work completed, a meeting with the parents, student and school staff will be held to remedy the situation. If absences cause the student to fail a course, the school may ask the student to repeat the course or the grade level. If the parents do not agree to this, a letter will be placed in the students file that documents this request.

Class absence as a result of approved school activities, will not count as an unexcused absence. Unless otherwise indicated, students who miss class due to requests from administrators and counselors fall within the approved school activities category. Administrators and counselors will do their best to call students from classes only when other opportunities are not available.

Student to Student Harassment

Harassment of students by other students will not be tolerated in the Central Lyon School District. This policy is in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and /or school-operated buses, vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district.

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. 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 to the teacher, counselor, or principal you contacted.

Step 3: If 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 1.

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.

Initiations, Hazing, Bullying or Harassment

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
 - How the harasser or bully 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
- ❖ Suggesting or demanding sexual involvement, accompanied by implied or explicit threats

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

- ❖ Verbal, physical, or written harassment or abuse
- ❖ Repeated remarks of demeaning nature
- ❖ Implied or explicit threats concerning one's grades, job, etc
- ❖ Demeaning jokes, stories or activities

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, IA 50319

If you need further assistance. Call the National Center for Homeless Education at the toll-free Help Line number: 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.

Approved 6/11/07 Reviewed 12/10/07 Revised 12/10/07

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: (2004).	20 U.S.C. §§ 1221-1234i
	29 U.S.C. § 794 (1994).
	42 U.S.C. §§ 2000d-
2000d-7 (2004).	
(2004).	42 U.S.C. §§ 12001 <i>et. seq.</i>
Session, 82 nd General Assembly, (2007).	Senate File 61, 1 st Regular
(2007).	Iowa Code §§ 216.9; 280.3
	281 I.A.C. 12.3(6).
S.Ct. 2618 (2007)	Morse v. Frederick, 127
Cross References: and Responsibilities	502 Student Rights
	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)

Age

Physical Attribute

Sex

Disability

Physical/Mental Ability

Sexual Orientation

Familial Status

Political Belief

Socio-economic Background

Gender Identity

Political Party Preference

Other – Please Specify:

Marital Status

Race/Color

National Origin/Ethnic Background/Ancestry

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: / / _____

Code No. 104. E2

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: / / _____

Code No. 104. E3

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.

