



STUDENT HANDBOOK
2017-2018

CENTRAL LYON
SCHOOL DISTRICT

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.**

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.

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.

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/ having possession of tobacco or possession of e-cigarettes or similar products that simulate the act of smoking 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 minute detention.
- * 4th offense- thirty minute detention.
- * 5th offense- thirty minute detention.
- * 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.

10. POSSESSION OF DANGEROUS WEAPONS. Students who bring dangerous weapons, incendiary devices or firearms onto school property will be subject to disciplinary action in accordance with the Gun Free School Act:

- **1st offense** – Circumstances may be considered when determining a penalty may be expelled for one year.
- **2nd offense** – may be expelled for one year *Police may be notified

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

- 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.

12. ENDANGERING OF HEALTH AND SAFETY. Any student action which is of such a nature that it endangers the safety or health of students or staff of the Central Lyon Community schools will be brought to the attention of the Board of Education and may result in long term suspension or expulsion.

13. AGGRAVATING OR MITIGATING CIRCUMSTANCES. Certain disruptions of the educational process may have aggravating or mitigating circumstances. These circumstances may cause the administrator to dispense procedures which are less than or greater than those listed.

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

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, are 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

Co-Curricular Activities – Code of Conduct

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

Any student involved in co-curricular activities whose conduct would make him or her unworthy to represent the ideals, principles, and standards of his or her school may be ruled ineligible by the school board and school and will remain ineligible until the school administrator reinstates that student's eligibility. The determination and period of ineligibility are the responsibility of the Principal and Athletic Director. Due process, as outlined in Board Policy 503-4, will be afforded all students.

The rules are listed below:

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

First Offense:

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

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

Second Offense:

If this offense occurs during a student's probationary period, the student will not be permitted to participate in fifty percent of the total scheduled contests or performances during the season of the violation starting with the

next contest or performance. If the violation occurs out of season, the penalty will be imposed during the next co-curricular activity in which the student elects to participate. The student will be referred and required to participate in and complete a substance abuse program, at his/her own expense.

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

Third Offense:

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

In the event of a violation of the good conduct rules, the student and his/her parents/guardian will meet with a committee composed of the following school personnel: Principal, Athletic Director (if athletics are involved), activity sponsor, and/or coach. The student's probationary contract and terms of probation will be discussed. If a substance abuse program is chosen or required, the student and his/her parents/guardian will meet with the aforementioned committee and the counselor upon completion of the substance abuse program.

Special Provisions

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

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

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, religion, socioeconomic status, sex/gender, sexual orientation, gender identity, 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, Dave Ackerman (Superintendent), Affirmative Action Coordinator, 1010 South Greene Street, Rock Rapids, IA 51246, (712) 472-2664; 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, Dave Ackerman, Superintendent; 1010 South Greene Street, Rock Rapids, IA 51246 or call 712-472-2664.

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.

Distribution of Materials Regulation

The board recognizes that students, employees, parents or citizens may want to distribute materials within the school district that are non-curricular. Non-curricular materials to be distributed must be approved by the building principal and meet certain standards prior to their distribution. It shall be the responsibility of the superintendent, in conjunction with the building principals to draft administrative regulations regarding this policy.

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.

Video Camera Use on School Busses

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

Video Camera Use 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. The building principal will call the parents and notify the bus driver. A written report will be placed on file. (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.

Freedom of Speech

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

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

MEAL CHARGES

Code No. 710.4

In accordance with state and federal law, the Central Lyon Community School District adopts the following policy to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

Payment of Meals

Students and staff members deposit money into their school meal account daily, weekly, monthly or by semester. All students and staff are assigned an account number. The student/staff member will key in their personal account number on a keypad and a school employee will monitor the computer to assure that the correct account is charged. **Student/staff meal accounts must be kept at a positive balance at all times.** **Who is exempt from impact** – a student who is approved for free meals cannot be denied a meal no matter what the balance is and a student, that has cash to pay the price of the meal that day, cannot be denied a meal even if the payment does not completely put the account in a positive balance. The JMC Lunch module has a feature that provides a report of low meal account balances. The cashier or building secretary will discretely notify students/staff when a low or negative balance is pending. JMC Messenger notifications are sent out weekly. If the household does not have e-mail access, the household will be contacted by a phone call and/or by mail.

Negative Account Balances

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Students and parents will be notified with a memo and/or a JMC messenger e-mail generated by the building secretary when the family meal account will be depleted in 5 days or less. (or less than \$6.00) If a lunch account reaches a negative balance of \$20.00 or more, the student will receive an alternate cold lunch. Students/staff will not be allowed to charge a second meal or ala carte item when the lunch account has a negative balance. This policy applies to both breakfast and lunch accounts. The alternate cold lunch will be served on a tray as all other students and be compliant with a reimbursable meal and be charge to the lunch account balance. Special diet accommodations must be made for students with doctor's instructions. How long can a student receive an alternate meal? An alternate meal will be served to a student until the **family lunch balance** is negative \$100. Once the balance exceeds negative \$100, meals no longer will be provided to family.

Delinquent accounts will be turned over to the superintendent or superintendent's designee for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law.

Communication of the Policy

The policy and supporting information regarding meal charges shall be provided in writing to:

- All households at or before the start of each school year;
- Students and families who transfer into the district, at time of transfer; and
- All staff responsible for enforcing any aspect of the policy.

Records of how and when the policy and supporting information was communicated to households and staff will be retained.

The superintendent may develop an administrative process to implement this policy

Student Appearance

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

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

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

We recommend students wear "tennies" to school every day due to our extremely active recess and P.E. programs. Students are not allowed to wear Heelys (roller shoes) to school for safety reasons.

During cold and rainy weather, students are required to wear jackets, caps, snowpants, boots, mittens, and scarves or face masks as necessary. As a rule of thumb, we require "snowpants" or an extra pair of jeans or sweatpants if there is snow on the ground or if the temperature (wind chill) is below 10 degrees F. Please remember to permanently mark your child's protective clothing. Thanks for the help!

Clothing and personal appearance should not interfere with education. Health services may help families with clothing if necessary. If you should have questions or comments on student dress, please call the principal. Your opinions are always welcome.

Special Services

To help provide the most appropriate education for students with special needs, the elementary school has several special programs available.

Speech and Language: A special clinician is available to evaluate and provide individual classes for children with communication disorders. The clinician is available to teachers and parents on a consultative basis. Speech screening is done by the teachers, who make referrals for evaluation to the Speech Clinician.

Hearing: Hearing screening is conducted in our school each year by NWAEA personnel. Children in grades K-4, 8, and 11 are screened, as well as new students to the district, and children with previously identified hearing losses.

Occupational Therapy: Specialists are available to provide therapy to students with specific physical development delays.

Psychological Services: Central Lyon School utilizes the school's psychologist to assist in diagnosing learning problems and developing appropriate learning programs for individuals with such difficulties.

Resource Multi-Categorical Room: Central Lyon maintains a resource room with specialist-teachers to provide additional instruction for those who qualify.

Northwest Area Education Area: NWAEA, as it is referred to, is located in Sioux Center. The Agency uses state and local area funds to provide a wide range of special educational services to area schools and children.

Illness/Emergency Contacts

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

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. A parent/guardian must 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. If known in advance, a parent/guardian must write an excuse to be given to the office giving child's name, date, days of absence (if known), reason for such absence(s), and their signature.
3. Please let the office know if you will be picking up homework for your child by 9:30.
4. The office will then notify the appropriate teachers for make-up work.
5. In case of an absence (illness, vacation, bereavement, etc.), students should have two days' time for the first day gone and one day for each day thereafter to make up their work.

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

Elementary students may purchase activity tickets which is valid for all home athletic events except tournaments and state sponsored events. Purchase of an activity ticket will save you money over the price of individual tickets for most of the home events. Middle and High School students that are involved in extra-curricular activities are required to purchase an activity ticket.

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.

Emergency And Unplanned Events Notification

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

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

Fire and Tornado Drill

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

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

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 have in-service days 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.

JMC Online Gradebook Program

The parent access module allows parents with students in grades 3-12 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.

Progress Reports

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

Report Cards

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

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

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.

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. Most 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.

Health

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

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

2. Dental screenings, vision and hearing tests, height, and weight measurements may be performed each year. Notice of any concerns will be sent home. If parents/guardian have concerns during the year, contact the principal to request vision and hearing tests.
3. Communicable diseases should be reported to the school as soon as possible. Any chronic illnesses or special health problems should also be reported.
4. Prescription medications are not to be taken in school unless in the prescription bottle or with a written prescription by a doctor and parental permission to the office personnel to administer the prescription medication to the child.
5. If a child has a fever over 100 they shouldn't be sent to school. It is recommended the child shouldn't return to school until their temperature is normal for 24hrs without the use of Tylenol or Ibuprofen.

Immunizations

According to Iowa State Law a personal immunization record showing dates and kinds of immunization received must be kept for each child. This "Certificate" is required for entrance in school.

Several changes have been made to the immunization requirements for children enrolled or attempting to enroll in public and nonpublic schools in Iowa.

As with most rules, there are exceptions. Children can be exempted:

- * If a physician certifies that one or more of the immunizations would endanger the child's life.
- * If parents submit a notarized form from Public Health they may be exempt from immunizations due to their religious beliefs.

Although the law allows exemptions, the state Health Department may tell us to exclude your child from school if there's an outbreak of any of these diseases.

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, physician, 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, if they are independent, which allows them to use as needed. If not independent, they will store their inhaler in the office.

Non-Prescription Medication

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

Head Lice

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

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).

Conferences: Parent-Teacher Conferences

Student progress is reported to parents every nine weeks. At the end of the first and during the third nine weeks, Parent-Teacher Conferences will be held. (Please refer to the school calendar for specific dates). Elementary/Middle School Parent/parents will receive a letter with a prearranged appointment time with their child's teacher. If you cannot be there at that time, please notify the teacher and arrange a mutually convenient time. Please come to the conferences ready to specifically discuss your child and the school program. Written questions or comments are a good idea. Please help us make conference time an opportunity to answer your questions and concerns. High school parents may come to the HS Gymnasium and speak with their student's teachers during Parent-Teacher Conferences. Times will not be scheduled.

Pictures

Individual pictures are taken of all students grades Pre-11 each year. Pictures are taken within the first few months of school.

Messages and Deliveries

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

Visitors/Guests

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

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.

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 Assessments are given to 2-11 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 Assessments 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.

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

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.

Steve Harman	PK-6 Principal
Jason Engleman	7-12 Principal
Dave Ackerman	Superintendent

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.

Attendance/Activities

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

Absence/Attendance Policy

In order for the Central Lyon 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.

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.

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.

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 probation ally approved private college preparatory school;
- are attending an accredited nonpublic school; or,
- are receiving competent private instruction.

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

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

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

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

1. Once a student has reached 5 unexcused absences during any point of the school year, a notification letter will be sent to both the parents of the student and the county attorney.
2. After 8 unexcused absences a letter will be sent to the parents requesting a meeting between the student, parents, and school administration. A copy of this letter will be provided to the county attorney.
 - a. At 9 days the student will be required to make up the time he or she has missed due to the amount of unexcused absences.
 - i. Grades 5-12 – student will make up the equivalent absent time after school.

- ii. Grades PK-4 - students will make up the equivalent absent time during recess.
 - b. Failure to make up the required school time will result in the loss of credit and may result in failing grades and retention.
3. If a student would reach 12 unexcused absences from school, mediation would occur between the students and their parents, the school district, and county attorney. The superintendent shall represent the school district in mediation. The school district will monitor the student's compliance with the mediation agreement and report violations of the mediation agreement to the county attorney.

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

As with all absences from school, students will be required to make-up

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.

Make-Up Work

Students who are absent for any reason will be required to make up work missed in each class. They are required to stop in the office (in the morning) when they return to school. The number of days absent plus one day is what is allowed to complete and return work missed during an absence due to illness. Extended absences due to illness and other extenuating circumstances will be dealt with on an individual basis. Only in extreme cases of prolonged absence will more than one week be allowed for work to be made up unless permission is granted by the school office. (A day's absence does not excuse students from the responsibility for all assignments on the day of their return.)

Grades will be withheld in case make-up work is not turned in and lead to failure if the situation is not remedied immediately.

Lost and Found

Students who find lost articles are asked to take them to the office, where they can be claimed by the owner. Articles not claimed within thirty days will be given to Goodwill. If you lose an items, please check the Lost and Found areas in your building.

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:

Step1: 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

Anti-Bullying/Harassment Policy (Code No. 104)

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, gender, 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, gender, 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.

The entire Anti-Bullying/Harassment Policy (Code No. 104) can be found on the Central Lyon web page: www.centrallyon.org under the District Tabs and click on the CLSD Policies button. Forms may be found in the building office

Cyber-Bullying

The Board of Education expressly forbids cyber-bullying. For the purposes of this policy, "cyber-bullying" shall mean using the communication capacities of computers, the internet and/or other digital communication devices to bully others by:

- Sending or posting cruel messages or images;
- Threatening others;
- Excluding or attempting to exclude others from activities or organizations;
- Starting or passing on rumors about others or the school system;

- Harassing or intimidating others;
- Sending angry, rude or vulgar messages directed at a person or persons privately or to an online group;
- Sending or posting harmful, untrue or cruel statements about a person to others;
- Pretending to be someone else and sending or posting material that makes that person look bad or places that person in potential danger;
- Sending or posting material about a person that contains sensitive, private or embarrassing information, including forwarding private messages or images; and/or,
- Engaging in tricks to solicit embarrassing information that is then made public.

Students found to be engaging in activities as described above shall be subject to the terms and sanctions found in this policy, Board of Education Policy 50Z.10-Harassment, Intimidation & Bullying discipline code of the district.

Student Grievance Policy (policy code no. 502.4)

Student complaints and grievances regarding board policy or administrative regulations and other matters should be addressed to the student's teacher or another licensed employee, other than the administration, for resolution of the complaint. It is the goal of the board to resolve student complaints at the lowest organizational level.

If the complaint cannot be resolved by a licensed employee, the student may discuss the matter with the principal within five (5) days of the employee's decision. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within five (5) days after speaking with the principal.

If the matter is not satisfactorily resolved by the superintendent, the student may ask to have the matter placed on the board agenda of the next regularly scheduled board meeting in compliance with board policy.

Open Enrollment

Parents who wish to transfer their child out of the district under Open Enrollment may pick up appropriate forms in the office of the Superintendent. These forms must be completed and returned to the Superintendent's office on or before March 1, of the year in which the child wishes to transfer. This deadline may be waived if the parents show good cause, which for the purposes of open enrollment means a change in the status of a child or a change in the status of the child's resident district. A change in the status of a child includes a change in the child's residence due to a change in the family residence, a change in the state in which the family residence is located, a change in a child's parents' marital status, a guardianship proceeding, placement in foster care, adoption, participation in a foreign exchange program, participation in a substance abuse or mental health treatment program, or a similar set of circumstances consistent with the definition of good cause. A change in the status of the resident district includes failure of negotiations for whole-grade sharing agreement, a reorganization plan, or a similar set of circumstances consistent with the definition of good cause. If the good cause relates to a change in the status of a child's school district of residence, however, action by a parent must be taken to file the notification within forty-five days of the 1st board action or within thirty days of the certification of the election, whichever is applicable to the circumstances.

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

Central Lyon Non-Discrimination Notice

NOTICE OF NON-DISCRIMINATION

Students, parents, employees & others doing business with or performing services for the Central Lyon CSD are hereby notified that this School District does not discriminate on the basis of race, color, age, national origin, sex, gender, sexual orientation, gender identity, marital status (for programs), socio-economic status (for programs), disability, religion, creed in admission or access to, or treatment in its programs and activities.

Any person having inquiries concerning the School District's compliance with the regulations implementing Title VI of the Civil Rights Act of 1964 Equal Employment Opportunity, Title IX of the Education Amendments of 1972 Sex Discrimination, the Americans with Disabilities Act (ADA) Rehabilitation Act of 1973 (Section 504) of Iowa Code 280.3 is directed to contact the Superintendent of Schools at 1010 South Greene Street, Rock Rapids IA 51246 (Phone: 712-472-2664). The Superintendent, Dave Ackerman, has been designated by the School District to coordinate the School District's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, 504 & Iowa Code 280.3. The Central Lyon CSD is an EEO/AA employer. You can contact Mr. Ackerman at dacker@centrallyon.org.

To file a complaint of discrimination: write Iowa Civil Rights Commission, Grimes State Office Building, 400 E. 14th St., Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457-4416; web site: <http://www.state.ia.us/government/crc/index.html>.”

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to Central Lyon CSD, PO Box 471, Rock Rapids, IA 51246 (712) 472-2664 or to *USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).* Central Lyon CSD is an equal opportunity provider and employer.

Iowa Non-Discrimination Notice: It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.7 and 216.9. If you have questions or grievances related to compliance with this policy by this CNP Provider, please contact the Iowa Civil Rights Commission, Grimes State Office Building, 400 E. 14th St., Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457-4416; web site: <http://www.state.ia.us/government/crc/index.html>.

Summer Food Program

West Sioux School District in Hawarden, IA offers a Summer Food Service Program where free meals are available to children. Please contact them if you are interested in participating in the Summer Food Service Program. For more information contact: **West Sioux CSD, 806 13th St, Hawarden, IA • (712) 551-1454.**

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.

Definition of a Homeless Child/Youth

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

- A migratory child/youth who qualifies as homeless because of the living circumstances described above
 - Includes youth who have runaway or youth being forced to leave home

Local Area Contacts:

High School, Jessica Harman: 712-472-2664 jharman@centrallyon.org
 Elementary/MS, Emily Koerselman: 712-472-2664 ekoerselman@centrallyon.org
State Coordinator: Sandra Johnson: 515-281-2965 Sandra.johnson@iowa.gov
 Dept. 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.

Multicultural/Gender Fair Education (Code No. 603.4)

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

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

Equal Education Opportunity (Code No. 102)

The board will not discriminate in its educational activities on the basis of age, race, color, national origin, gender, sexual orientation, gender identity, marital status, socioeconomic status, disability, religion, or creed.

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, color, national origin, gender, sexual orientation, gender identity, marital status, socioeconomic status, disability, religion, or creed. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

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

Equity Coordinator - Mr. David Ackerman
 Title IX Coordinator – Jessica Harman
 Level I Abuse Investigator – Jessica Harman
 Level I Abuse Alternate Investigator – Kristi Wright
 Level II Abuse Investigator - Rock Rapids Police

Tobacco-Free Environment

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

An individual who violates this policy may be referred to legal authorities at any time in this process.

EMPLOYEES:

1. The building principal who becomes aware of the fact an employee is not complying with this policy will verbally remind the employee of this policy and ask the employee to abide by the policy in the future. A copy of the policy shall be provided to the employee.
2. After an initial warning, if an employee violates the terms of this policy, the employee shall be given a non-compliance written report advising the employee that they must abide by the terms of the policy or be subject to more serious disciplinary action.

PUBLIC EVENTS-SPECTATORS:

1. Persons who use tobacco in school buildings, on school grounds, at school-sponsored activities, in school district vehicles, or in school district-provided transportation will be informed of prohibition contained in this policy against the use of tobacco products and will be directed to comply with the policy.
2. Persons who refuse to comply with this policy or who refuse to extinguish or dispose of the tobacco products will be directed to leave the building, grounds, or activity immediately.

STUDENTS:

1. The first (1st) violation by a student of this policy shall result in a written warning and may also result in a suspension (in or out of school).
2. The second (2nd) violation of this policy by a student shall result in a suspension of not less than one (1) day from school and a recommendation for counseling.
3. The third (3rd) violation of this policy by a student shall result in a suspension of not less than three (3) days from school and a mandatory conference with the building Principal, Superintendent, parent(s) or guardians(s) and student before the student will be re-admitted to school.
4. The fourth (4th) violation of this policy by a student with tobacco shall result in a suspension of not less than three (3) days nor more than ten (10) days from school and an appearance before the Board of Education by the student and his/her parent(s) to determine the final course of action.

The Central Lyon Community School District shall not discriminate in standards or rules of behavior or disciplinary measures, including suspensions and expulsions, on the basis of gender, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional learning disability, or handicapping condition, discrimination complaints shall be processed in accordance with established procedures and with Iowa Statutes.

Student Directory Information (Code No. 506.20)

Student directory information is designed to be used internally within the school district. Directory information shall be defined in the annual notice. It may include the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

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

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

Code No. 506.2E1



**ELEMENTARY
SECTION**

PAGES 34-41

ELEMENTARY RESPONSIBILITY PROGRAM

RED/YELLOW TICKET

Mission:

To create a positive learning environment where all students feel safe and successful by showing respect and responsibility.

.....

K-5 Strategy for Social Control: Yellow ticket, Red ticket

Yellow ticket: Each student found not doing their job will be issued (2) yellow tickets with student's name written on it. The student will be responsible for 1 ticket and the 2nd ticket will be placed in the master Bag. The student will be held accountable to serve 5, 10 or 15 minutes of line time during the following recess. Line time is defined as either wall time or walking around the marked track on playground. The duty teacher will collect the ticket and be responsible for timing the student. Any student not taking responsibility to turn in their ticket to be paired with the master ticket will be issued a red ticket.

Red ticket: When a student chooses not to take responsibility for the yellow ticket a red ticket is issued. The consequences of a red ticket is spending time the following recess in the conference room filling out the Think Sheet. After 3 red tickets within 30 calendar days, parents will be called to discuss alternatives for corrections. If the offense is serious, parents will be called before there are 3 red tickets.

Strategies for Social Corrections

<u>Area</u>	<u>Social Corrections</u>
Lunchroom:	Clean up own mess/kitchen clean-up duty Removal from group: A. stand against the wall B. other table C. conference room Apologetic note to lunch room staff
Playground & Transition	Time Yellow Ticket/Red Ticket Strategy
Class	Think sheet In School Suspension Behavior Sessions Out of School Suspension (last resort)
Classroom	Individual Classroom Strategies Removal from class Behavior Sessions In School Suspension Out of School Suspension

MISSION

To create a positive learning environment where all students feel safe and successful by showing respect and responsibility.

<u>AREA</u>	<u>JOB</u>	<u>NOT YOUR JOB</u>
Lunchroom To appropriately eat and Socialize in a calm and Relaxed atmosphere.	good manners----- chew food appropriately Visit in quiet voices----- Keep your hands to yourself Keep your eating area Be polite to lunchroom	bad manners chew with my mouth open or spit or touch other's food talk loudly touch your neighbor leave a messy area be rude or disrespectful to staff
Playground: <i>Safe social environment-</i> Learn to play and be Social with others play	play safely with others----- talk politely to others----- respect duty teachers----- safely on equipment--- Line up quickly & quietly--	to fight or be mean to others say bad words show disrespect to duty teachers to play carelessly on equipment continue with recess
Transition Times: walk in a straight line & walk <i>Hallways &/or Bathrooms</i> Learn to respect others And property	quickly and quietly----- use my time wisely----- show respect to others----- to respect property & keep hands to yourself----- to respect faculty and staff---	to run noisily waste my time to show disrespect destroy others' property show disrespect to authority figures
Classroom: Positive learning Environment	enter quietly & sit down----- follow directions----- listen----- Do your work----- Respect others & their property Respect authority figures-----	enter noisily & wander around ignore directions not listen sit and do nothing disrespect others & their property be disrespectful to authority figures

Consequences for failure to do by job:

1. Yellow ticket – lose 5, 10 or 15 minutes of recess
2. After 3 times in the office, parents will be called to discuss alternatives for corrections.
3. If the offense is serious, parents will be called before there are 3 tickets.

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 children can enjoy them with you.

Pet Policy

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

Admission of Students

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

Arrival

The warning bell rings at 8:15 A.M. Classes start by 8:20 A.M.

Bicycles

You may ride your bike to school. You must park your bike in the bike-rack in front of the building. Be especially careful when leaving after school!! Observe good bike-rider rules and all traffic laws when riding to and from school. Watch out for walkers!!

Boots

Students need to wear boots to school on wet, rainy, or snowy mornings. They are required to wear boots at recess if the ground is wet, muddy, or snow covered enough to track in. Please label your child's items.

Students that forget or do not have boots will remain on certain areas of the sidewalk during recess on rainy or snowy days.

Candy and Gum

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

Title 1 Program

The Title I program is a highly successful federally funded program to provide extra, small-group reading instruction to children who need additional help in learning to read. This program has rightfully been described as the most successful federal program ever. Generally, students involved in the program show excellent growth in reading skills.

A student's eligibility for Title I services is based on a combination of check lists, report card grades, unit test scores, teacher survey scores and Curriculum Based Measurement (test oral reading rate). After the test scores are compiled, classroom teachers and Title I teachers conference to discuss results. Teacher recommendation, based on documentation and observation, help us determine which eligible students will receive Title I services.

Classes consist of small groups of students who meet with the Title I teacher daily for approximately 30 minutes of instruction. This help will be in addition to the regular classroom activities. Modifications in the regular classroom will allow adequate time for the student to complete their assignments.

If a student qualifies for this program, the parents or guardians will be notified of the school's intent to include them. If for some reason, the parents or guardians wish to waive the child's right to this service, contact should be made with the Title I teacher, principal, or guidance counselor.

Communications

1. The Staff and Administration really want to hear from you! Please phone the office if you wish to speak with a teacher or the principal. If they are unavailable, we will have them call you as soon as possible. 3:30-4:00 P.M. is an excellent time to call!
2. If you do not understand something you have heard from your child about school – phone/email the school or teacher.
3. A school newsletter is published each month on the Central Lyon website. The Newsletter is sent home with the youngest of each family.

Late/Incomplete Work

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

Instrumental Music

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

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

Chair Challenge Policy:

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

Mrs. Deutsch will keep parents informed of progress through notes home and newsletters.

Library (Media Center)

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

Paperback Books and Book Orders

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

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

Parent-Teacher Council

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

Parties and Treats

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

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

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

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

Personal Property at School

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

Picking Students Up During School Hours

If students are picked up during school hours parents are asked to check in at the office. The office will call the students. 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.

Picking up Children After School/ Bringing Children to School

Central Lyon has provided a new bus pick-up/ drop-off area locate on the south side of the Elementary/ Middle School Gym on 12th Street. Students who ride the bus before or after school will be dismissed through the south doors through the Elementary/ Middle School Gym.

When bringing students to school in the morning, parents/ adults will utilize Story Street and the entrance by the Elementary/ Middle School Office.

If you choose to pick up a student after school, parents/ adults will utilize Story Street and the entrance by the Elementary/ Middle School Office.

Physical Education Restrictions

Sometimes parents tell us their children cannot participate fully in Physical Education for one reason or another. If your child's Physical Education activities need to be restricted for more than a week, we will need a doctor's

statement. Shorts, shirts, and tennis shoes are required for 4-7th grade students in Physical Education. Showers will be required for 4-7th grade students.

Recess

1. Because everyone needs a break and fresh air, each student will be provided with at least one recess per day.
2. Children may stay in from recess for obvious health reasons a day or two. If a child has been ill, a teacher may keep a child in from recess if the parent/guardian makes such a request in writing. For longer recess restrictions, a doctor's statement is required. Students may also have to stay in for recess for late work or to receive extra help.

Safety

Riding a bike to school, kickball on the playground, sitting on the bus with a special friend or walking home with a pal. We don't want these carefree times marred by mishaps. You care about your child's safety at home. We feel the same way at school. Help your youngster "play it safe" with these hints--

1. Walking to and from School
 - ❖ Start early enough so you arrive 5 to 10 minutes before the tardy bell rings, without rushing.
 - ❖ Walk on the sidewalk. If there's no sidewalk, use the left side, facing oncoming traffic.
 - ❖ Never run between parked cars.
 - ❖ Look in all directions before crossing the street. Use marked crosswalks.
 - ❖ Never accept a ride or a gift from a stranger.
 - ❖ Don't go to a friend's house after school unless Mom or Dad has sent a note that says it's okay.
 - ❖ Go directly home after school before you start to play.
2. On The Bus
 - ❖ Review the tips on safety listed under bus information earlier in this handbook.
3. On Your Bike
 - ❖ Ride single, never double. Observe all traffic rules!
 - ❖ Use a chain and padlock on your bike so it won't be stolen at school. Be careful not to lose the key!
 - ❖ We suggest you get a license and record the description. We can't be responsible for your bike, but we hope you'll protect it using these suggestions.
4. At School
 - ❖ Play safely. Throw playground balls, not sand, rocks or anything else that can hurt people.
 - ❖ Don't "rough house". Tripping, pushing, fighting and wrestling can get out of hand and lead to injuries.
 - ❖ *Leave knives and other unsafe objects at home.
 - ❖ *Remain on school grounds until school is out. If you have permission to leave early, go to the office first and check out.
 - ❖ *Wash your hands before lunch.
 - ❖ *Wear sturdy shoes that protect your feet.

17. yourself and your school by cooperation with rules and doing your BEST!

Student Retention Guidelines-Grading Intervention

In accordance with School Board Policy 505.2

The intention of this handbook language is to clarify or give clear direction from the district and teaching staff to students and families of the Central Lyon School District. Communication will remain at the top of priorities if the possibility of retention comes into reality for a student.

As stated in board policy, “promotion to the next grade level at the end of each school is based on the student’s achievement and other factors”.

Any student who fails to pass 3 or more academic core classes throughout the school year will be retained in the grade until passing classes are obtained. Listed below are listings of interventions each student will undertake before the retention process occurs:

When a failing grade occurs at mid-term/ end of a grading term (quarter)- parental notification will occur and the following steps will be implemented:

1. The student will be assigned to After- School Assistance – placement will occur until the grade reaches the passing level and the end of the next grading period occurs.- Parental notification of attendance will occur
2. A failing grade still appears at the end of the next grading period- (midterm/ quarter)- After- School Assistance will be required and attendance will be reported to parents

If a semester class is then failed by a student-

1. The school will set up a meeting including the parents, student, teacher, and administrator. The following interventions will occur-
 - a. After- School Assistance - will be implemented and attendance reported to the parents
 - b. The end-of-the-day study hall will now be assigned to a designated teacher where assistance can be provided
 - c. Bi-Weekly Grade Reports will be sent out to the parents

If 3 or more academic core classes are failed by a student-

1. The entire grade/ level will be repeated by the student.

**** Students who are being considered for Academic Retention may request to be enrolled in **Summer School**. Summer school is a 4 week process designed for credit recovery. Only students who can benefit from credit recovery are eligible. Parameters are passing grades of C or higher account for credit recovery and 100% attendance is required. Failure to meet mandates, nullifies any credit recovery options.**

Electronic Devices

Cell phones, pagers or MP3 devices 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. The use of electronic devices in locker rooms or bathrooms is not allowed

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. Harman’s knowledge. When the device is allowed, it will remain in the office during the school day.

Visiting Classrooms

1. Parents/Guardians/Grandparents are most welcome and encouraged to visit the classes. Classroom visits offer parents one of the best means to gain information about the educational program, and to observe their children’s performance in a classroom learning situation. To make the visits most worthwhile, the school

suggests that parents visit after the first two weeks and before the last two weeks of school. **All visitors must stop in the office and sign in.**

The first nine (9) weeks of Kindergarten are a period of adjustment from home to school. Teachers prefer to be alone with these children during this period.

2. Please phone the school (472-2664), before you stop in to visit the classroom.
3. Children visiting school, with or without parents, are frequently a disturbing influence in the classroom.

Volunteers

We utilize volunteers in many of our programs at school. Volunteers help in our reading programs, as chaperones on field trips, as party helpers, to do clerical work as well as many other helpful "jobs".

If you are interested in being on the "Volunteer List", please call the school. Thanks!

Weather

Please make sure your child is adequately dressed for all the changing weather/seasons. Clothing worn to school should be under the discretion of the parent/ guardian. Make accommodations for outside/recess time. Students are encouraged to keep extra clothing in his/her locker to be sure adequate clothing is available. Any student who is not properly clothed may not be allowed to go outside for recess, according to conditions.



**MIDDLE SCHOOL
SECTION**

PAGES 43-49

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.

CENTRAL LYON MIDDLE SCHOOL LAPTOP DISCIPLINARY POLICY

Policy begins when a student is issued a Central Lyon Laptop and does not end until the end of 8th grade

1. Description of Violations

- a. Games (not approved by Central Lyon)
- b. Cyberbullying
- c. Password violation
- d. Using school laptop for Non Related School activity
- e. Overloading laptop bag
- f. Misuse of Email Privileges
- g. Poor care of computer
- h. Inappropriate screen savers, music, pictures or videos
- i. Misuse of Internet
- j. Teacher Discretion

2. Disciplinary Action (s)

- a. Students violating Acceptable Use Policy
- b. Depending on violation, a warning may or may not be issued
- c. First documented violation
 - i. Student's computer will be taken away for a period of two weeks. No access to the computer will be allowed.
 1. If students need a computer for classes, student will use a computer if available, from the laptop cart.
 2. Student will not be able to take a computer home (before or after school availability to complete computer homework)
 3. All teachers will be informed of the disciplinary action
 4. Disciplinary notification will be sent home

d. Second Documented Violation

- i. Student's computer will be taken away for a period of six weeks
 1. If students need a computer for classes, student will use a computer if available, from the laptop cart.
 2. Student will not be able to take a computer home (before or after school availability to complete computer homework)
 3. All teachers will be informed of the disciplinary action
 4. Disciplinary notification will be sent home
- ii. Parent or guardian will need to meet with administration during the six week period.

e. Third Documented Violation

- i. Students Computer will be taken away for nine weeks
 1. If students need a computer for classes, student will use a computer if available, from the laptop cart.
 2. Student will not be able to take a computer home (before or after school availability to complete computer homework)
 3. All teachers will be informed of the disciplinary action

- ii. Parent or guardian will need to meet with administration before computer privileges are restored

BAND AND CHOIR

A student has the first 5 days of the semester to decide if they want to be in Band and/or Choir. If a student decides to join or drop band or choir, a note from a parent must be presented to the Band/Choir teacher and a separate note to the principal. The student must let the band or choir teacher know of their intentions to join or drop during the first five days of the semester.

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

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. Friends of students on detention are not to wait in or around the school.
3. Students assigned detention who are not working quietly in their seats by 3:30 will be assigned additional time.
4. There is to be absolutely no visiting or communications of any sort between students during detention time.
5. Athletic practice is no excuse for missing detention.
6. 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.
7. 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.
8. Students with detentions that have not been made up by the end of each quarter will not be permitted to participate in such quarter's pride activity.

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.

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.
6. Students will need a pass to use laptops during study hall. This pass must be obtained prior to study hall.

ASSIGNMENT BOOKS

Students in the 5th and 6th grade will be required to carry assignment books at all times including study hall, band, choir, art, library, etc. Students in the 7th and 8th grade have the option to carry assignment books, but they are not required.

MIXER RULES

1. Central Lyon 7th and 8th grade students only.
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. Heelys (roller shoes) are not allowed.

LATE/INCOMPLETE WORK

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

The highest achievable grade for any incomplete/late work will be a 60% if the student would have received full credit. Teachers will grade the work accordingly and deduct points based on their scoring practice. Any incomplete work will be scored as a zero at midterm and at the end of each quarter. Students may still receive credit for zeros given at midterm if work is completed before the end of the quarter

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.

PRIDE COUNCIL

Your Pride Council provides for student activities, serves as a training experience for both leaders and followers, promotes the common good, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a 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 homeroom will elect one boy and one girl representative to the Pride Council.

Electronic Devices

All electronic devices, except those issued by Central Lyon, are not to be used during classroom time or study hall. Cell phones for students in grades 7 & 8 will be turned off and placed in a designated area determined by the classroom teacher. Students may use cell phones in between classes if necessary, but will not be permitted to use these devices in the lunchroom. Students in grades 5 & 6 will be required to keep their cell phones turned off and/or on silent in their backpacks or lockers at all times during the day.

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

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

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

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.

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.

Central Lyon has provided a new bus pick-up/ drop-off area locate on the south side of the Elementary/ Middle School Gym on 12th Street. Students who ride the bus before or after school will be dismissed through the south doors through the Elementary/ Middle School Gym.

When bringing students to school in the morning, parents/ adults will utilize Story Street and the entrance by the Elementary/ Middle School Office.

If you choose to pick up a student after school, parents/ adults will utilize Story Street and the entrance by the Elementary/ Middle School Office.

STUDENT RETENTION GUIDELINE-GRADING INTERVENTION

In accordance with School Board Policy 505.2

The intention of this handbook language is to clarify or give clear direction from the district and teaching staff to students and families of the Central Lyon School District. Communication will remain at the top of priorities if the possibility of retention comes into reality for a student.

As stated in board policy, “promotion to the next grade level at the end of each school is based on the student’s achievement and other factors”.

Any student who fails to pass 3 or more academic core classes throughout the school year will be retained in the grade until passing classes are obtained. Listed below area listings of interventions each student will undertake before the retention process occurs:

When a failing grade occurs at mid-term/ end of a grading term (quarter)- parental notification will occur and the following steps will be implemented:

3. The student will be assigned to After- School Assistance – placement will occur until the grade reaches the passing level and the end of the next grading period occurs.- Parental notification of attendance will occur
4. A failing grade still appears at the end of the next grading period- (midterm/ quarter)- After- School Assistance will be required and attendance will be reported to parents

If a semester class is then failed by a student-

2. The school will set up a meeting including the parents, student, teacher, and administrator. The following interventions will occur-
 - a. After- School Assistance - will be implemented and attendance reported to the parents
 - b. The end-of-the-day study hall will now be assigned to a designated teacher where assistance can be provided
 - c. Bi-Weekly Grade Reports will be sent out to the parents

If 3 or more academic core classes are failed by a student-

2. The entire grade/ level will be repeated by the student.

**** Students who are being considered for Academic Retention may request to be enrolled in Summer School. Summer school is a 4 week process designed for credit recovery. Only students who can benefit from credit recovery are eligible. Parameters are passing grades of C or higher account for credit recovery and 100% attendance is required. Failure to meet mandates, nullifies any credit recovery options.**

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 and co-curricular activities, a student cannot have a failing grade in any academic course. All requirements stated in the IEP’s will be followed for students in the Special Education program.

Mid-term failure: 2 weeks ineligibility period

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 concert or 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.
2. Students who do not show academic improvement after two weeks may not be able to continue Extra-curricular practice. This will be at the coach's or music teacher's discretion.
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.

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 number of checks a student may get per quarter will be equal to five checks per week. ex. 8 week quarter = 40 pride checks. Any student with more than the determined amount of 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.

Students who receive more than 10 checks in a school week will be required to serve a pride check detention the following week. Parents will be notified via email when their child will be required to serve a pride check detention. Failure to serve a pride check detention will result in the doubling of detention time.

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 – 1 check
- ✓ Disrupting the classroom and the learning of others – 1 check
- ✓ Using bad language, name calling, or harassing behavior – 1 check
- ✓ Disrespectful behavior toward anyone – 1 check
- ✓ Not having normal classroom materials with you-Textbook, Notebook, Pen, or Pencil – 1 check
- ✓ Improper care or use of materials and classroom equipment – 1 check
- ✓ Chewing gum and candy – 5 checks
- ✓ Not having assignment book and keeping it up to date (5th & 6th grade only) – 1 check/class
- ✓ Tardy between classes 1 – check
- ✓ Tampering with equipment: Classmate's computer, Cables, Mice, Headphones, Cameras, or Microphones – 5 checks
- ✓ Repeated use of Internet without permission - 3 checks
- ✓ Playing games without permission – 5 checks
- ✓ Other infractions not listed are at the discretion of the teacher
- ✓ You will receive double checks if you get them from a substitute teacher

The School will:

- Inform parents by letter at the mid-term 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 mid-term of a 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 choose not to follow the rules.)**



**HIGH SCHOOL
SECTION**

PAGES 51-61

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

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

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

Lunch Schedule

Lunch will be served from 11:24 a.m. to 12:36 p.m. There will be three lunch periods. Your schedule will determine when you have lunch. The high school will have a "closed" noon hour which means each student must remain in the building during the noon period. You must also remain in the commons during your entire lunch period-you may not go back to your classroom until the end of your lunch

Food and Drink

Food and drink are restricted to the commons area. Snacks and water/Gatorade may be purchased in the commons area, but all snacks and drinks must remain unopened or properly packaged to be allowed in the academic or carpeted area. Lunch is to be provided by the school or brought by a student. Food vendors will not be allowed to deliver food to the high school.

Student Lockers

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

Passing Time

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

Field Trips

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

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

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

A student with excessive absences may be held from field trips if inadequate make-up work or progress is evident in other classes. The Principal will make the final determination.

Attendance Policy

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

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

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

Student Appeal for Credit Procedures

1. The principal will give written notice to all students who have exceeded the eight-day (unexcused absences) limit in class.
2. The principal will have available for students the Student Appeal for Credit form.
The principal will fill in the number of unexcused absences and the due date at the time the form is given to the student. (It is suggested that students pick up forms before or after school to allow the Principal sufficient time to answer student questions.)

NOTE: An appeal deadline within the last two weeks of each semester is established. If students exceed the eight-day (unexcused) limit after the deadline, the due date of the appeal for credit form will be extended for up to one week after the last absence.

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

Additional Guidelines:

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

Absences will be classified as excused and unexcused. All absences are considered to be unexcused except for the following six reasons: (1) illness if a written verification from the doctor is provided; (2) bereavement; (3) an absence because of a school sponsored event; (4) one day for a college visit as a junior; (5) two days for a college visit as a senior and (6) additional excused absence could be granted at the discretion of the administration.

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

Procedural Due Process:

Student Credit Appeal Information

The Attendance Committee is composed of seven faculty members and administration. Its purpose is to continually monitor the attendance policy, propose changes for faculty approval, and to review and determine the outcome of students' appeals. Decisions reached by the committee are based on the following understandings:

- The attendance policy is based on the fact that something important happens in class every day and that the activity or interaction with teacher and students can never be exactly duplicated.
- In order for the Central Lyon High School staff to do the best possible job of educating the students entrusted to them, the students must be in regular attendance. A successful educational program requires the cooperation of the parents, the student, and the school staff at all points in the process. One of the most vital points is that of student attendance. We cannot teach a student who is not present.
- The decision to grant credit to students who have exceeded the eighth-day (unexcused) absence limit rests with the teacher. The teacher is the one who sets the class objective and must be the one to determine if those objectives have been met.
- A teacher's decision to grant credit or not to students accumulating 9 (unexcused) absences in a class are based on many factors:

- A. The Appeal Form has been completed and returned to the teacher by the due date specified on the form.
- B. Attendance after the ninth (unexcused) absence has been satisfactory.
- C. The student has supplied verifiable reasons for all (unexcused) absences indicating they were the result of justifiable or extraordinary circumstances.
- D. Appropriate doctor statements, if applicable, have been filed with the school principal.
- E. All class work has been completed to the satisfaction of the teacher.

The appeal procedural due process is as follows: 1st Attendance Committee (Principal), 2nd Superintendent, 3rd Board of Education. Any student wishing to appeal will need to complete a form available in the principal's office. Any clarification or questions should be directed to the Attendance Committee.

Detention

Students may be assigned detention by the principal or designee for those students with undesirable patterns of attendance, tardiness, or conduct as well as other disciplinary problems.

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

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

Electronic Devices

All electronic devices, except those issued by Central Lyon, will not be used during classroom time or study hall. Cell phones will be turned off and placed in a designated area determined by the classroom teacher. Students may use cell phones in between classes and during lunch.

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

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

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

School Counseling & Guidance

School Counseling is available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study helps, help with home, school

and/or social concerns, or any question the students may feel they would like to discuss with the counselor.

Leaving the Building

No student will be allowed to go home for lunch or leave the building for any other reason unless given special permission by the Principal. A note or phone call from parents/guardians will be needed for a student to leave the building during school hours. Suspension may result if this rule is not followed. A sign-out sheet is in the office for authorized leaving of the building.

Study Halls

1. The study hall supervisor will be responsible for taking attendance at the beginning of each study hall period.
2. Students are to sit where instructed by the study hall supervisor. No wandering or seat changing will be permitted.
3. Permission must be sought from the study hall supervisor if a student wishes to leave the room, to go to the restroom, locker, office, etc. Students must sign out on the sign out pad.
4. Each student must bring study material. The general atmosphere must be such that if only one student desires to study quietly, that student should be afforded that opportunity. This type of atmosphere should create an environment conducive to helping more students learn to use their study hall time wisely.
5. The study hall supervisor, in the final analysis, has the right to have additional rules.
6. The media center may be used by a student in place of the study hall during the school day. Students may report to the media center during the time allowed between classes. **(Media conduct rules will differ from the study hall conduct rules in that the library is for confined research, study, leisure reading or computer use.)**

Schedule Changes

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

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

Textbooks

The school furnishes books to all students. With the exception of online college courses. Students who are taking online college courses are responsible for the cost of their textbook unless they qualify for free or reduced meals. This is done with the hope that this major investment will be properly safeguarded. Reasonable damage is expected as a result of daily use. Unreasonable damage to textbooks will result in fines.

Honor Roll

The honor roll is compiled from courses, which earn full credit. Physical education, Band, and Choir are not computed in the honor roll. The honor roll is compiled after each grading period. There will be two honor lists:

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

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

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

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

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

Grading System (Percentiles)

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

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

Parent Conferences

Parents may make appointments for conferences with teachers, counselors or the principal by telephoning the school office (712) 427-2664

Substitute Teachers

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

Student Council

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

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

The Media Center

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

Tobacco, Alcohol & Drugs

The use or possession of tobacco, and the use or possession or being under the influence of alcohol, other controlled substances, or "look alike" substances by individuals under the age of eighteen and all students regardless of age on school property or at any activities sponsored by the school is strictly forbidden. Violation of this rule will result in disciplinary action, which may ultimately include expulsion. Such violation may also be reported to local law enforcement authorities. This will also apply to students representing Central Lyon at out-of-town activities.

Student Conduct

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

Students who exhibit inappropriate behavior in the opinion of the staff and/or administration shall be subject to discipline. Inappropriate behavior includes behavior which disrupts or interferes with the educational program, the orderly and efficient operation of the school or school activity, the rights of other students to participate in the educational process or activity, or the educational atmosphere. Disciplinary measures may include, but not be limited to, removal from the classroom, detention, suspension, probation, and expulsion.

Student Pass

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

Academic Eligibility Policy

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

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

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

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

1. The ineligibility period will begin at the start of the next quarter, or May Term. If ineligibility carries over to the next school year; the ineligibility period will begin at the start of the next quarter of the student/athlete's co-curricular season.
2. All students who are declared ineligible due to grades may request a hearing with the appeals board. The board may grant an exception to the eligibility requirements due to student illness, family problems, improper placement, or other extenuating circumstances. The appeals board will consist of four members: Two teachers, (one of whom is the activities administrator), one board member, and the high school principal. If the decision of the appeals board is appealed by the student, the board member will abstain from the final decision.
3. A student may practice during the ineligibility period at the coach's discretion with the understanding that after school help may cause the student to be late for practice.
4. A student who has a failing grade for May Term will be ineligible for two weeks of school-sponsored events. If the student does not participate in school-sponsored events throughout the summer, the ineligibility period will begin at the start of the student/athlete's co-curricular season, and he/she will miss a minimum of one event. No other summer activities qualify to regain eligibility. A student who fails a fourth quarter class will be ineligible during May Term. If the student does not participate in school-sponsored events throughout the summer, the ineligibility period will begin at the start of the student/athlete's co-curricular season and he/she will miss a minimum of two events. No other summer activities qualify to regain eligibility.
5. When a student has started (enrolled) his second year of high school, he/she will not be permitted to use a co-curricular activity he/she has not previously participated in to work off a period of ineligibility without the approval of the Principal. Reference: Central Lyon Board Policy Code 504.6
6. Language of the **State of Iowa scholarship rule**. Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. Grading period, graduation requirements, and any interim periods of ineligibility are determined by local policy. For purposes of this sub rule, "grading period" shall mean the period of time at the end of which a student in grades 9 through 12 receives a final grade and course credit is awarded for passing grades. Subject to the provision below regarding contestants in interscholastic baseball or softball, if at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which he or she is a contestant for 30 calendar days.
7. If at the end of any grading period a participant receives a failing grade in any course for which credit is awarded, the participant is ineligible to participate in any competitive event sanctioned by the IHSMA or any IHSMA sponsored event that is non-graded (event doesn't affect course GPA) within a period of 30 calendar days. The period of ineligibility will begin with the first school day following the day grades are issued by the school

district.

Senior Open Campus

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

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

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

- (1) "D" or "F" grade during any grading period, including midterms
- (2) Any school suspension.
- (3) Qualifying for CLAS will result in study hall assignment in place of open campus.

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

Post-Secondary Enrollment Policy

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

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

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

Central Lyon Alternative Setting (CLAS)

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

- **Online Learning Option.** Can be used for credit recovery or to enroll in self-paced online classes not offered at Central Lyon or ones that conflict in a student schedule. Online learning will be monitored by the CLAS instructor. Lab sciences must be taken in the traditional classroom. All students are given the option to utilize online learning.
- **Transition to High School Assistance.** Incoming freshmen that have failed a middle school class will be given chance to break out of negative peer-groups and succeed based on individual performance, both academically and behaviorally. Freshmen that require a new way of learning may opt, with parent approval, to take English I online

in CLAS. Middle school students failing three or more classes will attend CLAS during study halls.

- **Study Hall with Tutoring.** All high school students that earn a D+ or below at midterm, quarter, or semester, will spend study halls in CLAS for a minimum of four weeks or until grades improve. Student grades will be monitored and individual help will be offered.
- **Goal Setting.** Each Friday, students in CLAS will check grades and set a new weekly goal. An individualized path to graduation, while meeting Central Lyon graduation requirements, is offered to juniors or seniors at risk of dropping. Risk of dropping out is based on grades and attendance.
- **Support.** The guidance counselor provides post-secondary education preparation and is available to counsel students. The legal liaison officer leads issue-focused groups, provides life (social, communication) skills development, and offers school-to-work opportunities.

Early Graduation

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

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

Commencement (Policy Code No. 505.7)

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

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

Graduation Requirements (Policy Code No. 505.5)

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

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

Handbook Information

Parents are hereby notified that the following information is printed in all student handbooks, and that information regarding the following may also be obtained from the Superintendent of Schools: 1. Attendance; 2. Use of or possession of tobacco, alcoholic beverages and controlled substances; 3. Violent, destructive, and seriously disruptive behavior; 4. Suspension expulsion, emergency removal, corporal punishment and physical restraint; 5. Out of school behavior; 6. Participation in co-curricular activities; 7. Academic progress and 8. Citizenship.