



2025-2026
Student Handbook

Central Lyon Community School District

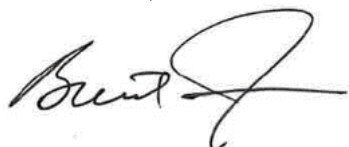
Welcome!

Whether you are new to the district or you have been with us for some time, we wish to thank you for giving us the opportunity to partner with you for your child's education. Your child's safety and achievement are our top priorities. Please know we will do everything we can to ensure that 2025-26 is a successful school year for you and your family. We have high quality staff members who work diligently to provide the best educational environment possible, and we always remember that great instruction occurs between a high quality teacher, involved parents, and a student who is willing to learn.

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

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

In education,



Brent Jorth
Superintendent of Schools

Central Lyon Community School District

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Equal Education Opportunity

(School Board Policy 102)

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

Annual Notice of Non-discrimination

(School Board Policy 102.E1)

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

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

Continuous Notice of Non-discrimination

(School Board Policy 102.E2)

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

Handbook Information

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

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

Definitions

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

Table of Contents

Welcome!	1
Central Lyon Community School District	1
Equal Education Opportunity	2
Annual Notice of Non-discrimination	2
Continuous Notice of Non-discrimination	2
Handbook Information	2
Definitions	2
Table of Contents	3
District Statements of Purpose	10
Mission	10
Vision	10
Core Values & Collective Commitments	10
Goals	10
What We Believe	11
What Graduates Will Know	12
Arrival/Departure Times	12
Attendance Policy	12
Compulsory Attendance	12
Proceeding Against Parent (Iowa Code 299.6)	13
Chronic Absenteeism and Truancy	13
School Engagement Meeting	14
Absenteeism Prevention Plan	14
Academic and Disciplinary Requirements	14
Credit Appeal Due Process Procedure	15
Attendance (Daily)	15
Calling in an Absence	15
Make-Up Work	16
Requirement to Participate in Activities	16
Tardiness to Class	16
Abuse of Students by a School District Employee	16
Accidents	16
Activity Fee Waiver Eligibility	16
Activity Tickets	17
Assemblies	17

Anti-Bullying/Anti-Harassment	17
Retaliation Prohibited	17
Definitions	17
Investigation Procedures	18
Filing a Complaint.....	18
Investigation	18
Decision.....	19
Bus Information	19
Bus Regulations	19
Cancellations, Early Dismissals, and Late Starts	19
Canvas: Learning Management System.....	20
Central Lyon Hymn.....	20
Central Lyon School Song.....	20
Child Abuse Reporting.....	20
Child Custody	20
Citizenship.....	21
Curriculum Resource Fees	21
Textbooks.....	21
Damage to School Property	21
Discrimination and Harassment Based on Sex Prohibited (Title IX).....	21
Distribution of Materials	22
Dress Code	22
Emergency Contact	22
Extracurricular Activities	22
Field Trips.....	22
Flowers	23
School Food Program	23
Meal Charges.....	23
Payment of Meals	23
Exemptions	23
Negative Account Balances	23
Delinquent accounts	24
Unpaid Student Meals Account.....	24
Gum & Candy	24

Health	24
Athletic Physicals & Concussion Forms	24
Head Lice	24
Immunizations & Health Requirements for School	24
Inhalers	25
Non-Prescription Medication	25
Prescription Medication Administration	25
Requirements for Students with Chronic Health Conditions	25
Health Education	26
Homeless Children and Youth	26
Local Area Contacts	26
Homework	26
JMC: Student Information System	27
Notices	27
Lost and Found	27
Messages and Deliveries	27
Multicultural/Gender Fair Education	27
Nicotine/Tobacco-Free Environment	27
Open Enrollment	27
Open Night	28
Parent-Teacher Conferences	28
Parents Right to Know/The Every Student Succeeds Act (ESSA)	28
Personal Property	28
Physical Restraint and Seclusion of Students	29
Picking Up/Dropping Off Students During School Hours	29
Utilize Story Street from the North	29
Drive & Drop	30
Drop Off Parking	30
Street Parking	30
Progress Reports	30
Recording Devices	30
Notice	30
Use of Recording Devices on School Property	30
Non-District Generated Recordings	30
Video Camera Use on School Busses	31
Live Broadcast or Recording	31
Report Cards	31

Safety	31
Asbestos	31
Emergency Disaster Plan and Procedures	32
Fire, Tornado & Other Drills	32
Hazardous Chemicals Right to Know	32
School Language.....	33
Search and Seizure.....	33
Special Education Services	33
Student Conduct: Discipline Measures	33
Removal from the classroom	34
Detention	34
In-School Suspension	34
Out-of-School Suspension	34
Restriction from School Activities.....	34
Probation	34
Expulsion.....	34
Administrative Action	34
Escalating Levels of Student Discipline by Grade Band.....	35
Grades PK-1st.....	35
Grades 2-4.....	36
Grades 5-8.....	37
Grades 9-12.....	38
Consequences for Common Inappropriate Behavior.....	39
Aggravating or Mitigating Circumstances:.....	39
Assault.....	39
Cheating	39
Drug and Alcohol:	39
Endangering Health and Safety:	39
Extortion	39
Fighting.....	39
Insubordination.....	39
Possession of Dangerous Weapons:	39
Stealing.....	40
Tobacco.....	40
Unexcused Tardies to School:	40
Vandalism.....	40
Good Conduct Rule	40
First Offense	41
Second Offense.....	41
Third Offense.....	42
Special Provisions:	42
Steps of Appeal:	42

Student Code of Ethics	43
Student Records Access	43
Definitions	43
Student Directory Information.....	46
Student Expression	46
Student Complaints & Grievances.....	47
Student Lockers.....	47
PE Lockers.....	47
Student Passes	47
Student Retention, Promotion and Acceleration Guidelines	48
Student Use of Personal Electronic Devices	48
Definitions	49
General Rules	49
Exemptions	49
Violations.....	49
Substitute Teachers	50
Testing	50
Visitors/Guests/Pets	50

Appendix A - Elementary Section (grades PS-6).....	51
Admission of Students	51
Assignment Books	51
Bicycles	51
Late/Incomplete Work	51
Instrumental Music	51
Chair Challenge Policy	51
Laptop Use & Misuse	51
Violations	51
Disciplinary Action	52
Library (Media Center)	52
Paperback Books and Book Orders	52
Parent-Teacher Council	52
Parties and Treats	52
Positive Behavior Interventions and Supports (PBIS)	53
Tier 1 Supports – Universal Interventions for all Students	53
Tier 2 Interventions – Supplemental Support for Individuals or Small Groups of Students	53
PBIS in Grades 5 & 6	54
Personal Property at School	54
Physical Education (PE)	54
Footwear	54
Restrictions	54
Recess	54
Safety	54
Walking to and from School	54
On The Bus	55
On Your Bike	55
At School	55
Special Education Services	55
Visiting Classrooms	55
Volunteers	55
Weather	55

Appendix B: Secondary (7-12)	57
7-8 Academic Eligibility Policy	57
9-12 Academic Eligibility Policy	57
Academic Integrity Policy	58
Types of Violations	58
Assignment Books	59
Band and Choir	59
Central Lyon Alternative Setting (CLAS)	59
Commencement	60
Dances	60
Detention	60
Early Graduation	60
Extended School Day	60
Food and Drink	60
Grading System	61
Graduation Requirements	61
Honor Roll	61
Laptop Disciplinary Policy (Grades 7-8)	62
Violations	62
Disciplinary Action	62
Late/Incomplete Work	62
Leaving the Building	63
Lunch Schedule	63
Lunchroom Rules	63
Passing Time	63
Pride Council (Grades 7-8)	63
Post-Secondary Enrollment Policy	63
Senior Open Campus	64
Schedule Changes	64
School Counseling & Guidance	64
Student Council (Grades 9-12)	64
Study Hall	65

District Statements of Purpose

Mission

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

Vision

Excellence. Integrity. Empowered.

Core Values & Collective Commitments

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

Goals

1. **Safeguard the health, safety & wellbeing of our students, staff & community.**

2. **Empower Students**

- The Central Lyon District will do whatever possible to provide the best education for students of all ages, and all abilities. This includes providing academic programs that analyze the needs of a wide variety of students. High performance by all students and staff in all programs is the expectation of the Central Lyon School Board.

3. **Empower Staff**

- All Central Lyon employees are expected to perform at the highest levels, to be professional, to be role models for students, to use resources - including technology appropriately. All staff will realize that we are here for the students first, and that all decisions and actions will be based on this premise. Everyone is accountable to our public, but more importantly our students. The Central Lyon School Board expects accountability from all employees of the district. Every aspect of professionalism is expected to be at the highest levels. This includes fulfilling the expectations of the contract to the fullest.

4. **Empower Families & the Community**

- With a welcoming environment, the Central Lyon School District will partner with families and the community to support the development of all students. School staff will engage in meaningful two-way communication with families to support learning at home and school. Central Lyon staff members will collaborate with community members to identify meaningful partnerships that expand the learning opportunities for students.

5. **Ensure Financial Health**

- The Central Lyon District will maintain a strong financial status while continuing to fulfill and maintain the needs of the academic program by providing proper staffing levels and regular curriculum revision. All programs and expenditures must be examined to ensure efficiency and effectiveness within the spectrum of the overall educational program.

6. **Develop World-Class Facilities & Infrastructure**

- The Central Lyon District will maintain and provide the necessary and most up-to-date physical plant and equipment purchases including good facilities for all programs, above standard transportation fleet, and up-to-date applicable technology. This will be accomplished through rotational spending and continuous upkeep to provide the best possible amenities to the students and staff while utilizing public tax dollars in a responsible and cost-effective manner.

What We Believe

About the Learning Environment and Climate...

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

About the Teaching/Learning Activity...

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

About Teacher Characteristics...

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

About Student's Characteristics...

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

What Graduates Will Know

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

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

Arrival/Departure Times

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

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

Attendance Policy

Compulsory Attendance

(School Board Policy 501.3)

Parents within the school district who have children over age six (6) and under sixteen (16) by September 15, in proper physical and mental condition to attend school, will have the children attend the school district at the attendance center designated by the board. Students shall attend school the number of days that school is in session in accordance with the official school calendar. Students of compulsory attendance age will attend school a minimum of 1,080 hours. Students not attending the minimum days must be exempted by this policy as listed below or referred to the county attorney. Exceptions to this policy include children who:

- have completed the requirements for graduation in an accredited school or has obtained a high school equivalency diploma;
- are excused for sufficient reason by any court of record or judge;
- are attending religious services or receiving qualifying religious instruction in accordance with relevant laws;
- are unable to attend school due to legitimate medical reasons;
- have an individualized education program that affects the student's attendance;
- have a plan under section 504 of the federal Rehabilitation Act, 29 U.S.C. §794, that affects the child's attendance;
- are attending a private college preparatory school accredited or probationally accredited;
- are excused under *Iowa Code* §299.22;
- are exempt under *Iowa Code* §299.24;
- are attending an accredited nonpublic school;
- are receiving independent private instruction;
- are receiving competent private instruction;
- are a military applicant undergoing military entrance processing or are engaged in military service;
- are traveling to attend a funeral; or
- are traveling to attend a wedding.

It shall be the responsibility of the parent to notify the student's attendance center as soon as he/she knows the student will not be attending school on that day. 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. Evidence may be shown in written or verbal communications with the building principal. Reasonable travel time will be afforded for engaging in the exceptions listed above.

The principal will investigate the cause for a student's truancy. If the principal is unable to secure the truant student's attendance, the principal may refer the matter over to the county attorney. The school will participate in mediation if requested by the county attorney. The superintendent will represent the school district in mediation. The school district will monitor the student's compliance with the mediation agreement and will report violations of the mediation agreement to the county attorney.

Proceeding Against Parent (Iowa Code 299.6)

Any person who violates the terms of an absenteeism prevention plan and is convicted of a violation or refuses to participate in a school engagement meeting will be deemed to have committed a public offense with the following consequences:

- First Offense: simple misdemeanor, punishable by imprisonment not exceeding ten (10) days or a fine not exceeding one hundred dollars (\$100); or forty (40) hours of unpaid community service instead of any fine or imprisonment.
- Second Offense: serious misdemeanor, punishable by imprisonment not exceeding twenty (20) days, or a fine not exceeding five hundred dollars (\$500), or both a fine and imprisonment. The court may order unpaid community service instead of any fine or imprisonment.
- Third and Subsequent Offenses: serious misdemeanor, imprisonment not exceeding thirty (30) days, or a fine not exceeding one thousand dollars (\$1,000), or both a fine and imprisonment. The court may order unpaid community service instead of any fine or imprisonment.

In lieu of criminal proceedings the county attorney may bring a civil action against a parent, guardian, or legal custodian of a child who is of compulsory attendance age, has not completed educational requirements, and is truant.

Chronic Absenteeism and Truancy (School Board Policy 501.9)

The district believes that traditional, in-person school attendance leads to the greatest learning opportunities for students. Students who are present in school and engaged active learners take greater ownership over their educational outcomes. For this reason, it is the priority of the district to foster regular student attendance throughout the school year and reduce barriers to regular attendance for students in the district.

Chronic absenteeism/absences means any absence from school for more than ten percent of the hours (9 periods for any one class) in the semester established by the district. When a student meets the threshold to be considered chronically absent, the school official notify the student and the student's parent via US mail, electronic mail, electronic message or in-person. The school official is required to send notice by mail or e-mail to the county attorney.

Truant/truancy means a child of compulsory attendance age who is absent from school for any reason for at least twenty percent of the hours (18 periods for any one class) in the semester.

Chronic absenteeism and truancy do not apply to the following students who:

- have completed the requirements for graduation in an accredited school or has obtained a high school equivalency diploma,
- are excused for sufficient reason by any court of record or judge;
- are attending religious services or receiving qualifying religious instruction in accordance with relevant laws;
- are unable to attend school due to legitimate medical reasons;
- have an individualized education program that affects the student's attendance;
- have a plan under section 504 of the federal Rehabilitation Act, 29 U.S.C. §794, that affects the child's attendance;

- are attending a private college preparatory school accredited or probationally accredited;
- are excused under *Iowa Code* §299.22;
- are exempt under *Iowa Code* §299.24;
- are a military applicant undergoing military entrance processing;
- are engaged in military service;
- are traveling to attend a funeral; or
- are traveling to attend a wedding.

Evidence may be shown in written or verbal communications with the building principal. Reasonable travel time will be afforded for engaging in the exceptions listed above. Students are subject to disciplinary action for truancy including suspension and expulsion. It is within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy. Students receiving special education services will not be assigned to in-school suspension unless the goals and objectives of the student's Individualized Education Program are capable of being met.

School Engagement Meeting

If a student is absent from school for at least fifteen percent (15%) of the hours in the grading period (14 class periods), the school official will attempt to find the cause of the absences and organize a school engagement meeting. If the school official determines that the student's absences are negatively affecting the student's academic progress, the school official will start and participate in a school engagement meeting. All of the following individuals must participate in the school engagement meeting:

- The student;
- The student's parent, guardian, or legal or actual custodian if the student is an unemancipated minor; and
- A school official.

The purpose of the meeting is to understand the reasons for the student's absences and attempt to remove barriers to the student's ongoing absences; and to create and sign an absenteeism prevention plan.

Absenteeism Prevention Plan

The absenteeism prevention plan will identify the causes of the student's absences and the future responsibilities of each participant. The school official will contact the student and student's parent/guardian at least once per week for the remainder of the school year to monitor the performance of the student and the student's parent/guardian under the plan. If the student and student's parent/guardian do not attend the meeting, do not enter into a plan or violate the terms of the plan, the school official will notify the county attorney.

Academic and Disciplinary Requirements

Students are required to be in attendance, pursuant to board policy, for 90% of the hours per school year unless their absences have been excused by the principal for illness, family emergencies, doctor or dental appointments, recognized religious observances, and school sponsored or approved activities. Reasonable excuses may also include college visits, family trips, or vacations approved by the building principal if the student's work is finished prior to the visit, trip, or vacation. Absences that do not fall within the categories listed above will be considered unexcused unless approved by the principal. Parents are expected to notify the school office to report a student's absence.

The administration and counseling staff will make reasonable efforts to advise and counsel and may impose discipline upon any student who is chronically absent. Such advice, discipline, and counseling is in addition to but is not limited to, oral or written notices to the student and his or her parents, conferences with the student and parents, written contracts, or loss of non-academic privileges such as extracurricular activities, open campus, late arrival, early dismissal, or other consequences determined by school administration.

If a student accumulates eighteen (18) unexcused absences in a class, he or she may lose credit for the class. Prior to imposing the loss of credit in one or more classes, the principal will provide the student an opportunity for an informal hearing. Students will remain in class until the principal makes a decision regarding loss or restoration of credit. Full credit is awarded to all assignments and tests submitted that meet the teacher's specifications until a decision regarding credit has been made. If a student loses credit, this will be recorded in the student's record as an "AD" (administrative drop), "AW" (administrative withdrawal), or "I" incomplete. A student who loses credit due

to excessive absences will be assigned to supervised study hall for the period(s) in which the course(s) meets or the student may be reassigned to another class or location. Students denied course credit based upon excessive absences may utilize the due process procedures available to students.

Credit Appeal Due Process Procedure

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

The appeal procedural due process is as follows:

1. Principal
2. Superintendent
3. Board of Education

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

Attendance (Daily)

Students are expected to be present and punctual for all classes throughout the year. When illness or family obligations necessitate an absence, this should be reported by a phone call or note from a parent, brought to the office when the student returns to class.

Calling in an Absence

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

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

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

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

Make-Up Work

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

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

Requirement to Participate in Activities

In most cases, students must be present in the school at least one-half of the day (periods 5-8) if they expect to participate in co-curricular events. The exceptions include but are not limited to those outlined in section *Chronic Absenteeism and Truancy* section of the student handbook.

Tardiness to Class

Students who are not in their rooms when the tardy bell rings, other than the first period, are to obtain permission from their previous teacher if that teacher prevented the student from arriving on time. If the student has no valid excuse for their teacher, the teacher will be responsible for notifying the office of the tardy.

After school detention will result after a student accumulates a total of three (3) tardies.

Abuse of Students by a School District Employee

(School Board Policy 402.3)

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

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

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

Accidents

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge, as well as to the school office. The student and supervising staff member may be required to complete an incident report to document the accident.

Activity Fee Waiver Eligibility

(School Board Policy 503.3)

Students whose families met the income guidelines for free or reduced-price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care, are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents of students who believe they may qualify for temporary financial hardship should contact the building principal during registration time, or at

the building office throughout the school year, for a waiver form. The waiver application is good for one (1) year, and the parent(s)/guardian(s) must reapply annually.

Activity Tickets

Athletic and Activity Passes purchased for the 2025-26 school year will cover admission to all events sponsored by Central Lyon, with the exception of state competitions. Activity tickets are required for all students in grades 7-12.

Assemblies

At all times each 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 guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled-for-clapping, boisterousness, and talking during a program.

Anti-Bullying/Anti-Harassment

(School Board Policy 104)

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

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

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

Complaints may be filed with the superintendent or superintendent's designee pursuant to the regulation accompanying this policy. Complaints will be investigated within a reasonable time frame. Within 24 hours of receiving a report that a student may have been a victim of conduct that constitutes bullying and/or harassment, the district will notify the parent of the student.

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

Retaliation Prohibited

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

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

Definitions

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

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

- “Harassment” and “bullying” mean any repeated or potentially repeated electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristic of the individual which creates an objectively hostile school environment that meets one or more of the following conditions:
 - (1) Places the individual in reasonable fear of harm to the individual’s person or property.
 - (2) Has a substantial detrimental effect on the individual’s physical or mental health.
 - (3) Has the effect of substantially interfering with the individual’s academic or career performance. Has the effect of substantially interfering with the individual’s ability to participate in or benefit from the services, activities, or privileges provided by a school.
- “Volunteer” means an individual who has regular, significant contact with students.

Investigation Procedures

Filing a Complaint

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

Investigation

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

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

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

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

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

Additional suggestions for administrative procedures regarding this policy include:

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

Decision

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

Individuals who knowingly file false bullying and/or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

Bus Information

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

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

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

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

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

Bus Regulations

Riding the school bus is a privilege. Improper conduct on the buses or at the bus stops will result in that privilege being denied for a period of time as determined by the building principal. Repeated misbehavior may result in the privilege being denied for the remainder of the school year. Students in grades K-8 may ride the town shuttle buses.

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.

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

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. Students riding a school bus equipped with seat belts are required by state law to utilize the seat belt. Students who refuse to utilize the seat belt may have their riding privileges revoked.

Cancellations, Early Dismissals, and Late Starts

In our effort to improve communication between parents and school, the Central Lyon Community School District utilizes an automated notification system that will notify all households/parents of an emergency or unplanned event that results in a late start, early dismissal, or cancelation. Students and families will be notified via text message, phone call, and/or email via JMC.

The JMC program will text/call/email the first number on the student's emergency contact list. The emergency number can be updated at any time by calling the student's attendance center or at registration.

Canvas: Learning Management System

Canvas allows parents and students access to course materials and student in-progress grades. All online student assignments will be submitted through Canvas and feedback will be frequently provided to students in the form of teacher comments and letter grades. Students and parents in grades 5-12 should utilize Canvas to view the most up-to-date grades.

Parents need to create an observer account for each of their children. Parents are encouraged to become observers or utilize their student's account to have the most direct access to student grades and course information. Parents should contact their student's attendance center if they need assistance setting up an account.

Central Lyon Hymn

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

Central Lyon School Song

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

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

Child Abuse Reporting

(School Board Policy 402.2)

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

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

Child Custody

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

Citizenship

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

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

Curriculum Resource Fees

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

Textbooks

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

Damage to School Property

(School Board Policy 502.2)

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.

Discrimination and Harassment Based on Sex Prohibited (Title IX)

(School Board Policy 106)

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

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

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

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

Distribution of Materials

(School Board Policy 903.5)

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

Dress Code

(School Board Policy 502.1)

The board believes inappropriate student appearance causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees and visitors.

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting.

The board expects students to be clean and well-groomed and wear clothes in good repair and appropriate for the time, place and occasion. Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.

It is the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations regarding this policy.

Emergency Contact

At registration time, students/parents will be asked to fill out an emergency procedure form with the student's home phone number, parents' work telephone numbers, and an emergency contact when the parent cannot be reached. Please be sure that the emergency contact is aware their number has been provided to the school. If at any time this information changes, please notify the school so the information can be updated.

Extracurricular Activities

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

While the safety and well-being of our students is our most important goal at Central Lyon, accidents and injuries do occur, and personal property may be misplaced or stolen. The Central Lyon Community School District is providing this information so parents can take necessary precautions and obtain insurance coverage, if needed.

Contact the student's principal with any questions.

Field Trips

(School Board Policy 606.5)

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

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

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

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

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

Flowers

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

School Food Program

(School Board Policies 710.01 thru 710.04)

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

Meal Charges

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

Payment of Meals

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

Exemptions

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

Negative Account Balances

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Students and parents will be notified with an email, phone call, or letter when the family meal account balance is:

- \$10.00 or less
- -\$20.00 or less (email)
- -\$50.00 or less (phone call)
- -\$100.00 or less
 - Parent/Guardian notified by building principal that the student may receive an alternative cold lunch

Delinquent accounts

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

Unpaid Student Meals Account

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

Gum & Candy

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

Health

(School Board Policies 507.01, 507.08 & 607.02)

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 emergency contact. If that person cannot be reached, the family physician will then be called if the conditions warrant his/her attention.

Please note:

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

Athletic Physicals & Concussion Forms

All athletes and cheerleaders in grades 7-12 are required to submit an Athletic Physical as well as a Concussion form prior to the first day of practice. These forms are in the [Health section of the Central Lyon website](#) and should be uploaded to [Bound](#) once completed.

Head Lice

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

Immunizations & Health Requirements for School

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

- **Preschool & TK:** the following immunizations: 4 doses of DTap, 3 doses of Polio, 1 dose of MMR, 1 dose of Varicella, 3 doses of HIB, 4 doses of Pneumococcal.

- **Kindergarten:** dental screening, lead test, vision screening, and the following immunizations: 5 doses of DTaP, 4 doses of Polio, 2 doses of MMR, 3 doses of Hepatitis B, and 2 doses of Varicella.
- **3rd Grade:** vision screening
- **7th Grade:** the following immunizations: 1 dose Tdap and 1 dose Meningitis ACWY
- **9th Grade:** dental Screening
- **12th Grade:** the following immunizations: 2 doses of Meningitis ACWY
- **Exemptions:** exemptions from the immunization requirement will be allowed only for medical or religious reasons recognized under the law. The student must provide a valid Iowa Department of Health Certificate of Immunization Exemption to be exempt.

Inhalers

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

Non-Prescription Medication

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

Prescription Medication Administration

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

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

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

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

Requirements for Students with Chronic Health Conditions

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

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

Health Education

(School Board Policy 603.05)

Students in grade levels one (1) through twelve (12) will receive, as part of their health education, instruction about personal health; food and nutrition; environmental health; safety and survival skills; consumer health; family life; age-appropriate, research-based human growth and development; substance abuse and non-use, including the effects of alcohol, tobacco, drugs and poisons on the human body; human sexuality; self-esteem; stress management; interpersonal relationships; emotional and social health; health resources; prevention and control of disease; and communicable diseases. The purpose of the health education program is to help each student protect, improve and maintain physical, emotional and social well-being.

The areas stated above are included in health education and the instruction are adapted at each grade level in compliance with relevant laws to aid understanding by the students.

Parents who object to health education instruction in human growth and development may file a written request that the student be excused from the instruction. The written request will include a proposed alternate activity or study acceptable to the superintendent. The superintendent will have the final authority to determine the alternate activity or study.

Homeless Children and Youth

(School Board Policy 501.16)

The Central Lyon Community School District believes all students should have access to a free, appropriate public education. The district will ensure that homeless children and youth have equal access to the same free, appropriate public education as other children and youth.

The term “homeless children and youth” means individuals who lack a fixed, regular, and adequate nighttime residence. The term includes:

- Children and youth who are:
 - Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as “doubled up”);
 - Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
 - Living in emergency or transitional shelters; or
 - Abandoned in hospitals.
- Children and youth who have a primary night time residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because they are living in circumstances described above.

Local Area Contacts

- Elementary (PS-6): Jill Christensen (712) 472-2664 jchristensen@centrallyon.org
- Secondary (7-12), Jessica Harman (712) 472-2664 jharman@centrallyon.org
- State Coordinator: Tyler Navin (515) 669-8622 tyler.navin@iowa.gov

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

Homework

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

JMC: Student Information System

Central Lyon utilizes JMC as its student information system. The “Family” module allows parents with students in preschool through grade 12 to check a student’s attendance, lunch account, and report card. Canvas will be used by teachers as the day-to-day gradebook. Teachers will sync grades to JMC during critical reporting periods such as mid-term, quarter, and semester.

Parents can create an account during registration or contact the office for help during the school year.

Notices

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

Lost and Found

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

Messages and Deliveries

Parents should contact their student’s respective attendance center when needing to contact their student. Likewise, students should have their respective attendance center’s secretary contact their parent in the event they need to get a message to their parent. Messages and deliveries from home should be left in the office. Students will be called out of a class only in an emergency.

Multicultural/Gender Fair Education

(School Board Policy 603.04)

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, 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. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

Nicotine/Tobacco-Free Environment

(School Board Policy 905.2)

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

Open Enrollment

(School Board Policies 501.14 and 501.15)

Parents who wish to transfer their child out of, or in to, the district under open enrollment may pick up the appropriate forms in the superintendent’s office or access them by going to the [State of Iowa’s Department of Education Website for Open Enrollment](#).

Open enrollment requests into the school district will not be approved if insufficient classroom space exists. The board may waive the insufficient classroom space reason for denial for students of the same nuclear family to prevent the division of a nuclear family between two school districts.

Open enrollment requests into the district will not be approved for students who have been suspended or expelled by the administration or the board of directors of the school district the student is or was attending until the student has been reinstated into the school district from which the student was suspended or expelled.

An open enrollment request into the district from parents of a special education student is reviewed on a case-by-case basis. The determining factors for approval of such an open enrollment request will be whether the special education program available in the school district is appropriate for the student's needs and whether the enrollment of the special education student will cause the class size to exceed the maximum allowed. The area education agency director of special education serving the school district will determine whether the program is appropriate. The special education student will remain in the sending district until the final determination is made.

Open enrollment requests into the school district are considered in the order received by the school district with the first open enrollment request given a higher priority than the second open enrollment request and so forth.

Parents requesting open enrollment will notify the sending and receiving district no later than March 1. Parents of children who will begin prekindergarten or kindergarten will need to notify the district by September 1. The superintendent will notify the parents and sending district within five (5) days of the school district's action to approve or deny the open enrollment request. Subject to applicable laws.

Open Night

(School Board Policy 508.02)

Wednesday night of each week is reserved for family activities. No school activities or practices are to be scheduled beyond 6:00 p.m. for that evening whenever possible. This does not apply to summer sports or state-sponsored events. It is the responsibility of the principal to oversee the scheduling of school activities in compliance with this policy.

Parent-Teacher Conferences

(School Board Policy 505.01)

Student progress is reported to parents quarterly. Please refer to the school calendar for specific dates on parent-teacher conferences, conferences will be held twice annually. The school district will utilize an online sign-up process for all families in preschool through grade 8 for necessary days/ times. Parents, teachers, or principals may request a conference for a student in addition to the scheduled conference time.

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

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

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

Personal Property

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

Physical Restraint and Seclusion of Students

(School Board Policy 503.6)

It is the goal of the district that all students can learn and grow in a safe and peaceful environment that nurtures the student and models respect for oneself and others. On occasion, trained district employees and others may have to use behavior management interventions, physical restraint and/or seclusion of students. The goal of these interventions is to promote the dignity, care, safety, welfare and security of each child and the school community. With this objective in mind, the district will prioritize the use of the least restrictive behavioral interventions appropriate for the situation.

Physical restraint means a personal restriction that immobilizes or reduces the ability of a student to move the student's arms, legs, body, or head freely. Physical restraint does not mean a technique used by trained school personnel, or used by a student, for the specific and approved therapeutic or safety purposes for which the technique was designed and, if applicable, prescribed. Physical restraint does not include instructional strategies, such as physically guiding a student during an educational task, hand-shaking, hugging, or other non-disciplinary physical contact.

Seclusion means the involuntary confinement of a child in a seclusion room or area from which the child is prevented or prohibited from leaving; however, preventing a child from leaving a classroom or school building are not considered seclusion. Seclusion does not include instances when a school employee is present within the room and providing services to the child, such as crisis intervention or instruction.

Physical restraint or seclusion is reasonable or necessary only:

- To prevent or terminate an imminent threat of bodily injury to the student or others; or
- To prevent serious damage to property of significant monetary value or significant nonmonetary value or importance; or
- When the student's actions seriously disrupt the learning environment or when physical restraint or seclusion is necessary to ensure the safety of the student or others; and
- When less restrictive alternatives to seclusion or physical restraint would not be effective, would not be feasible under the circumstances, or have failed in preventing or terminating the imminent threat or behavior; and
- When the physical restraint or seclusion complies with all applicable laws.

Prior to using physical restraint or seclusion, employees must receive training in accordance with the law. Any individual who is not employed by the district but whose duties could require the individual to use or be present during the use of physical restraint or seclusion on a student will be invited to participate in the same training offered to employees on this topic.

When required by law, the superintendent or the superintendent's designee will ensure a post-occurrence debriefing meeting is held, maintain documentation and fulfill all reporting requirements for each occurrence of physical restraint or seclusion as required by law.

Picking Up/Dropping Off Students During School Hours

If students are picked up during school hours, parents are asked to call ahead and then check-in at the office upon their arrival. The office will call the student's classroom. Parents are asked to wait in the office area until the their student arrives.

To promote student safety, the Central Lyon Community School District would like parents/guardians to use the Story Street elementary school entrance for student drop-off between 7:45 and 8:10 a.m., and for student pick-up between 3:00 and 3:20 p.m. All buses will load and unload on the south side of the building in the designated bus loading zone.

Utilize Story Street from the North

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

Drive & Drop

- Families are encouraged to utilize the Drive & Drop lane to the south of the Elementary office. Pull forward as far as possible.

Drop Off Parking

- If a student needs to be accompanied into the building, use the parking spaces north of the Elementary office.

Street Parking

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

Progress Reports

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

Recording Devices

Notice

The Central Lyon Community School District Board of Directors has authorized the use of recording devices on school district owned property. The recording devices will be used to enhance safety and security within the educational environment. Students, employees, and parents are hereby notified that the content of the recording may be used in a student or employee disciplinary proceeding. The content of the recordings may be considered confidential student records and will be retained with other student records. Recordings will only be retained if necessary for use in a student or employee disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view the recording of their child.

Use of Recording Devices on School Property

The district believes in the importance of providing a safe and enriching learning environment possible for its students. The district uses digital recording devices on school property including school transportation vehicles to help protect the safety of district students, employees and community members; and to safeguard district property which is funded using public resources. Additionally, district-generated recordings of students engaging in the district's educational and extracurricular programs can be essential to engage positively with the school community and promote the value of public education.

In order to balance privacy and safety interests, no recording devices will be utilized on district property where individuals maintain a reasonable expectation of privacy. These areas include but are not limited to: the school nurse's office, restrooms, locker rooms, changing areas, lactation spaces and employee break areas.

Recordings of students have the potential to be considered education records. Any recordings will be maintained and accessed in compliance with the requirements of the Family Education Rights and Privacy Act and the district's policy on student records.

Recordings will be digitally maintained and stored for an appropriate amount of time to maintain the safety of the educational environment and to safeguard district property, after which they will be destroyed. The superintendent or superintendent's designee will establish any necessary regulations related to the secure storage, maintenance, viewing and destruction of digital recordings.

Non-District Generated Recordings

The use of non-district owned recording devices on school property and at school events will be regulated. Students, parents and community members will not be permitted to take recordings of other students or employees during school hours unless the recording is authorized in advance by building administration. Students and employees found to violate this policy will be subject to disciplinary measures consistent with board policy and applicable student and employee handbooks. This policy will not be construed or enforced in a way that infringes on employee activity otherwise protected by law.

It is important to foster a community spirit and sense of unity within the district. However, the district acknowledges that not every student or staff member feels comfortable or safe being recorded. At district-sponsored extracurricular

events and activities, the use of non-district owned recording devices by the public may be monitored by administration if a concern is made known to district administration by a student, employee or parent. Any individuals determined to be making recordings considered bothersome to students or staff may be asked to stop or destroy their recording and may be asked to leave the event.

Video Camera Use on School Busses

(School Board Policy 711.02R2 and 804.06)

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 are intended to promote and maintain a safe environment.

Live Broadcast or Recording

(School Board Policy 902.04)

Individuals may broadcast or videotape public school district events, including open board meetings, as long as it does not interfere with or disrupt the Central Lyon school district event and it does not create an undue burden in adapting the buildings and sites to accommodate the request. It shall be within the discretion of the superintendent to determine whether the request is unduly burdensome and whether the broadcast or videotaping will interfere with or disrupt the Central Lyon school district event. Videotaping of classroom activities will be allowed at the discretion of the superintendent. Parents will be notified prior to videotaping of classroom activities if the videotaping is by an outside entity.

Report Cards

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

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

Safety

Asbestos

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

Asbestos has been used as a building material for many years. It is a naturally occurring mineral that is mined primarily in Canada, South Africa and the former U.S.S.R. The properties of asbestos make it an ideal material for insulating, sound absorption, decorative plasters, fire proofing and a variety of miscellaneous uses. There have been over 3,000 different products manufactured using asbestos. The Environmental Protection Agency (EPA) began action to limit its uses in 1973. Most of the asbestos products used as building materials were banned by 1978.

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

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

Emergency Disaster Plan and Procedures

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

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

Fire, Tornado & Other Drills

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

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

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

Hazardous Chemicals Right to Know

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



School Language

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

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

Search and Seizure

(School Board Policies 502.08)

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

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

Special Education Services

(School Board Policy 603.03)

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

Student Conduct: Discipline Measures

(School Board Policy 503.1, Regulations 1 & 2, Exhibit 1)

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

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

management and welfare of the school district. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances.

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

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

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

In-School Suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days.

Out-of-School Suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten consecutive school days, unless due process is provided as required by federal and state law.

Restriction from School Activities means a student will attend school and classes and practice but will not participate in school activities.

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

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

This policy is not intended to address the use of therapeutic classrooms or seclusion rooms for students. Discipline of special education students, including suspensions and expulsions, will comply with the provisions of applicable federal and state laws. It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Administrative Action

A. Probation

1. Probation is conditional suspension of a penalty for a set period of time. Probation may be imposed by the principal for infractions of school rules which do not warrant the necessity of removal from school.
2. The principal will conduct an investigation of the allegations against the student prior to imposition of probation. The investigation will include, but not be limited to, written or oral notice to the student of the allegations against the student and an opportunity to respond. Written notice and reasons for the probation will be sent to the parents.

B. In-School Suspension

1. In-school suspensions may be imposed by the principal for infractions of school rules which are serious but which do not warrant the necessity of removal from school.
2. The principal will conduct an investigation of the allegations against the student prior to imposition of an in-school suspension. The investigation will include, but not be limited to, written or oral

notice to the student of the allegations against the student and an opportunity to respond. In-school suspension will not be imposed for more than ten (10) school days. Written notice and reasons for the in-school suspension will be sent to the student's parents.

C. Out-of-School Suspension

1. Out-of-school suspension is to be used when other available school resources are unable to constructively remedy student misconduct.
2. A student may be suspended out of school for up to ten (10) school days by a principal for a commission of gross or repeated infractions of school rules, regulations, policy or the law, or when the presence of the student will cause interference with the maintenance of the educational environment or the operation of the school. The principal may suspend students after conducting an investigation of the charges against the student, giving the student:
 - a. Oral or written notice of the allegations against the student and
 - b. The opportunity to respond to those charges.
 - c. At the principal's discretion, the student may be allowed to confront witnesses against the student or present witnesses on behalf of the student.

C. Notice of the out-of-school suspension will be mailed no later than the end of the school day following the suspension to the student's parents and the superintendent. A reasonable effort is made to personally notify the student's parents and such effort shall be documented by the person making or attempting to make the contact. Written notice to the parents will include the circumstances which led to the suspension and a copy of the board policy and rules pertaining to the suspension.

D. Suspensions and Special Education Students

1. Students who have been identified as special education students may be referred for a review of the student's Individual Education Program (IEP). The IEP may be revised to include a continuum of intervention strategies and programming to change the behavior.
2. Students who have not been identified as special education students may be referred for evaluation after the student's suspension to determine whether the student has a disability and is in need of special education.

Escalating Levels of Student Discipline by Grade Band

Grades PK-1st

- Level 1
 - Requires parent or guardian notification.
 - Requires individualized educational program (IEP) meeting, if the student has an IEP.
 - Response may include any of the following when appropriate:
 - Parent or guardian conference that includes the student;
 - Counseling and/or mental health counseling subject to available resources of the district and with written parent consent;
 - Behavior intervention student agreement coupled with another response(s);
 - Restitution or opportunities to repair relationships coupled with another response(s);
 - Detention; and/or
 - Temporary removal from class.
 - Unless the first offense is unusually serious, the administrator will avoid permanent removal from a class.
- Level 2
 - Requires parent or guardian notification.
 - Review of response to prior offense, if applicable, to inform increased level of response.
 - Requires individualized educational program (IEP) meeting, if the student has an IEP.
 - Response may include any of the following when appropriate:
 - Parent or guardian conference that includes the student;
 - Counseling and/or mental health counseling subject to available resources of the district and with written parent consent;
 - Behavior intervention student agreement coupled with another response(s);
 - Restitution or opportunities to repair relationships coupled with another response(s);
 - Detention;
 - Temporary or permanent removal from extracurricular activities;
 - Temporary or permanent removal from class;

- In-school suspension;
- Suspension of transportation privileges, if misconduct occurred in a school vehicle; and/or
- Placement in an alternative learning environment, including a therapeutic classroom.
- Level 3
 - Requires parent or guardian notification.
 - Review of response to prior offense, if applicable, to inform increased level of response.
 - Requires individualized educational program (IEP) meeting, if the student has an IEP.
 - Response may include any of the following when appropriate:
 - Parent or guardian conference that includes the student;
 - Counseling and/or mental health counseling subject to available resources of the district and with written parent consent;
 - Behavior intervention student agreement coupled with another response(s);
 - Restitution or opportunities to repair relationships coupled with another response(s);
 - Detention;
 - Temporary or permanent removal from extracurricular activities;
 - Temporary or permanent removal from class;
 - In-school suspension;
 - Out-of-school suspension;
 - Suspension of transportation privileges, if misconduct occurred in a school vehicle;
 - Placement in an alternative learning environment, including a therapeutic classroom; and/or
 - Recommendation for expulsion.

Grades 2-4

- Level 1
 - Requires parent or guardian notification.
 - Requires individualized educational program (IEP) meeting, if the student has an IEP.
 - Response may include any of the following when appropriate:
 - Parent or guardian conference that includes the student;
 - Counseling and/or mental health counseling subject to available resources of the district and with written parent consent;
 - Behavior intervention student agreement coupled with another response(s);
 - Restitution or opportunities to repair relationships coupled with another response(s);
 - Detention; and/or
 - Temporary removal from class.
 - Unless the first offense is unusually serious, the administrator will avoid permanent removal from a class.
- Level 2
 - Requires parent or guardian notification.
 - Review of response to prior offense, if applicable, to inform increased level of response.
 - Requires individualized educational program (IEP) meeting, if the student has an IEP.
 - Response may include any of the following when appropriate:
 - Parent or guardian conference that includes the student;
 - Counseling and/or mental health counseling subject to available resources of the district and with written parent consent;
 - Behavior intervention student agreement coupled with another response(s);
 - Restitution or opportunities to repair relationships coupled with another response(s);
 - Detention;
 - Temporary or permanent removal from extracurricular activities;
 - Temporary or permanent removal from class;
 - In-school suspension;
 - Suspension of transportation privileges, if misconduct occurred in a school vehicle; and/or
 - Placement in an alternative learning environment, including a therapeutic classroom.
- Level 3
 - Requires parent or guardian notification.
 - Review of response to prior offense, if applicable, to inform increased level of response.
 - Requires individualized educational program (IEP) meeting, if the student has an IEP.

- Response may include any of the following when appropriate:
 - Parent or guardian conference that includes the student;
 - Counseling and/or mental health counseling subject to available resources of the district and with written parent consent;
 - Behavior intervention student agreement coupled with another response(s);
 - Restitution or opportunities to repair relationships coupled with another response(s);
 - Detention;
 - Temporary or permanent removal from extracurricular activities;
 - Temporary or permanent removal from class;
 - In-school suspension;
 - Out-of-school suspension;
 - Suspension of transportation privileges, if misconduct occurred in a school vehicle;
 - Placement in an alternative learning environment, including a therapeutic classroom; and/or
 - Recommendation for expulsion.

Grades 5-8

- Level 1
 - Requires parent or guardian notification.
 - Requires individualized educational program (IEP) meeting, if the student has an IEP.
 - Response may include any of the following when appropriate:
 - Parent or guardian conference that includes the student;
 - Counseling and/or mental health counseling subject to available resources of the district and with written parent consent;
 - Behavior intervention student agreement coupled with another response(s);
 - Restitution or opportunities to repair relationships coupled with another response(s);
 - Detention; and/or
 - Temporary removal from class.
- Level 2
 - Requires parent or guardian notification.
 - Review of response to prior offense, if applicable, to inform increased level of response.
 - Requires individualized educational program (IEP) meeting, if the student has an IEP.
 - Responses to an incident may include, but are not limited to, the following when appropriate:
 - Parent or guardian conference that includes the student;
 - Counseling and/or mental health counseling subject to available resources of the district and with written parent consent;
 - Behavior intervention student agreement coupled with another response(s);
 - Restitution or opportunities to repair relationships coupled with another response(s);
 - Detention;
 - Temporary or permanent removal from extracurricular activities;
 - Temporary or permanent removal from class;
 - In-school suspension;
 - Out-of-school suspension;
 - Suspension of transportation privileges, if misconduct occurred in a school vehicle; and/or
 - Placement in an alternative learning environment, including a therapeutic classroom.
- Level 3
 - Requires parent or guardian notification.
 - Review of response to prior offense, if applicable, to inform increased level of response.
 - Requires individualized educational program (IEP) meeting, if the student has an IEP.
 - Response may include any of the following when appropriate:
 - Parent or guardian conference that includes the student;
 - Counseling and/or mental health counseling subject to available resources of the district and with written parent consent;
 - Behavior intervention student agreement coupled with another response(s);
 - Restitution or opportunities to repair relationships coupled with another response(s);
 - Detention;
 - Temporary or permanent removal from extracurricular activities;

- Temporary or permanent removal from class;
- In-school suspension;
- Out-of-school suspension;
- Suspension of transportation privileges, if misconduct occurred in a school vehicle;
- Placement in an alternative learning environment, including a therapeutic classroom; and/or
- Recommendation for expulsion.

Grades 9-12

- Level 1
 - Requires parent or guardian notification.
 - Requires individualized educational program (IEP) meeting, if the student has an IEP.
 - Response may include any of the following when appropriate:
 - Parent or guardian conference that includes the student;
 - Counseling and/or mental health counseling subject to available resources of the district and with written parent consent;
 - Behavior intervention student agreement coupled with another response(s);
 - Restitution or opportunities to repair relationships coupled with another response(s);
 - Detention;
 - Temporary or permanent removal from extracurricular activities;
 - Temporary removal from class;
 - In-school suspension; and/or
 - Suspension of transportation, if misconduct occurred in a school vehicle.
- Level 2
 - Requires parent or guardian notification.
 - Review of response to prior offense, if applicable, to inform increased level of response.
 - Requires individualized educational program (IEP) meeting, if the student has an IEP.
 - Responses to an incident may include, but are not limited to, the following when appropriate:
 - Parent or guardian conference that includes the student;
 - Counseling and/or mental health counseling subject to available resources of the district and with written parent consent;
 - Behavior intervention student agreement coupled with another response(s);
 - Restitution or opportunities to repair relationships coupled with another response(s);
 - Detention;
 - Temporary or permanent removal from extracurricular activities;
 - Temporary or permanent removal from class;
 - In-school suspension;
 - Out-of-school suspension;
 - Suspension of transportation privileges, if misconduct occurred in a school vehicle; and/or
 - Placement in an alternative learning environment, including a therapeutic classroom.
- Level 3
 - Requires parent or guardian notification.
 - Review of response to prior offense, if applicable, to inform increased level of response.
 - Requires individualized educational program (IEP) meeting, if the student has an IEP.
 - Response may include any of the following when appropriate:
 - Parent or guardian conference that includes the student;
 - Counseling and/or mental health counseling subject to available resources of the district and with written parent consent;
 - Behavior intervention student agreement coupled with another response(s);
 - Restitution or opportunities to repair relationships coupled with another response(s);
 - Detention;
 - Temporary or permanent removal from extracurricular activities;
 - Temporary or permanent removal from class;
 - In-school suspension;
 - Out-of-school suspension;
 - Suspension of transportation privileges, if misconduct occurred in a school vehicle;

- Placement in an alternative learning environment, including a therapeutic classroom; and/or
- Recommendation for expulsion.

Consequences for Common Inappropriate Behavior

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.

Assault: students who physically assault another student or a school employee will be subject to disciplinary action as follows including notification of law enforcement:

- 1st offense- out of school suspension up to five (5) days; parent notification; if the assault is of a serious nature, it may cause immediate referral to the Board of Education.
- 2nd offense- out of school suspension up to five (5) days; referral to the Board of Education for disciplinary action.

Cheating: any student action to obtain answers to tests or daily assignments from other students may result in detention, failure on test or assignments in question, and parent notification. See *Academic Integrity Policy*.

Drug 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 including notification of law enforcement:

- 1st offense- three (3) days out of school suspension; notification of parents.
- 2nd offense- five (5) days out of school suspension; parent conference.
- 3rd offense- five (5) days out of school suspension; referral to the Board of Education for disciplinary action.

Endangering 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.

Extortion: 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 (5) days; notification of parents.
- 2nd offense- out of school suspension up to five (5) days; referral to the Board of Education for disciplinary action.

Fighting: students involved in fighting will be subject to disciplinary action as follows:

- 1st offense- out of school suspension up to two (2) days; notification of parents.
- 2nd offense- out of school suspension up to three (3) days; parent conference.
- 3rd offense- out of school suspension up to five (5) days; referral to the Board of Education for disciplinary action.

Insubordination: defined as the refusal of a student to obey a school rule, regulation or request of a teacher, or of a school official. For any act of insubordination, a student may be suspended for up to five (5) days. Repeated offenders will be referred to the Board of Education for disciplinary action.

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 including notification of law enforcement:

- 1st offense – circumstances may be considered when determining a penalty, may be expelled for one year.
- 2nd offense – may be expelled for one (1) year; law enforcement will be notified

Stealing: students who steal will be subject to disciplinary action as follows:

- 1st offense- out of school suspension up to five (5) days; notification of parents.
- 2nd offense- out of school suspension up to five (5) days; parent conference; may be referred to the Board of Education for disciplinary action.

Tobacco: students smoking, having possession of tobacco, or possessing e-cigarettes or similar products that simulate the act of smoking, will be subject to disciplinary action as follows including notification of law enforcement:

- 1st offense- one (1) day out of school suspension; notification of parents.
- 2nd offense- two (2) days out of school suspension; parent conference.
- 3rd offense- five (5) day out of school suspension; referral to the Board of Education for disciplinary action.

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- 30-minute detention.
- 4th offense- 30-minute detention.
- 5th offense- 30-minute detention.
- 6th offense- one (1) hour detention.

Vandalism: students who vandalize school property will be subject to disciplinary action as follows including notification of law enforcement:

- 1st offense- out of school suspension up to five (5) days; must make restitution; notification of parents.
- 2nd offense- out of school suspension up to five (5) days; must make restitution for damages; parent conference; may be referred to the Board of Education for disciplinary action.

Good Conduct Rule

(School Board Policy 503.04)

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

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

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

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

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

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

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

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

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

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

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

The rules are listed below:

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

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

First Offense

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

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

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

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

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

Second Offense

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

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

Third Offense

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

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

Special Provisions:

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

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

Steps of Appeal:

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

1. Athletic Director- the athletic director will meet with the student and guardian to discuss the appeal within five (5) school days, and issue a written decision within five (5) school days after the hearing has taken place. A student may appeal the decision; however, the appeal must be made within five (5) days after the written decision by the athletic director to the next level or void the student's appeal rights.
2. High or Middle School Principal - the principal will meet with the student and guardian to discuss the appeal within five (5) school days, and issue a written decision within five (5) school days after the hearing has taken place. A student may appeal the decision; however, the appeal must be made within five (5) days after the District Superintendent's written decision to the next level or void his/her appeal rights.
3. School District Superintendent- the superintendent will meet with the student and guardian to discuss the appeal within five (5) school days, and issue a written decision within five (5) school days after the

hearing has taken place. A student may appeal the decision; however, the appeal must be made within five (5) days after the District Superintendent's written decision to the next level or void his/her appeal rights.

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

Student Code of Ethics

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

Student Records Access

(School Board Policy 506.01)

The board recognizes the importance of maintaining education records and preserving their confidentiality as provided by law. Education records are kept confidential at collection, storage, disclosure and destruction stages. Education records may be maintained in the central administration office or administrative office of the student's attendance center. Education records requests should be directed to the board secretary as custodian of district records, or their designee.

Definitions

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

- "Education Record" means those records that contain information directly related to a student and which are maintained by an education agency or institution or by a party acting for the agency or institution.
- "Eligible Student" means a student who has reached eighteen years or attends a postsecondary institution. Parents of an eligible student are provided access to education records only with the written permission of the eligible student unless the eligible student is defined as a dependent by the [Internal Revenue Code](#). In that case, the parents may be provided access without the written permission of the student.

An education record may contain information on more than one student. Parents will have the right to access the information relating to their student or to be informed of the information. Eligible students will also have the right to access the information relating to themselves, or be informed of the information.

Parents, eligible students, and other individuals authorized in accordance with law will have a right to access the student's education records upon request without unnecessary delay and in no instance more than forty-five calendar days after the request is made. Parents, other than parents of an eligible student, may be denied access to a student's records if the school district has a court order stating such or when the district has been advised under the appropriate laws that the parents may not access the student records. Parents, an eligible student or an authorized representative of the parents will have the right to access the student's education records prior to an Individualized Education Program (IEP) meeting or hearing.

Copies of education records will be provided if failure to do so would effectively prevent the parents or student from exercising the right to access the education records. Fees for copies of the records are waived if it would prevent the parents or student from accessing the records. A fee may not be charged to search or retrieve information from education records.

Upon the request of parents or an eligible student, the school district will provide an explanation and interpretation of the education records and a list of the types and locations of education records collected, maintained or used by the school district.

If the parents or an eligible student believes the information in the education records is inaccurate, misleading or violates the privacy of the student, the parents or an eligible student may request that the school district amend the education records.

Education records may be disclosed in limited circumstances without parental or eligible student's written permission. This disclosure is made on the condition that the education record will not be disclosed to a third party without the written permission of the parents or the eligible student. This disclosure may be:

- To school officials within the school district and AEA personnel whom the superintendent has determined to have a legitimate educational interest, including, but not limited to, board members, employees, school attorney, auditor, health professionals, and individuals serving on official school committees;
- To officials of another school district in which the student wishes to enroll, provided the other school district notifies the parents the education records are being sent and the parents have an opportunity to receive a copy of the records and challenge the contents of the records unless the annual notification includes a provision that records will automatically be transferred to new school districts;
- To the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or state and local educational authorities;
- In connection with a student's application for, or receipt of, financial aid;
- To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it was conducted;
- To accrediting organizations;
- To parents of a dependent student as defined in the Internal Revenue Code;
- To comply with a court order or judicially issued subpoena;
- Consistent with an interagency agreement between the school district and juvenile justice agencies;
- In connection with a health or safety emergency;
- As directory information; or
- In additional instances as provided by law.

The superintendent will keep a list of the individuals and their positions who are authorized to view a special education student's education records without the permission of the parents or the eligible student. Individuals not listed are not allowed access without parental or an eligible student's written permission. This list must be current and available for public inspection and updated as changes occur.

The superintendent will also keep a list of individuals, agencies and organizations which have requested or obtained access to a student's education records, the date access was given and their legitimate educational interest or purpose for which they were authorized to view the records. The superintendent, however, does not need to keep a list of the parents, authorized educational employees, officers and agencies of the school district who have accessed the student's education records. This list for an education record may be accessed by the parents, the eligible student and the custodian of education records.

Permanent education records, including a student's name, address, phone number, grades, attendance record, classes attended, grade level completed and year completed may be maintained without time limitation. Permanent education records will be kept in a fire-safe vault or they may be maintained electronically with a secure backup file

When personally identifiable information, other than permanent education records, is no longer needed to provide educational services to a special education student, the parents or eligible student are notified. This notice is normally given after a student graduates or otherwise leaves the school district. If the parents or eligible student request that the personally identifiable information be destroyed, the school district will destroy the records, except for permanent records. Prior to the destruction of the records, the school district must inform the parents or eligible student the records may be needed by the parents or eligible student for social security benefits or other purposes.

For purposes of policy, “no longer needed to provide educational services” means that a record is no longer relevant to the provision of instruction, support, or related services and it is no longer needed for accountability and audit purposes. At a minimum, a record needed for accountability and audit purposes must be retained for five years after completion of the activity for which funds were used.

The school district will cooperate with the juvenile justice system in sharing information contained in permanent student records regarding students who have become involved with the juvenile justice system. The school district will enter into an interagency agreement with the juvenile justice agencies (agencies) involved.

The purpose of the agreement is to allow for the sharing of information prior to a student's adjudication in order to promote and collaborate between the school district and the agencies to improve school safety, reduce alcohol and illegal drug use, reduce truancy, reduce in-school and out-of-school suspensions, and to support alternatives to in-school and out-of-school suspensions and expulsions which provide structured and well supervised educational programs supplemented by coordinated and appropriate services designed to correct behaviors that lead to truancy, suspension, and expulsions and to support students in successfully completing their education.

The school district may share any information with the agencies contained in a student's permanent record, which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication information contained in the permanent record may be disclosed by the school district to the parties without parental consent or court order. Information contained in a student's permanent record may be disclosed by the school district to the agencies after adjudication only with parental consent or a court order. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family.

Information shared under the agreement is not admissible in any court proceedings, which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian.

Confidential information shared between the school district and the agencies will remain confidential and will not be shared with any other person, unless otherwise provided by law. The school district may discontinue information sharing with an agency if the school district determines that the agency has violated the intent or letter of the agreement.

Agencies will contact the principal of the attendance center where the student is currently or was enrolled. The principal will then forward copies of the records within a reasonable time following receipt of the request.

The school district will provide training or instruction to employees about parents' and eligible students' rights under this policy. Employees will also be informed about the procedures for carrying out this policy.

It is the responsibility of the superintendent to annually notify parents and eligible students that they have the right to:

1. Inspect and review the student's education records;
2. Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the law authorizes disclosure without consent; and
4. File a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the law.

The notice is given in a parents' or eligible student's native language. Should the school district collect personal information from students for the purposes of marketing or selling that information, the school district will annually notify parents of such activity.

The notice will include a statement that the parents have a right to file a complaint alleging the school district failed to comply with this policy. Complaints are forwarded to Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, Washington, DC. 20202-8520.

Student Directory Information

(School Board Policy 506.02)

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

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

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

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

You have the right to refuse the designation of any or all of the categories of personally identifiable information as directory information with respect to your student provided that you notify the school district in writing not later than the first day of school of the new school year. If you desire to make such a refusal, [complete the form available on the District's website](#).

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

Student Expression

(School Board Policy 502.3)

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

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

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

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

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

Student Complaints & Grievances

(School Board Policy 502.4)

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

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

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

Student Lockers

(School Board Policy 502.5)

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

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

PE Lockers

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

Student Passes

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

Student Retention, Promotion and Acceleration Guidelines

(School Board Policy 505.2)

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

The district shall adhere to the following:

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

Student Use of Personal Electronic Devices

(School Board Policy 503.08)

In order to promote the best educational experience, students should feel connected to their educational environment and to others in the school community. Building meaningful connections can occur in a variety of ways. Technology has advanced peoples' ability to connect with one another across a variety of virtual platforms, and when used appropriately, adds value to the learning environment. However, it is vital to the developmental health and growth of students that the district provides opportunities for students to connect with peers and other members of their school community in-person whenever possible. In-person learning and interactions teach vital life and social skills that students will need for their continued success in the community.

For this reason, student use of personal electronic devices during instructional time is prohibited. Students have access to district-owned electronic devices as appropriate for the instructional needs of the learning environment and authorized by the classroom teacher. Parents or guardians who need to communicate with students during instructional time may contact the school building administrative office.

Instructional time is defined to mean periods of classroom instruction from the beginning of class bell until the end of class bell. Personal electronic devices means any device that is capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information and data. This may include but is not limited to electronic communication equipment, mobile phones, smart phones, smart watches, video game devices and portable media players. Personal electronic devices that have been specifically authorized under a current individual education plan (IEP), a Section 504 plan, or an Individual Health Plan (IHP) are exempt from this policy.

Parents or guardians of students may request to building level administration that a student retain access to the student's personal electronic device during instructional time if the parent or guardian can establish there is a legitimate reason related to the student's mental or physical health for the student to retain access during instructional time. This reason must be tied to the student's individual education plan (IEP), a Section 504 plan, or an Individual Health Plan (IHP). Any denials may be appealed to the Superintendent, who will be the final decisionmaker on the request.

Students who choose to use personal electronic devices outside instructional time but while on school property, at school-sponsored events, or in a manner that may impact the educational environment must use these devices in accordance with all applicable laws and board policies. Students who violate this policy may face disciplinary consequences up to and including suspension or expulsion.

Definitions

- **Personal Electronic Device:** is a device that is used by a student to send or receive information or create or review content, including cellular and mobile phones, watches or other wearable devices in a receive or transmit mode, laptop or notebook computer, tablets, video game devices, portable media players, and any applications or programs installed by the student on a school-owned or issued device.
 - A “personal electronic device” does not include a device possessed by the student for documented legal, health, or safety purposes and used solely for those purposes.
- **School Day:** is defined as 8:10-3:15.
- **Instructional Time:** any time during which a student is under the guidance and supervision of licensed instructional staff or instructional assistants, including recess and independent study time (study hall) during the school day.

General Rules

To avoid distraction, personal electronic devices should be turned off, silenced, not visible, and not physically attached to the student's body during instructional time.

- **Elementary Students (preschool thru 6th grade):** should store their personal electronic devices in their locker during the school day.
- **Secondary Students (7th-12th grade)**
 - Staff members will establish classroom rules or protocols for placement of personal electronic devices during instructional times.
 - Secondary students may utilize their personal electronic device if authorized and under the direct supervision of an instructional staff member, during passing periods, and at lunch.
 - Administrative and instructional staff reserve the right to prohibit electronic device use during passing periods and lunch if they become a distraction to the student or their peers.

The district is not responsible for the loss, theft, or destruction of personal electronic devices brought onto school, or district property, or while the student is attending district or school sponsored events.

Exemptions

A parent/guardian of a student may petition to allow their child to maintain access to a personal electronic device for a legitimate reason related to the students Individual Education Program (IEP), Section 504 Plan, or health plan. The IEP, 504, and/or health plan should document the manner in which the student will be allowed to utilize their personal electronic device. The burden of providing a legitimate reason for allowing the student maintain access of a personal device rests with the parent/guardian. All petitions should be submitted to the building principal. Appeals of denial may be made to the superintendent, whose decision will be final.

Violations

- **First Offense:** a student found to be in violation of this policy will be reminded to store their personal electronic device in their locker (elementary) or designated classroom location (secondary).
- **Second Offense:** the student will surrender their device to the school official, and the device will be returned at the end of the school day (3:15).
- **Third and Subsequent Offenses:** confiscated devices will be turned in to the building principal, and the building principal will determine what consequences will result – including and up to a conference with the parent/guardian, detention, suspension, or expulsion.

The Superintendent, in conjunction with building level administration, may develop additional administrative regulations in accordance with this policy.

Substitute Teachers

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

Testing

In the spring, the Iowa Statewide Assessment of Student Progress is given to students in grades 3-11 to assess their academic achievement. Parents/guardians will receive detailed reports of the Iowa Testing Programs with the student's report card after the results are back. Parents/guardians may come in to discuss the results of the other testing done by calling the school for an appointment.

Visitors/Guests/Pets

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

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

Appendix A - Elementary Section (grades PS-6)

Admission of Students

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

Assignment Books

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

Bicycles

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

Late/Incomplete Work

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

Instrumental Music

Students may start learning to play an instrument in the spring of 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/6th 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.

Laptop Use & Misuse

All students have access to a school issued laptop for their use to further their education. Students will be taught how to properly use the device and their responsibilities associated with utilizing the device. Laptops will be stored in the student's homeroom teacher's laptop cart.

Violations

- Cyberbullying
- Gaming while not approved by Central Lyon
- Inappropriate use of Email, Internet and/or Passwords
- Inappropriate use of screen savers, pictures, music and/or videos
- Reckless care of the laptop
- Using the laptop for Non-Related School activities
- Other violations may be identified at Teacher Discretion

Disciplinary Action

- Depending on the violation, a warning may or may not be issued
- First Documented Violation
 - Laptop use will be suspended for a period of two (2) weeks or ten (10) school days.
 1. Parental notification,
 2. All teachers will be informed of the disciplinary action,
 3. If the student needs a laptop computer for an assignment/activity, the student will need a pass from the teacher so the student can check out a laptop from their homeroom teacher,
 4. The student will not be allowed to take a laptop home,
 5. The student may utilize a laptop before or after school under the supervision of a staff member or the principal.
- Second Documented Violation
 - Laptop use will be suspended for a period of six (6) weeks or ten (30) school days.
 1. Parental notification and a conference must be held within the 30 day suspension,
 2. All teachers will be informed of the disciplinary action,
 3. If the student needs a laptop computer for an assignment/activity, the student will need a pass from the teacher so the student can check out a laptop from their homeroom teacher,
 4. The student will not be allowed to take a laptop home,
 5. The student may utilize a laptop before or after school under the supervision of a teacher or the principal.
- Continued violations may result in disciplinary action included but not limited to detention, loss or limited computer privileges, parental notification/conference, and/or suspension.

Library (Media Center)

Each TK-4th grade class has a scheduled library period once a week. The librarian reads to students, gives them instructions on how to use the library, and involves them in programs to motivate them to read. Students and teachers may check-out many types of materials to help them in their teaching/learning. Students with overdue materials not returned by the end of the school year will be fined replacement cost and materials.

Paperback Books and Book Orders

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

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

Parent-Teacher Council

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

Parties and Treats

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

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

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

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

Positive Behavior Interventions and Supports (PBIS)

The mission is to create a positive learning environment where all students feel safe and successful by showing respect and responsibility. We are the LIONS! We:

Respect all

Offer help

Accept responsibility

Reach expectations

Tier 1 Supports – Universal Interventions for all Students

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

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

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

1. **Screening Process:** Behavior Data is reviewed to identify students where additional supports may be needed. The Tier 2 team collaborates with the classroom teacher to determine the appropriate intervention to develop successful habits.
2. **Check-In/Check-Out (CICO):** School staff will partner with students to review expectations, reward student success, and re-teach skills daily. Modifications may be made to further support the student to further develop their skills. These additional interventions may include a peer mentor or small group intervention with other students. The school staff member will continue to communicate with parents frequently during the intervention period.
3. **Fading Out:** Students who have responded positively to CICO will work to self-monitor their regular school routine. School staff will continue to monitor student behavior and provide support as needed until the process is finalized. Students who regress may repeat parts or all of CICO.
4. **Graduation:** Students who continue to demonstrate appropriate behavior will graduate from Tier 2 and resume their regular school routine.
5. **Social and Academic Instructional Groups (SAIG):** Students who require personalized support or necessary skill-building to function and meet academic, behavioral, emotional, or social expectations.

Grades 5 & 6

As students begin the journey of middle school in grades 5 and 6, emphasis continues with common expectations defined in ROAR and individual accountability with grade-level settings including additional time or reflection. Staff will collect individual data identifying at-risk behaviors that can be concealed moving from multiple periods and teacher-to-teacher. Such at-risk behaviors include preparation for class, classroom engagement, time management, work completion, and others not listed here.

Individual interventions to aid in success may require students additional time and/or reflection. Staff may implement the following interventions:

1. **After School Program:** academic help will be provided to any student two-times a week from 3:15-4:30 p.m. Families will need to provide transportation home on these evenings. Sign-up will begin in the fall of the school year and continue until mid-term of the 4th quarter.
2. **Working Lunch:** students who require one-on-one teacher assistance with daily work or home work completion may attend a classroom during their lunch period to receive additional instruction. This time will also be used to address other at-risk behaviors.
3. **After School Detention:** when repeated at-risk or major behaviors hinder a student's success and repeated interventions have not altered a student's behavior, an after-school detention with the teacher or principal may be assigned. The principal will communicate with parents why the detention is warranted. The detention will be carried out within two (2) school days as determined in collaboration with the parent. Detentions generally will be for 30 minutes, but more time could be added depending upon the circumstance.
4. **Suspension:** if the above interventions are unsuccessful in correcting student behavior, the student may be assigned to in-school or out-of-school suspension. Parents will be notified and collaboration will occur to address the at-risk behavior(s).

Personal Property at School

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

Physical Education (PE)

Footwear

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

Restrictions

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

Recess

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

Safety

Walking to and from School

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

On The Bus

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

On Your Bike

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

At School

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

Special Education Services

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

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

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

Visiting Classrooms

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

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

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

Volunteers

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

Weather

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

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

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

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

Appendix B: Secondary (7-12)

7-8 Academic Eligibility Policy

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

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

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

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

9-12 Academic Eligibility Policy

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

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

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

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

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

five (5) days after the District Superintendent's written decision to the next level or void his/her appeal rights.

- c. If the matter is not satisfactorily resolved by the superintendent, the student may ask to have the matter placed on the agenda of the next regularly scheduled board meeting in compliance with board policy. The board retains discretion as to whether to consider to take action on any complaint.
3. A student may practice during the ineligibility period at the coach's discretion with the understanding that after school help may cause the student to be late for practice.
4. A student who has a failing grade for May Term will be ineligible for two weeks of school-sponsored events. If the student does not participate in school-sponsored events throughout the summer, the ineligibility period will begin at the start of the student/athlete's co-curricular season, and he/she will miss a minimum of one event. No other summer activities qualify to regain eligibility. A student who fails a fourth-quarter class will be ineligible during May Term. If the student does not participate in school-sponsored events throughout the summer, the ineligibility period will begin at the start of the student/athlete's co-curricular season and he/she will miss a minimum of two events. No other summer activities qualify to regain eligibility.
5. When a student has started (enrolled) his second year of high school, he/she will not be permitted to use a co-curricular activity he/she has not previously participated into work off a period of ineligibility without the approval of the Principal. Reference: Central Lyon Board Policy Code 504.6
6. The language of the State of Iowa scholarship rule. Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. Grading period, graduation requirements, and any interim periods of ineligibility are determined by local policy. For purposes of this sub-rule, "grading period" shall mean the period of time at the end of which a student in grades 9 through 12 receives a final grade and course credit is awarded for passing grades. Subject to the provision below regarding contestants in interscholastic baseball or softball, if at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which he or she is a contestant for twenty (20) calendar days.
7. If at the end of any grading period a participant receives a failing grade in any course for which credit is awarded, the participant is ineligible to participate in any competitive event sanctioned by the IHSMA or any IHSMA sponsored event that is non-graded (event doesn't affect course GPA) within a period of 30 calendar days. The period of ineligibility will begin with the first school day following the day grades are issued by the school district.

Academic Integrity Policy

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

Types of Violations

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

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

- **First Offense:** The student will receive a “0” on the assignment and/or assessment and parents will be notified. The Academic Integrity violation will be noted in the student’s academic file which is often used when seeking letters of recommendation from staff or nomination to National Honor Society (NHS). A student who is a member of NHS may be placed on probation and/or considered for dismissal from the organization. Procedures for discipline and dismissal from NHS can be found in the NHS bylaws.
- **Second Offense:** The student will receive a “0” on the assignment and/or assessment and a conference will be held between administration, student, and parents. The Academic Integrity violation will be noted in the student’s academic file, will serve one day of in-school suspension, and be ineligible for application to NHS. A student who is a member of NHS will be placed on probation and recommended for dismissal from the organization.
- **Third Offense:** A conference will occur between administration, student, and parents. As a result of violating the Academic Integrity Policy for the third time, the student will receive a failing grade for the semester and removed from the class.

Assignment Books

Students in grades 7 and 8 will be provided with assignment notebooks, and students are highly encouraged to use them as a tool to stay organized.

For students who struggle to maintain organization and completed assigned tasks, assignment notebooks will be required to be completed daily as an intervention.

Band and Choir

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

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

Central Lyon Alternative Setting (CLAS)

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

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

Commencement

(School Board Policy 505.7)

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

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

Dances

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

Detention

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

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

Early Graduation

(School Board Policy 505.6)

Students will be required to complete the necessary course work and graduate from high school at the end of grade twelve (12). Students may graduate prior to this time if they meet the minimum graduation requirements stated in board policy.

A student who graduates early will no longer be considered a student and will become an alumnus of the school district. However, the student who graduates early may attend prom and participate in commencement exercises but may not participate in other extracurricular activities.

Forms for early graduation will be submitted in a timely fashion.

Extended School Day

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

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

Food and Drink

Food and drink are restricted to the commons area. Snacks and water/Gatorade may be purchased in the commons area, but all snacks and drinks must remain unopened or properly packaged to be allowed in the academic or carpeted area. Lunch is to be provided by the school or brought by a student from home. Food vendors will not be allowed to deliver food to students, nor will outside food in its original packaging be permitted in the lunchroom.

Staff encourages students to drink water out of approved containers in the classroom to maintain hydration and limit the use of water fountains during and between classes. Students should refrain from drinking beverages from cans or mugs, drinking containers should have a sealed lid to prevent spills and accidents from occurring. Water bottles and approved containers are available for students in the secondary office.

Grading System

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

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

Graduation Requirements

(School Board Policy 505.5)

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

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

Honor Roll

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

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

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

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

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

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

Laptop Disciplinary Policy (Grades 7-8)

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

Violations

1. Cyberbullying
2. Gaming while not approved by Central Lyon
3. Inappropriate use of Email, Internet and/or Passwords
4. Inappropriate use of screen savers, pictures, music and/or videos
5. Inappropriate use of the laptop backpack
6. Reckless care of the laptop
7. Using the laptop for Non-Related School activities
8. Other violations may be identified at Teacher Discretion

Disciplinary Action

- Depending on the violation, a warning may or may not be issued
- First Documented Violation
 - Laptop use will be suspended for a period of two (2) weeks or ten (10) school days.
 1. Parental notification,
 2. All teachers will be informed of the disciplinary action,
 3. If the student needs a laptop computer for an assignment/activity, the student will need a pass from the teacher so the student can check out a laptop from their homeroom teacher,
 4. The student will not be allowed to take a laptop home,
 5. The student may utilize a laptop before or after school under the supervision of a staff member or the principal.
- Second Documented Violation
 - Laptop use will be suspended for a period of six (6) weeks or ten (30) school days.
 1. Parental notification and a conference must be held within the 30 day suspension,
 2. All teachers will be informed of the disciplinary action,
 3. If the student needs a laptop computer for an assignment/activity, the student will need a pass from the teacher so the student can check out a laptop from their homeroom teacher,
 4. The student will not be allowed to take a laptop home,
 5. The student may utilize a laptop before or after school under the supervision of a teacher or the principal.
- Continued violations may result in disciplinary action included but not limited to detention, loss or limited computer privileges, parental notification/conference, and/or suspension.

Late/Incomplete Work

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

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

Leaving the Building

Central Lyon High School is a closed campus for all students except for those students that have earned Senior Open Campus privileges. 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 phone call from parents/guardians will be needed for a student to leave the building during school hours in addition to permission from administration. Disciplinary action will be taken if this rule is not followed. A sign-out sheet is in the office for authorized reasons to leave the building. Requests to leave the building will be granted on a minimal basis. A student will not be permitted to leave the building to run home or visit the parking lot, unless deemed necessary by the principal, during a student's scheduled academic periods.

Lunch Schedule

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

Lunchroom Rules

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

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

Passing Time

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

Pride Council (Grades 7-8)

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

Post-Secondary Enrollment Policy

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

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

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

Senior Open Campus

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

1. 1st quarter GPA of 2.0 or above.
2. No more than 2 tardies per grading period.
3. No more than one disciplinary referral per grading period, including any violations of the Academic Dishonesty policy.
4. No more than 5 unexcused absences during each semester.

In addition, any students with any of the following will not be eligible for open campus or will have their open campus privileges revoked:

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

Open campus is a privilege and can be revoked at any time. Open campus eligibility will be monitored throughout the school year, students who earn open campus and then violate the guidelines or school policy may lose open campus privileges for a period of time that the principal deems appropriate.

Schedule Changes

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

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

School Counseling & Guidance

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

Student Council (Grades 9-12)

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

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

Study Hall

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

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

The Student Use of Electronic Device Policy will be upheld in all study hall settings, including the media center. Students will need to turn in their cellular devices upon entering the study hall environment.

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