

# *Inspiring Excellence!*



**Developing passionate, innovative, adaptable learners prepared to embrace the challenges of the future and make a positive difference in their community.**

**Lewis Central Middle School  
2025-2026**

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# ***Lewis Central Middle School Mission Statement***

*The Mission of the Lewis Central Middle School is to provide young adolescent students with opportunities for academic growth and experiences which enhance aesthetic appreciation, promote recreational enjoyment, and encourage social responsibility while helping students acquire the skills necessary to cope with the physical, emotional, and social changes from childhood through adolescence.*

## **WELCOME TO LEWIS CENTRAL MIDDLE SCHOOL**

Dear Parents/Guardians and Students:

Welcome to the 2025-2026 school year! If this is your first experience with Lewis Central Middle School, we intend to do **everything** we can to make the transition/adjustment for the entire family as smooth as possible. If you have been with us before, we welcome you back!

We at Lewis Central Middle School are excited about making your 2025-2026 school year successful! In the interest of improving student achievement and creating a positive school experience for everyone, we adjust and modify some of our procedures and policies from year to year. This Middle School Student Handbook is the result of our efforts to outline our basic procedures and policies and is a reflection of our philosophy of how best to educate our community's youth.

We hope you find this handbook helpful, and that the information in it answers your questions regarding your child's education at Lewis Central Middle School. As always, if the information here does not fully answer your question or meet your needs, call us and we will be happy to help!

In order to provide the greatest opportunity for achievement and development at Lewis Central Middle School, it is important that we establish and maintain an orderly, non-threatening environment. In order to provide that environment, we expect all student to follow these four main tenants:

- Be Respectful
- Be Responsible
- Be Prepared
- Take the Initiative

Teachers teach and model these four tenants for all areas that the students occupy. Each area will have certain expectations that the students learn and are expected to follow.

Please take time to read this handbook with your child. The contents found within the handbook will help assist both students and parents in becoming better acquainted with and adjusting to Lewis Central Middle School. The handbook information will also help avoid misunderstanding and inform students and parents of the expectations we have for students while they are in attendance in our building.

We hope your time with us at Lewis Central Middle School is enjoyable and that your child experiences growth opportunities that will provide him/her with the basis for future academic success. We will have a great year!!!

Yours in Education,  
Dr. Mandie Reynods  
Middle School Principal

### **School Office and Telephone Numbers**

Principal's Office (Principal and Secretary)	366-8251
Associate Principal's Office (Assoc. Principal and Secretary)	366-8252
Attendance*	366-8252
Guidance	366-8329
Nurse	366-8255
Transportation	366-8207
Food Service	366-8267

**\*Parents/guardians are required to notify the school that their child will not be in attendance.** Please call the attendance line at 712-366-8252. A call must be made for each day of absence. It would be helpful if the absence call is **made prior to the start of classes (7:35 AM)**.

**\*\*Handbook is subject to change at any point.**

## Our Faculty and Staff

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*\*\*Handbook is subject to change at any point.*

## School Song, School Colors and School Mascot

School Song: Lewis Central, Lewis Central  
Fight with all your might.  
Cheers for our team - Blue and White Team  
Victory's in sight - Rah! Rah! Rah!  
Be what may be, You will all see  
Titans in the fight  
Let us fight for Lewis Central  
Win tonight! - Hey!

Mascot: Titan  
Colors: Navy Blue/White

## Invitation to Parents

At a time when young people are growing, developing, and forming attitudes about involvement in the community, one of the most important things parents can do is take an active interest in the things in which their children are involved. Involvement is learned by example, and it is not uncommon for a student to reply that he/she wishes that his/her parents would become more involved in the school and its activities. Research shows that when the child realizes that the parents value education, the child, in turn, tends to begin to value education and to think of it as being important now, and in the future.

We want to encourage the parents of our students to become more involved in the programs, activities, and the best interests of the Lewis Central Middle School. Discuss with us your concerns and express your opinions about our educational programs. We also invite parents to come in and observe their child's classes. Come visit with our teachers, counselors, and / or administrators. Don't hesitate to call for a conference when one is needed. **We invite and encourage you to help make the school a center of interest and involvement.**

## Non-Discrimination Policy

It is the policy of the Lewis Central Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Dr. Lisa Hartman, 4121 Harry Langdon Blvd., Council Bluffs, IA 51503, 712-366-8203, [lisa.hartman@lewiscentral.org](mailto:lisa.hartman@lewiscentral.org) (*Reference Board Policy: 102.E1*)

## Equal Educational Opportunity

The school district does not discriminate in its education programs or educational activities on the basis of sex, race, religion, color, national origin, marital status, sexual orientation, gender identity, physical attributes or disability. Students are educated in programs which 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. Students who feel they have been discriminated against are encouraged to report it to the district Equity Coordinator. The Equity Coordinator is Dr. Lisa Hartman, and she can be reached at 712-366-8206. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U. S. Department of Education, Kansas City, MO, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5294. (*Reference Board Policy 505.4*)

## Jurisdictional Statement

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The board, administration, and employees expect students to conduct themselves in a manner fitting to their age level and maturity, and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors, and guests with respect and courtesy. Students may not use abusive language, profanity, or obscene gestures or language.

This handbook and school district policies, rules, and regulations are in effect while students are on school district property, or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule, or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities, whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies, rules, and regulations. Students who fail to abide by the school district's policies, rules, and regulations 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 obtain their education or to participate in school activities; or conduct which

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interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules, and regulations as circumstances warrant, including those contained in the handbook. Students are expected to know and comply with the contents of the handbook. Students or parents with questions or concerns may contact the principal's office for information about the current enforcement of the policies, rules, or regulations of the school district. (*Reference Board Policy 502.1*)

## 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 district 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.

## School Fees

The school district charges fees for certain items, such as class materials and class dues. Students who have concerns about the fees should contact the principal.

2025-2026 Required Fees:	
Textbook	\$55.00
2025-2026 Optional Fees:	
ID Book (yearbook)	\$15.00
Activity Ticket	\$10.00 (via Bound)
Band Rental of School Instrument	\$25.00/term
Band - Percussion	\$15.00/term
Band - Uniform	\$10.00
Breakfast	\$2.20/day
Lunch	\$3.30/day
Extra Milk	\$ .55

Students are responsible for the replacement cost of lost or damaged textbooks.

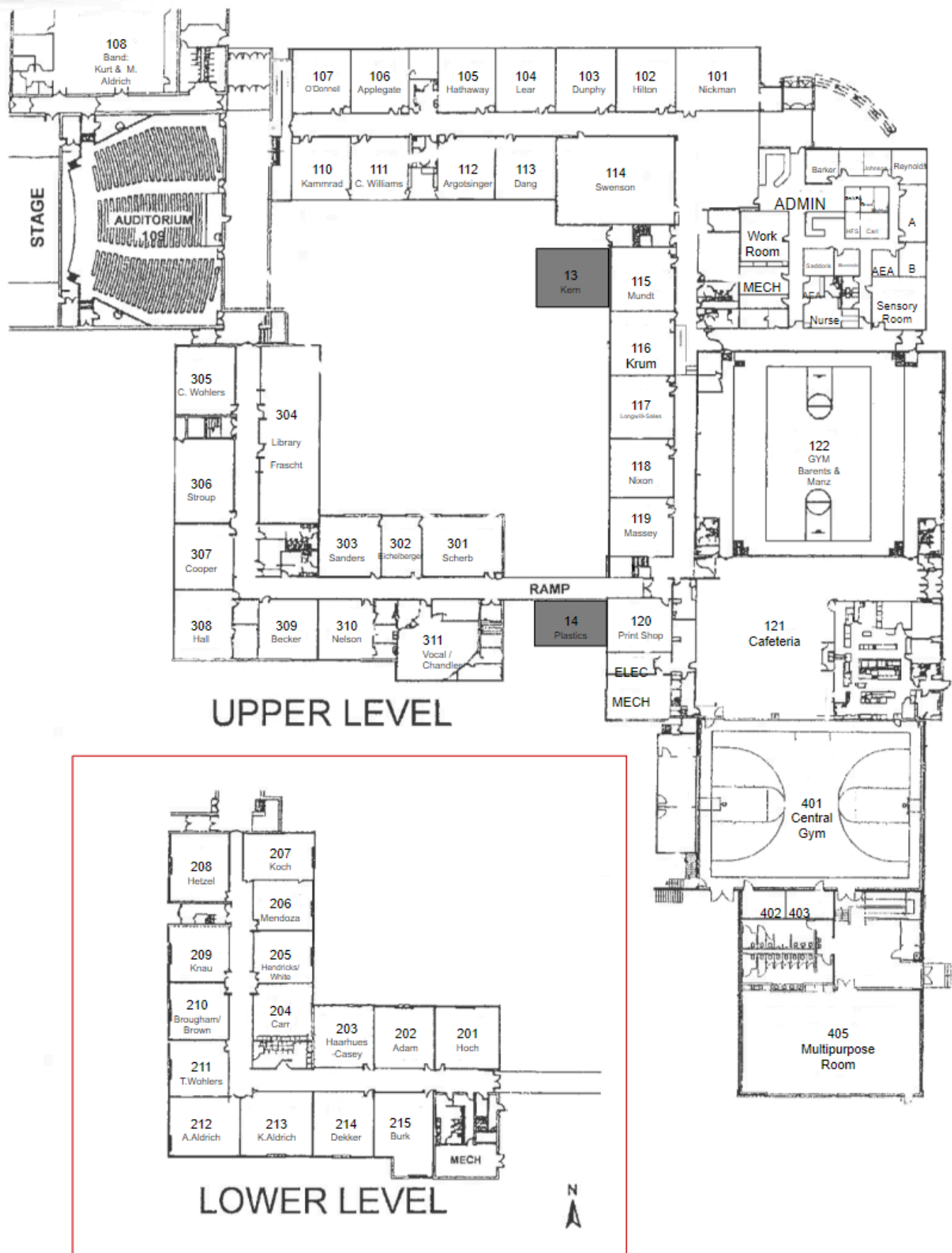
## Emergency Information

At the beginning of each school year, parents/guardians must file an emergency form with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the Principal's Office if the information on the emergency form changes during the school year.

## Complaint Procedures

It is the policy of the Lewis Central 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: Dr. Lisa Hartman, Equity Coordinator, 4121 Harry Langdon Blvd, Council Bluffs, Iowa 51503. 712-366-8202. [lisa.hartman@lewiscentral.org](mailto:lisa.hartman@lewiscentral.org)

Students, parents of students, employees, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the Complainant and others. (*Reference: Board Policy 102.R1*)



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# STUDENT ATTENDANCE

## Student Attendance

Lewis Central Middle School believes students who attend school achieve. Parents' involvement in their student's attendance is vital to their success.

The following will outline expectations for student attendance at Lewis Central Middle School and the protocol for communication regarding excessive student absence.

- Five (5) absences from any class or classes or 40 total class period absences will result in an attendance letter being generated and sent home to parents.
- Eight (8) absences from any class or classes or 64 total class period absences will result in a personal contact by a counselor. (*An intervention plan may be established*)
- Twelve (12) absences from any class or classes or 96 total class period absences will result in a personal contact from administration. (*Attendance Cooperation Meeting will be scheduled*)
- Failure to abide by the Attendance Cooperation Agreement will result in a referral to the Pottawattamie County Attorney for mediation and the development of an official Attendance Contract.

Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the education program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost, due to an absence, can never be replaced. Regular attendance and being well prepared for class helps students in school as well as prepares students for adulthood.

Funerals and emergencies cannot be predicted. Vacations can be planned so that the student does NOT miss school. Please know that while your student is out of school, learning is taking place without them. Being in school is an important part of the learning process.

If a student is absent from or tardy to school, a parent/guardian must call the attendance line at 366-8252 that day between 7:15 and 9:00 a.m. If notification is not received, the office attempts to contact the parent/guardian. If advance notification is possible, please notify the office before that date.

Students who need to leave school during the school day must receive permission from the office and have a note signed by the student's parent/guardian, an email from the student's parent/guardian, have their parents telephone the office, or have their parent/guardian pick them up. Students who return to class or arrive after the school day has begun must sign in with the attendance secretary when returning to class or arriving after the day has begun. Students are not released to anyone other than their parent/guardian during the school day unless the office has received documented communication (i.e. phone call, email, written note) from the student's parent/guardian granting permission.

Students participating in school activities must be in school at least on half of the day of the event in order to participate in a school activity. Only in extraordinary circumstances may the principal waive this rule.

Students who know they are going to be absent are responsible for making up their schoolwork, by making arrangements with their teachers in advance. Students have the number of days missed plus one additional day to make up schoolwork upon return from the absence. The student can do this by visiting the office with a note from the parent/guardian stating the reason for their absence and how many days they will be gone. The secretary then gives the student an advanced assignment sheet. The student takes the form around to all his/her teachers to get homework in advance for the days indicated on the sheet. Once this is done, the student needs to bring the sheet back to the office to be inspected to see that all his/her teachers have given assignments and sign the sheet. The teacher's signature indicates the student has done the work. If the student(s) absence is school related (field trip, etc.), the student(s) obtain an advanced assignment sheet from the office and follow the same procedure in obtaining their work in advance. It is the responsibility of the teacher chaperoning the field trip to make sure the student(s) have followed the proper procedure. The teacher will provide a list to the office of those who will and will not be going on the field trip for attendance purposes.

## Inclement Weather

When school is canceled because of inclement weather prior to the start of the school day, students and parents are notified over various radio and television outlets. The district will also utilize various social media avenues to communicate as well.

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

Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are generally canceled and rescheduled. The principal may determine whether to hold extracurricular activities or practices.

## **School Day**

Students may be present on school grounds before 7:10 a.m. or after 3:00 p.m. only when they are under the supervision of an employee or an extracurricular activity sponsor. If school is dismissed early, students are expected to leave the school grounds within 30 minutes of dismissal.

## **Student Physical Activity Requirement**

In 2008, the Iowa legislature enacted the “Healthy Kids Act”, requiring all students in grades 6-12 be engaged in physical activity for a minimum of 120 minutes per week in which there are at least five school days. This requirement may be met in a variety of ways, including but not limited to: participation in PE classes, participation in school activities, participation in club activities and non-school activities, etc. If scheduling does not allow a PE class, an alternative physical activity form may be available.

## **Physical Examinations for Extracurricular Activities**

Students participating in athletics are required to provide a school district physical examination form signed by the student's doctor stating the student is physically fit to perform in athletics prior to the start of the sport. Failure to provide proof of a physical examination makes the student ineligible. Students who cannot afford the cost of the physical examination should contact the coach of their sport. Parents are encouraged to have their children receive periodic physical examinations even if they are not involved in athletics at LCMS.

## **Emergency Drills**

Periodically the school holds emergency fire, tornado, lockdown, and other emergency drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms.

Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules, and regulations, may be reported to law enforcement officials.

## Health and Safety Policies & Procedures

Lewis Central Schools are committed to promoting wellness and to safeguard the health and safety of children and adults who participate in our school settings. In order to provide a safe and secure environment for every child and adult, we follow guidelines in accordance with IDPH and the American Academy of Pediatrics. Throughout the year, the school district sponsors health screening for vision, hearing, and dental. Students are automatically screened unless the parent submits a note asking that the student be excused from the screening. The grade levels included in the vision screening are Preschool, kindergarten, 3rd grade, and any time a teacher makes a request.

### Health Records and Immunization Certificates

Before a child begins the school year, health records that document the dates of service shall be submitted that show the child is current for routine screening tests and immunizations according to the schedule recommended and published by the Iowa Department of Public Health. All shot records must be up to date, or your child will not be permitted to attend school. A copy of immunization records will be kept on file by the health office. The exception to this guideline is if an IDPH approved medical or religious exemption is provided. (*Reference Board Policy Exhibit 403.3E1*)

#### 4 years of age and older

**5 doses Diphtheria/Tetanus/Pertussis** with 1 dose received  $\geq$  4 years of age if born on or after September 15, 2003; or 4 doses, with 1 dose received  $\geq$  4 years of age if born after September 15, 2000, but before September 15, 2003; or 3 doses, with 1 dose received  $\geq$  4 years of age on or before September 15, 2000.

**4 doses Polio** with 1 dose received  $\geq$  4 years of age if born after September 15, 2003; or 3 doses, with 1 dose received  $\geq$  4 years of age if born on or before September 15, 2003.

**2 doses Measles/Rubella** the first dose shall have been received  $\geq$  12 months of age; the second dose shall have been received  $\geq$  28 days after the first.

**3 doses Hepatitis B** if born on or after July 1, 1994.

**2 doses Varicella**  $\geq$  12 months of age if born on or after September 15, 2003; or 1 dose received  $\geq$  12 months of age if born on or after September 15, 1997, but born before September 15, 2003, unless the applicant has a reliable history of natural disease.

### Illness and Exclusion Policy

Please call the attendance office to notify us if your child is ill. It is important for the office to have current phone numbers and emergency contacts in the event your child should get sick while at school. If your child is absent from school please provide a doctor's note. For the health and safety of all the children, it is mandatory that sick children not be brought to school. If your child has any of the following symptoms during the night, he or she will not be admitted the following morning for the safety of the other children.

- fever greater than 100.4 degrees F
- vomiting
- diarrhea
- pink eyes with drainage
- skin rashes

The established policy for an ill child's return:

- Fever free for 24 hours
- Chicken pox: one week after onset (or when lesions are crusted)
- Strep: 24 hours after initial medication
- Vomiting/Diarrhea: 24 hours after last episode
- Conjunctivitis: 24 hours after initial medication or when without drainage
- Skin Rashes: Doctor note stating non contagious

When a child develops signs of an illness during their school day, parents, legal guardians, or other person authorized by the parent will be notified immediately to pick up the child. For this reason, please be sure that we have current, accurate phone numbers for you, your authorized emergency contact person and your child's pediatrician. In the meantime, we will provide the child a place to rest until the parent, legal guardian or designated person arrives under the supervision of someone familiar with the child.

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school contacts emergency medical personnel if necessary and attempts to notify the parent where the student has been transported for treatment, (*Reference Board Policy 504.3*).

*\*\*Handbook is subject to change at any point.*

## **Medication Policies and Procedures**

Students may need to take prescription or non-prescription medication during school hours. The school must know the medication a student is taking in case the student has a reaction. Prescriptions must be in the original containers with the child's name and written instructions for administration of the medication. A physician and parent note are required for all prescription medications given at school. A parent note is required for over the counter medications such as Tylenol, cold medications, etc.

### **Policy for Administering Prescription Medication**

The school will administer prescription medication with a written order from a health care provider and written permission from a parent. Whenever possible, medication should be administered at home before or after school hours. Medication must be in a clearly labeled prescription bottle with the child's name, name of drug, and direction for administration, prescriber information and the medication's expiration date.

### **Policy for Administering Over the Counter Medication**

Parents will provide the school with the over the counter medication to be given. The medication must be in the original manufacturer container with legible instructions for administration, dosing, and storage of the medication. Parents must provide written permission for school health staff to administer an over the counter medication. Medication that has expired will not be administered at school. Students are NOT allowed to carry prescription or over the counter medications with them at school.

**Procedure:** The school nurse will coordinate medication administration in the school setting. Any person administering medication will have completed an approved medication administration course. The 5 rights of medication administration will be followed: 1) verification of the right child 2) the right medication 3) the right dose 4) at the right time 5) by the correct method of administration followed by documentation of the administration.

Medication errors will be controlled by following the 5 rights each time a medication is administered. In the event a medication error occurs (any violation of the 5 rights) a medication incident report will be completed and kept on file in the health office. Any error will be reported to the district nurse, parent/guardian and the medical provider immediately.

**Storage of Medication:** Medications will be stored in the health office at the temperature recommended for each type of medication. All prescription medication will be stored in a locked cabinet at all times.

A medication log will be maintained by the school staff to record the instructions for giving the medication, consent obtained from the parent, amount, the time of administration, and the person who administered each dose of medication. Spills, reactions, and refusal to take medication will be noted on this log. (*Reference Board Policy 507.3*)

## **Head Lice**

In accordance with the Iowa Department of Health recommendations, students will no longer be excluded from school for head lice. If head lice is detected on a student, health office personnel will make every effort to reach the parents or guardian to pick up their child and initiate the recommended treatment.

## Communicable Diseases

Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves nor does it create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend classes, the student shall not attend class nor participate in school activities without his/her personal physician's approval. Infectious or communicable diseases include, but are not limited to, mumps, measles, ringworm, and chickenpox. A child with a rash is not allowed in school until a doctor's note is received or the rash is gone. (*Reference Board Policy 504.2*).

Staff and teachers provide information to families verbally and in writing about any unusual level or type of communicable disease to which their child was exposed, signs and symptoms of the disease, mode of transmission, period of communicability, and control measures that are being implemented at the program and that the families should implement at home. The program has documentation that it has cooperative arrangements with local health authorities and has, at least annually, made contact with those authorities to keep current on relevant health information and to arrange for obtaining advice when outbreaks of communicable disease occur.

## Health and Safety Records (NAEYC 10.D.6)

Health and safety information collected from families will be maintained on file for each child in the school nurse's office. Files are kept current by updating as needed, but at least quarterly. Health records document the dates of routine screening tests and immunizations. The content of the file is confidential, but is immediately available to administrators or teaching staff who have consent from a parent or legal guardian for access to records; the child's parent or legal guardian; and regulatory authorities, upon request.

Child Health and Safety Records will include:

1. Current information about any health insurance coverage required for treatment in an emergency;
2. Results of health examination, showing up-to-date immunizations and screening tests with an indication of normal or abnormal results and any follow-up required for abnormal results; Families must provide current immunization records before entering the programs.
3. Current emergency contact information for each child, that is kept up to date by a specified method during the year;
4. Names of individuals authorized by the family to have access to health information about the child;
5. Instructions for any of the child's special health needs such as allergies or chronic illness (e.g., asthma, hearing or vision impairments, feeding needs, neuromuscular conditions, urinary or other ongoing health problems, seizures, diabetes);
6. Individual emergency care plans for children with known medical or developmental problems or other conditions that might require special care in an emergency (allergy, asthma, seizures, orthopedic or sensory problems, and other chronic conditions, conditions that require regular medication or technology support;
7. Supporting evidence for cases in which a child is under-immunized because of a medical condition (documented by a licensed health professional) or the family's beliefs. Staff implement a plan to exclude the child promptly if a vaccine-preventable disease to which children are susceptible occurs in the program.

## Additional requirements

The Department of Public Health also requires a **blood lead**, **dental** and **vision screening** for all children entering kindergarten. A vision screening is also required for 3<sup>rd</sup> grade students. School records are audited annually for compliance.

## Physical Examinations

Parents are encouraged to have their children receive periodic physical examinations.

# STUDENT ACTIVITIES

## Assemblies

Throughout the year the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly, and on their way back to the classroom after an assembly. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away. Students who are not attending assemblies shall report to a designated area during assemblies. The designated area for students not attending for disciplinary reasons would be the office or assigned classroom.

## Field Trips

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

While on field trips, students are guests and are 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 parents.

## School-Sponsored Student Organizations

School-sponsored student organizations are those that are recognized by the school district and board. School-sponsored student organizations include Band, Jazz Band, Chorus, Swing Choir, Leadership, Student Council, Football, Volleyball, Basketball (boys/girls), Wrestling, Cross Country (boys/girls), and Track (boys/girls).

Participation in school-sponsored student organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation may be suspended or canceled for violating an individual coach or sponsor's rules, as well as for violation of school district policies, rules, or regulations.

## Student Funds and Fundraising

Students may raise funds for school activities. Board approval must be obtained at least one semester prior to the fund raising event or the start of a fundraising campaign. Classes who wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift.

Students may not solicit funds from teachers, employees, or other students during the school day. Students who violate this rule are asked to stop. Violations of this rule may result in future fundraising activities being denied. (*Reference Board Policy 704.6*)

## Use of School District Facilities by Student Organizations

School district facilities are available during non-school hours to school-sponsored and non-school-sponsored student organizations for the purpose of meetings or activities. School district policies, rules, and regulations are in effect during these meetings. (*Reference Board Policies*)

## Dances

School-sponsored dances must be approved by the principal at least four weeks prior to the dance. Only students who are currently enrolled at Lewis Central Middle School and in good standing are eligible to attend school dances. Students who leave a dance are not allowed to re-enter the dance. School district policies, rules, and regulations apply to students, as well as non-students, at school dances. Students and non-students violating school district policies, rules, or regulations are asked to leave the dance and school grounds.

## Student Council

The student council provides for student activities, serves as a training experience for student leaders, 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 district affairs, and helps solve problems that may arise. Members of the council are student representatives who have direct access to the administration.

## Student Activity Tickets

Students may purchase a student activity ticket (via Bound) for admission to certain school district activities. Activity tickets will not be honored for school-sponsored tournaments or any state-sponsored competitions. Students not wishing to purchase an activity ticket must pay regular prices to attend school district activities. Students who cannot afford a student activity ticket should contact the building principal.

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# STUDENT RECORDS

## Educational Records

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest, are allowed to access a student's records without the parent's permission. Parents may access, request amendments to, and copy their child's records during regular office hours. Parents may also file a complaint with the United States Department of Education if they feel their rights regarding their child's records have been violated. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary in the central administration office.

Student directory information is released without parental permission unless the parent asks the school district not to release it. Parents must notify the school district at the beginning of the school year if they do not want the school district to release directory information. Directory information includes name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, degrees and awards received, most recent educational institution attended, year in school, dates of attendance, and heights and weights of athletes. (*Reference Board Policy 505.1*)

## Procedures for Students who are Transferring to Another School District

The school district automatically transfers a student's records to a new school district upon receipt of a written request from the new school district for the student's records. Parents, notified that the student's records have been sent, are given an opportunity to view the student's records that were sent and a right to a hearing to challenge the content of the student's records that were sent. Parental consent is not necessary to forward a student's records to a student's new school district or for the school district to request them from a student's previous school district. (*Reference Board Policies*)

When a new student transfers into the school district, the student's records are requested from the previous school district. (*Reference Board Policies*)

## Homeless Definition

A homeless child or youth is defined as a child or youth from the age of 3 years through 21 years who lacks a fixed, regular, and adequate nighttime residence and includes the following:

1. A child or youth who is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or camping grounds due to the lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement;
2. A child or youth who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. A child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting; or
4. A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs "1" through "3" above.

# STUDENT RIGHTS AND RESPONSIBILITIES

## Student Search Rule

### I. Searches, Students, and Protected Student Areas

- A. All searches of students or protected student areas shall be reasonably related in scope to the circumstances which gave rise to the need for the search and shall be based upon consideration of relevant factors which include, but are not limited to, the following:
  1. the nature of the violation for which the search is being instituted,
  2. the age or ages and gender of the students who may be searched pursuant to this rule, and
  3. the objectives to be accomplished by the search.
- B. A school official may search individual students and individual protected student areas if both of the following apply:
  1. The official has reasonable grounds for suspecting that the search will produce evidence that a student has violated or is violating either the law or a school rule or regulation.
  2. The search is conducted in a manner which is reasonably related to the objectives of the search and which is not excessively intrusive in light of the age and gender of the student and the nature of the infraction.

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- C. A search of a protected student area may be conducted without the student present; however, if a student is not or will not be present at the time a search of a protected student area is conducted, the student shall be informed of the search either prior to or as soon as is reasonably practicable after the search is conducted.
  - A. Any contraband discovered during searches of a student or a protected student area shall be confiscated by school officials and may be turned over to law enforcement officials.
  - B. A school official shall not conduct a search that involves: a) a strip search; b) a body cavity search; c) the use of a drug sniffing animal to search a student's body.
- II. School Searches, Lockers, Desks, and Other Facilities or Spaces owned by the School.
- A. School officials may conduct periodic inspections of all, or a randomly selected number of, school lockers, desks, and other facilities or spaces owned by the school and provided as a courtesy to the student. The furnishing of a school locker, desk, or other facility or spaces owned by the school and provided as a courtesy to the student shall not create a protected student area and shall not give rise to an expectation of privacy on a student's part with respect to that locker, desk, or other facility or space. Allowing a student to use a separate lock on a locker, desk or other facility or space owned by the school and provided to the student shall also not give rise to an expectation of privacy on a student's part with respect to that locker, desk, facility or space.
  - B. Any contraband discovered during searches of school lockers, desks, and other facilities or spaces owned by the school and provided as a courtesy to a student shall be confiscated by school officials and may be turned over to law enforcement officials.
  - C. An inspection of a school locker, desk, or other facility or spaces owned by the school and provided as a courtesy to a student may be accomplished by using such methods including, but not limited to, a visual search of lockers, desks, or other facilities or spaces by school officials or the use, by school officials or others hired at their discretion, of a drug sniffing animal.
  - D. An inspection of a school locker, desk, or other spaces owned by the school and provided as a courtesy to a student shall either occur in the presence of the student whose locker is being inspected or shall be conducted in the presence of at least one other person.

## **Dress Code**

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

These would include but are not limited to the following: midriffs should not be showing when standing in a normal position; no excessive exposure of top or bottom cleavage (includes short shorts and low cut tops); undergarments should not be exposed; appropriate footwear should be worn at all times (no slippers); and no tank tops, spaghetti straps or other garments that would allow for excessive exposure of the chest or torso area. Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco; from wearing shoes with cleats, except for outdoor athletic practices; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, or clothing making reference to prohibited conduct or similar displays. Under certain circumstances or during certain classes or activities, a stricter dress code may be appropriate, and students must comply with the stricter requirement.

In addition, headgear, bandanas, or sunglasses (on heads) are not to be worn by students in the building. The principal makes the final determination of the appropriateness of the student's appearance. For the protection of all students' health and safety, and the maintenance of appropriate discipline in a positive educational environment, the board prohibits students from wearing gang-related apparel of any type. Students who are inappropriately dressed are required to change their clothing. Repeat offenders will face disciplinary action. (*Reference Board Policies*)

## **Care of School Property**

Students are expected to take care of school property including desks, chairs, books, lockers, and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials.

## **Student Aide Regulations**

Being an aide, for the office or for a teacher, is a privilege and a duty – not a right. As such, the privilege may be revoked at any time during a trimester and a student's invitation to be an aide can be permanently discontinued.

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Acceptable tasks for aides:

1. Peer tutoring, helping individuals with homework, etc.
2. Bulletin board work within or near the supervising teacher's room.
3. Organizing materials for the supervising teacher, as long as those materials do not contain sensitive student information, including grades.
4. Fetching mail or print from the office or the Print Shop.
5. Using time for doing their own homework.

Unacceptable tasks for aides:

1. Entering grades or being anywhere near the teacher's computer.
2. Correcting papers or accessing any other confidential information.
3. Fetching food, snacks, drinks, etc. for themselves or the teacher.

Expectations for all aides:

1. Above all, demonstrate Titan Behaviors at all times!
2. MUST have a pass or planner if in the hallway, period. We suggest the creation of standing passes on lanyards!
3. NO congregating in the hallway or elsewhere with other aides/students.
4. NO food or drink, except within the supervising teacher's classroom with permission. We suggest this be minimized.
5. Must maintain academically eligible status or be sent to Guided Study until eligibility is restored.
6. ALL interactions with ALL staff will be courteous and respectful – you are ambassadors of the supervising teacher and of the school!
7. Time not spent as a helper should be spent as a student – work on homework or read a book when your supervising teacher has nothing more for you to do.
8. You may act as an aide for a teacher at a different grade level, with their permission.

We will have a short assembly for all office and student aides during homeroom at the beginning of each trimester to communicate the above to students directly.

### **Gum/Candy Policy**

Gum and candy policies are developed by each individual team - 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, and Exploratory.

### **Biking to School**

Due to traffic concerns and no secure storage areas, students are not allowed to ride bicycles to school.

### **Driving to School**

Middle School students attending Lewis Central Middle School are not allowed to drive motor vehicles of any kind to school.

### **PBIS – Positive Behavioral Intervention and Supports**

PBIS is a program which establishes and teaches a system of school-wide discipline and behavioral expectations. The focus of PBIS is on teaching school-wide behavioral expectations, monitoring and acknowledging appropriate behavior and the use of a continuum of consequences for inappropriate behavior.

### **In-School Suspension (I.S.S.)**

At the discretion of the administration, a student may be assigned to in-school suspension if he/she has violated a major rule, is continually disruptive in class, or other behavior which would warrant an in-school suspension. The purpose of I.S.S. is not to punish, rather to discipline. Students are disciplined through their isolation from the regular class atmosphere, restricted periods of silence, and strict observance of other rules. The student will be required to do homework and other assigned work during his/her in-school suspension. While serving in-school suspension, student personal electronic devices (including cell phones) are not allowed, and students will have restricted technology access via Chromebook. An in-school suspension day begins at 7:35 a.m. and concludes at 2:52 p.m.

### **Saturday School**

Students may be assigned to Saturday School at the discretion of Administration for violations of school rules and/or regulations, major referrals, lack of academic progress or other reasons deemed appropriate by Administration. Saturday school will run from 8:30-10:00 a.m. on designated Saturdays and it will be the parent's responsibility to drop off and pick up their child at the

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appropriate times. The purpose /focus of Saturday School will be for students to engage with material developed by a staff member around the concepts of PBIS and appropriate behaviors and decision-making.

Administration will work with parents in regards to scheduling the Saturday School if one Saturday conflicts with a family event. Students who refuse to cooperate or fail to fulfill their Saturday School obligations will be assigned an after school detention or time in office during the school day.

### **After School Detention**

After-School Detention will be assigned by either teachers or administration and will serve the detention with either the teacher team or the Principal. Students assigned an After School Detention are expected to:

1. Report with paper and pen or pencil and school work or reading material to the designated area.
2. Be seated by 3:00 p.m.
3. Complete the After School Detention Assignment
4. Spend the entire time in a productive way:
  - a. No Talking
  - b. No Sleeping
  - c. No Leaving your Seat
5. Arrange for transportation PRIOR to serving the detention – School transportation WILL NOT BE PROVIDED FOR STUDENTS SERVING AFTER SCHOOL DETENTIONS!

Students are released at 3:30 if the assignment is complete, or will be held until the assignment is complete. Failure to successfully comply with the above expectations for the duration of the detention will result in a REPEAT After School Detention, and further action to be determined by the Principal.

### **Lunch Detention**

Students who are assigned a lunch detention by a staff member are served regular lunches at regular lunch prices. Their “a la carte” privileges are NOT APPLICABLE when getting lunch for a detention. Lunch detention students are expected to report immediately to the lunch line, get their lunch, and return to the classroom expeditiously. Students may be asked to serve a lunch detention the day it is earned. Students are also not allowed to have electronic devices during lunch detention.

### **Office Referrals**

If a student is noncompliant or disruptive to the point of needing to be removed from class, the office will consider the situation beyond the control of the teacher and under the jurisdiction of Administration. Office referrals made by teachers and adult staff at LCMS will be responded to in the following manner:

ALL STUDENTS REFERRED TO THE PRINCIPAL’S OFFICE FOR DISCIPLINARY ACTION:

1. Report to the office with pencil, paper, a reading book, and other class materials sufficient to stay on task while in the office area.
2. Call and inform his/her parent that an office referral was necessary.
3. Remain in the designated area, (office, ISS room, etc.) for the remainder of the period or until released by administration.
4. Write an apology to all parties involved and affected by the misbehavior.
5. Return to class once all the above are completed to the satisfaction of Administration.
6. Serve assigned consequence.

Failure to comply with any of the above steps may result in an immediate Out of School Suspension and re-admittance to school only after a parent meeting with the Principal.

### **Excessive Referral Policy**

Students who demonstrate inappropriate behaviors resulting in excessive referrals will be subject to consequences according to the Excessive Referral Policy. This policy includes referrals relating to physical aggression/assault, abusive language/threats, disorderly conduct, etc.

The ER policy is as follows:

**2<sup>nd</sup> Major Referral** – appropriate student consequence according to behavior demonstrated for referral; administrative communication with parent/guardian outlining student expectations moving forward as well as clear communication of Excessive Referral Policy. Parent/Guardian is offered access to the PBIS Reward App to monitor student referrals.

**4<sup>th</sup> Major Referral** –appropriate student consequence according to behavior demonstrated for referral; administrative communication with parent/guardian outlining student expectations moving forward as well as clear communication of Excessive Referral Policy. A Parent/Guardian meeting will be scheduled to discuss a plan for behavior moving forward.

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**6<sup>th</sup> Major Referral** – Three day Out-of-School Suspension assigned; administrative communication with parent/guardian outlining student expectations moving forward as well as clear communication of Excessive Referral Policy.

**9<sup>th</sup> Major Referral** – Indefinite Out-of-School Suspension assigned; student will be allowed back in school after a parent/administrative meeting takes place. Student could be considered for expulsion.

**\*At any level of excessive referrals, administration will have discretion regarding disciplinary action.**

## Student Discipline

Students at Lewis Central Middle School are expected to engage in the learning process at all times. Behaviors that are either unproductive or unsafe for the individual or take away from the productivity and safety of other students or staff, or fail to meet community expectations and are prohibited. Student misbehavior will be dealt with according to the following rubric.

### RUBRIC FOR STUDENT OFFENSES

Below are the recommended guidelines in the disposition of discipline situations. Depending on the circumstances of the offense and the history of the offender, the action taken may vary at the administrator's discretion.

Police authorities will be called to investigate serious violations. If this occurs, school officials will notify parents/guardians. Any action taken by police authorities will be in addition to the action taken by the school. (*Reference Board Policy 500 Series*)

Problem Area	Definition	Action To Be Taken		
		Occurrence	Minimum	Maximum
<i>Alcohol/Drugs</i>	The use, being under the influence, possession, or sale of alcoholic substances, narcotics, or drugs. Law enforcement will be contacted to issue a citation.	First	OSS, Drug/Alcohol Treatment	Expulsion
		Repeated	OSS, Drug/Alcohol Treatment	Expulsion
<i>Arson</i>	Intentional burning of a building or structure (or the attempt to do so)	First	OSS	Expulsion
		Repeated	OSS	Expulsion
<i>Bullying/Harassment</i>	All instances of bully/harassment will be investigated according to our Anti-Bullying, Anti-Harassment policy. Consequences will be at Administrative Discretion.	First	Personal Conference, Detention	ISS, OSS, Expulsion
		Repeated	ISS, OSS	Expulsion
<i>Bus Misconduct</i>	Failure to comply with all rules of the bus or bus stops.	First	Loss of Privilege	Loss of Privilege
		Repeated	See Bus Matrix	See Bus Matrix
<i>Cafeteria Misconduct</i>	Failure to comply with all rules of the cafeteria.	First	Detention, Clean Up, Personal Conference	Loss of Cafeteria Privileges
		Repeated	Loss of Cafeteria Privileges	
<i>Cheating/Plagiarism</i>	Use or securing of information/responses inappropriately or assisting another to do so.	First	Personal Conference, Detention	Admin. Conference, ISS
		Repeated	Parent Involvement	ISS/OSS
<i>Destruction/Defacement of Property</i>	Destroying or damaging objects or materials belonging to the school, school personnel, or other persons.	First	Detention, ISS, OSS, Parent Involvement/Restitution	OSS and Restitution
		Repeated	OSS and Restitution	Expulsion
<i>Disorderly Conduct</i>	Conduct or behavior which is disruptive to the orderly education process and procedures of the school. This includes disruptive behavior, unreasonable noise, offensive language or gestures, refusing to obey a request or disperse, etc.	First	Detention, Personal Conference, Parent Involvement	ISS, OSS
		Repeated	Detention, ISS	OSS, Expulsion
<i>Display of Affection</i>	Any display of affection including holding hands, hugging, and kissing, etc.	First	Detention, ISS, Personal Conference	OSS
		Repeated	Detention, ISS, Personal Conference	OSS

**\*\*Handbook is subject to change at any point.**

<b>Defiance of School Personnel's Authority</b>	Refusal to obey class and school rules or to comply with reasonable request of school personnel.	<b>First</b>	Office Referral, Detention, Personal Conference	ISS, OSS
		<b>Repeated</b>	ISS, OSS	Expulsion
<b>Dress Code Violation</b>	Failure to comply with the school's dress code.	<b>First</b>	Personal Conference, alternate clothing will be provided.	Parent Involvement
		<b>Repeated</b>	Parental Involvement, alternate clothing will be provided.	ISS
<b>Electronic Devices/Cell Phone Policy Violations</b>	Failure to comply with the school's electronic devices policy, including use during class, or inappropriate use at any time during school hours. Taking photos or videos of students and/or staff members is also prohibited.	<b>First</b>	Loss of Privilege, Parent Involvement	Detention
		<b>Repeated</b>	Long term loss of Privilege, Parental Involvement,	ISS, OSS
<b>Endangerment</b>	Recklessly endangering another person with a risk of imminent physical injury.	<b>First</b>	Detention	ISS, OSS
		<b>Repeated</b>	ISS, OSS	Expulsion
<b>Explosive Devices</b>	The use, possession, or sale of firecrackers or other explosive devices.	<b>First</b>	OSS	OSS
		<b>Repeated</b>	OSS	Expulsion
<b>Extortion</b>	Demanding money or something of value in return for protection or in connection with a threat to inflict harm.	<b>First</b>	OSS	OSS
		<b>Repeated</b>	Expulsion	Expulsion
<b>Fighting</b>	Mutual combat in which both parties contribute to the situation by verbal or physical action.	<b>First</b>	ISS, OSS	OSS
		<b>Repeated</b>	ISS, OSS	OSS, Expulsion
<b>Forgery / Fraud</b>	Writing or using the signature or initials of another person. This also includes using another student/staff member's account information for technology purposes.	<b>First</b>	Detention, Parent Involvement, Restitution	ISS
		<b>Repeated</b>	OSS, Restitution	Expulsion
<b>Gambling</b>	Participating in games of chance for the purpose of exchanging goods or money.	<b>First</b>	Parent Involvement	OSS
		<b>Repeated</b>	OSS	OSS
<b>Initiation</b>	Any activities that can be considered "initiation" of another student.	<b>First</b>	Parent Involvement, Detention, ISS	OSS
		<b>Repeated</b>	OSS	Expulsion
<b>Lying</b>	Making an untrue statement with intent to deceive.	<b>First</b>	Personal Conference	Parent Involvement
		<b>Repeated</b>	Detention, ISS	OSS
<b>Obscenity, Profanity, or Abusive Language</b>	Use of obscene language or gestures in verbal or written form or in pictures. This may also include targeted, harassing language.	<b>First</b>	Personal Conference, Parent Involvement, Counselor Referral, Detention	ISS, OSS
		<b>Repeated</b>	Detention, ISS	OSS

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<b>Physical Aggression (minor)</b>	Aggressive behavior toward another person, including minor pushing, shoving, kicking, etc.	<b>First</b>	Personal Conference, Parent Involvement, Detention	ISS
		<b>Repeated</b>	Detention, ISS	OSS
<b>Physical Assault</b>	<u>Includes any of the following:</u> 1. Physical attack upon another person 2. Recklessly causing any physical injury to another person 3. Intentionally placing another person in reasonable apprehension of physical injury. 4. Knowingly touching another person with the intent to injure, insult or provoke the person.	<b>First</b>	OSS	Expulsion
		<b>Repeated</b>	OSS	Expulsion
<b>Possession of Illegal Items (Drug Paraphernalia)</b>	Possession of any type of drug paraphernalia. This includes any materials used in producing, packaging, storing, concealing, ingesting, or inhaling any type of drugs. Law Enforcement will be notified.	<b>First</b>	OSS, Drug/Alcohol Treatment Program	Expulsion
		<b>Repeated</b>	Alcohol Treatment Program/Expulsion	Expulsion
<b>Possession of Matches/Lighters</b>	The possession or use of matches or lighters (including having in lockers)	<b>First</b>	Personal Conference, Parent Involvement	ISS
		<b>Repeated</b>	ISS, OSS	OSS
<b>Possession of Nicotine</b>	The possession, use or sale of nicotine of any kind and/or look-alike products including any electronic vaping devices. Law enforcement will be contacted to issue a citation.	<b>First</b>	OSS	OSS
		<b>Repeated</b>	OSS	Expulsion
<b>Sexual Misconduct</b>	Misconduct including, but not limited to, indecent exposure, “mooning”, “depantsing”, or attempting to “depants” or remove clothing from another person, inappropriate touching of another, etc.	<b>First</b>	ISS, OSS	OSS
		<b>Repeated</b>	OSS	Expulsion
<b>Skippping Class</b>	Failure to report to class, or arriving more than 10 minutes late without a pass.	<b>First</b>	Parent Contact, Time in Office, Detention, Saturday School	ISS
		<b>Repeated</b>	Time in Office, Detention, Saturday School	ISS, OSS
<b>Tardiness</b>	Unexcused lateness to class.	<b>First</b>	Personal Conference, Lunch detention	Detention, Saturday School
		<b>Repeated</b>	Detention, Saturday Detention	Time in Office, ISS, OSS
<b>Theft</b>	Taking property or items from another person or from the school without permission. Unauthorized copying of copyrighted material.	<b>First</b>	Personal Conference, Parent Involvement, Restitution, Detention	ISS, OSS
		<b>Repeated</b>	Parent Involvement, Restitution, ISS	OSS, Expulsion
<b>Threats/Verbal Abuse of a Staff Member</b>	Statements, verbal or written, or actions which attempt to threaten or intimidate a staff member.	<b>First</b>	ISS	OSS
		<b>Repeated</b>	OSS	Expulsion
<b>Threats/Intimidation of a Student</b>	Statements, verbal or written, or actions which attempt to threaten or intimidate a student.	<b>First</b>	Personal Conference, Parent Involvement, Detention	ISS, OSS
		<b>Repeated</b>	ISS	OSS

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<b>Unauthorized Areas</b>	Being in any area considered off limits to students, including teachers' lounge, teachers' work areas, off-limits campus areas, etc.	<b>First</b>	Personal Conference, Parent Involvement	Detention
		<b>Repeated</b>	Detention, ISS	OSS
<b>Weapons</b>	Possession of weapons, or look-alikes, (i.e. toys that resemble weapons) will be investigated in accordance with our Weapons policy.	<b>First</b>	ISS	OSS, Expulsion
		<b>Repeated</b>	OSS	Expulsion

### Illegal Items Found in School or in a Student's Possession

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs, or look-a-like substances; and possessing or using nicotine, nicotine products, or look-a-like substances. Weapons are not allowed on school grounds or at school activities; the exception being weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Parents of students found in violation of this policy may be contacted, and the students **will be** reported to law enforcement officials. (*Reference Board Policy: 500 series*)

### Expulsion - Weapons (*Knowingly Possessing, Handling, Transmitting or Using*)

Students who knowingly and voluntarily possess, handle, transmit, or use any instrument that is ordinarily or generally considered a weapon in school or on school property are subject to disciplinary action including suspension or expulsion. Students bringing a firearm to school or knowingly possess firearms at school shall be expelled for not less than twelve months. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis.

### Academic Integrity and Cheating

Academic integrity is a fundamental value of teaching, learning and behavior. Maintaining high standards of academic integrity ensures the sustainability of the educational process. Therefore, students are expected to commit to and be responsible for demonstrating fundamental values, even in the face of adversity. The following activities show a lack of academic integrity: cheating, collusion, falsifying records, lying, plagiarism (including electronic), alteration of materials, forgery, and providing or using external assistance relating to an examination, test, quiz or daily assignment, without the expressed permission of the teacher, including looking at another student's work, sharing answers, or copying another student's work or any act designed to give unfair academic advantage to the student. All technological device (e.g. cell phone, smart watch, tablet, etc.) use is prohibited during exams in the classroom to reduce cheating.

Cheating may result in disciplinary consequences which could include any combination of the following: parent notification; doing alternative work or assessment; detention and/or suspension.

### Dual Enrollment Students

Home school or home school assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the building principal. (*Reference Board Policy 604.7*)

### Nuisance Items

Students may not possess personal laptops, electronic devices, smart watches, personal speakers, "Heelys", water guns, rubber bands, paper clips and paper clamps, balloons, music players, chains, toys, laser pointers, or spiked jewelry including arm bands, bracelets, necklaces, and other similar items in the middle school building or at school activities, unless approved ahead of time by an administrator for a specific activity or project.

### Cell Phones/Electronic Devices

Students may not possess cell phones and/or other personal electronic devices while in the classroom. Cell phones/electronic devices should be kept in **lockers** during the day. Students are permitted to use their phones/electronic devices before/after school, during lunch, and during passing times. If a student has a cell phone or personal electronic device in class, it will be confiscated and taken to the office for the day. If a phone/electronic device is taken in the last 2 periods of the day, the student will turn it in the following day to the office. Repeated violations will result in an individual technology plan which may require a student to turn their phone/electronic device each morning and pick it up after school.

**\*The district is not responsible for any lost, stolen, or damaged cell phones or personal electronic devices.**

(*Reference: Board Policy 503.11*)

*\*\*Handbook is subject to change at any point.*

## **Use of Recording Devices on School Property**

*(Reference: Board Policy 804.06)*

### **District-Generated Recordings**

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.

### **Backpack Policy**

Students will be allowed small backpacks to carry essential supplies, chromebooks and chargers. If students' backpacks are excessively large, they will be asked to leave them in their locker.

\*If students abuse the policy by bringing unnecessary or disruptive items in their backpacks to class, the privilege can be revoked.

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## **Student Behavior at School Events**

All students are representatives of our school and community. When school activities occur, the student body has the opportunity to make a positive impression on our visitors and guests. Students are expected to be engaged and appropriate spectators during the game or event. This includes sitting in designated areas, being verbally appropriate, and showing good sportsmanship. Students will obey all school rules and expectations of behavior at school-sponsored events on school grounds. Failure to comply with the written rules and verbal directions of school staff at events will result in disciplinary action, which may include but is not limited to segregated seating for the remainder of the event, immediate dismissal from the event, and loss of the privilege of attending further school events.

In order to attend an after school event as a spectator, students must be present for the 2nd half of the school day (11:30am-end of day).

Students who remain in the building on the nights of activities with the intention of simply “hanging out” in the cafeteria or roaming throughout the school will be dismissed from the event and future attendance at events will be scrutinized.



## **Anti-Bullying/Anti-Harassment**

The Lewis Central 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 pursuant to the regulation accompanying this policy. The superintendent is responsible for implementation of this policy and all accompanying procedures. Complaints will be investigated within a reasonable time frame. Within 24 hours of receiving a report that a student may have been the victim of conduct that constitutes bullying and/or harassment, the district will notify the parent or guardian 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 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.

*(Reference: Board Policy 104)*

## **Student Reporting Procedures**

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

- Communicate to the harasser that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully the student should ask a teacher, counselor or principal to help. All students have access to report bullying/harassment via Google form.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
  - ✓ Tell a teacher, counselor, or principal;
  - ✓ Fill out the Google Form to report the incident(s); and
  - ✓ Write down exactly what happened, keep a copy and give another copy to the teacher, counselor, or principal including;
    - What, when and where it happened;
    - Who was involved;
    - Exactly what was said or what the harasser or bully did; witnesses to the harassment or bullying;
    - What the student said or did, either at the time or later;
    - How the student felt;
    - And how the harasser or bully responded

## **Building Response to Reports of Harassment and Bullying:**

The school district will promptly and reasonably investigate allegations of bullying or harassment upon receipt of a written complaint. The superintendent or superintendent's designee (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 involves 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.

### **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. (*Reference: Board Policy 104R1*)

*\*\*Handbook is subject to change at any point.*

## **Sexual Abuse and Harassment of Students**

The school district does not tolerate any physical or sexual abuse or harassment of students. Students who are physically or sexually abused or harassed should notify their parents, teacher, principal, or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students. That procedure requires the school district to designate an independent investigator. The school district has designated the building principal at 712-366-8382 as its referral source to contact a Level I investigator. Lewis Central Community School's Level I investigator is Dr. Lisa Hartman (712-366-8206). Level II investigations are handled by the Council Bluffs Police Department (712-328-5737).

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense, to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property, or to protect a student from self-infliction of harm.

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile, or offensive educational environment.

## **Sexual Abuse and Harassment of Students by Employees**

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal, or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated the building principal at 366-8251 as its Level I investigator.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property, or to protect a student from self-infliction of harm.

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior, as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile, or offensive educational environment. *(Reference: Board Policies)*

## **Student Complaint Procedures for Sexual Harassment**

Students may file a complaint regarding school district policies, rules, regulations, or other matters by complying with the following procedure. This procedure is strictly followed, except in extreme cases.

- If an employee is involved, discuss the complaint with the employee within 10 days of the incident
- If unsatisfied with the employee's response or if there is no employee involved, talk to the principal within 10 school days of the employee's response or the incident
- If unsatisfied with the principal's response, talk to the superintendent within 10 days of the principal's response
- If unsatisfied with the superintendent's response, students may request to speak to the board within 10 days of the superintendent's response. The board determines whether it will address the complaint. *(Reference Board Policies)*

Lewis Central Community School District students' parents of students, employees, applicants for employment and others having business or contact with the district who feel they have been subject to denial of rights in their dealings with or education by the district shall have the right to file a formal complaint alleging discrimination under federal and/or state regulations requiring nondiscrimination in programs and employment.

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If the complaint is not resolved informally and the complainant wishes to pursue the matter, a formal written complaint may be filed with the district's Equity Coordinator on a form provided by the Coordinator. An investigation of harassment or other discrimination may be initiated without a complaint by the Equity Coordinator, with the approval of the Superintendent or the Board of Directors.

## **Student Publications**

Students may produce official school district publications as part of the curriculum under the supervision of a faculty advisor and principal. Official school district publications include, but are not limited to, the school newspaper and yearbook. Expression made by a student, including student expression in the school district publications, is not an expression of official school district policy. The school district, the board and the employees are not liable in any civil or criminal action for student expression made or published by students, unless the employees or board have interfered with or altered the content of the student speech or expression. Copies of the school district publication code can be obtained from building principal.

A faculty advisor supervises student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. No student shall express, publish, or distribute in an official school district publication material that is:

- obscene
- libelous
- slanderous
- encourages students to:
  - commit unlawful acts,
  - violate school district policies, rules, or regulations,
  - cause the material and substantial disruption of the orderly and efficient operation of the school or school activity,
  - disrupt or interfere with the education program,
  - interrupt the maintenance of a disciplined atmosphere, or
  - infringe on the rights of others.

Students who believe they have been unreasonably restricted in their exercise of expression in an official student publication should follow the complaint procedure outlined in this handbook. (*Reference Board Policies*)

# STUDENT SCHOLASTIC ACHIEVEMENT

## Grade Reports

The purpose of the grading system is to provide feedback on the student's degree of mastery of the knowledge, skill, and application of the content within the subject matter.

## Report Cards

Lewis Central Middle School students receive progress reports in the form of report cards at the end of each semester. In addition, progress reports are provided at the end of each midterm to each student. It is the practice of the Middle School to mail all report cards. Parents are able to access student grades and attendance and email teachers through PowerSchool. Parents can request PowerSchool access by contacting Terri Dreismeier at 712-366-8329.

## Grading Policies

Academic performance will specifically align with student achievement of standards in the Lewis Central Curriculum. Letter grades will continue to report student achievement in the classroom. It is very important for all parties to understand the grade definitions and how the definitions focus specifically on learning and proficiency of standards.

## Grade Definitions

**A+ = Exceeding Grade Level Understanding Consistently.** Consistent evidence of exceptional learning across multiple standards/assessments; student demonstrated superior knowledge, skill and application of content standards; all assessment data supports understanding of concepts above and beyond grade level expectations. "Exceptional learning" can be achieved by: consistently earns A's on assessments over the course of the grading period by demonstrating superior knowledge, skill, and application of content standards.

**A = Exceeding Grade Level Understanding.** Evidence of exceptional learning on a specific standard/assessment; student demonstrated superior knowledge, skill and application of content standard; all assessment data supports understanding of concepts above and beyond level of expectations. Exceptional learning means a student exceeds knowledge, skill, and application above grade level content standards. The teacher will communicate with students regarding how they can demonstrate this above-and-beyond knowledge, skill, and application of content.

**B = Achieving Grade Level Understanding.** Evidence of learning at grade level expectation; student has adequate knowledge, skill and application of content standards; assessment data shows understanding of concepts at level of expectations. The student demonstrates knowledge, skill, and application of content standards appropriate for the grade level standards.

**C = Approaching Grade Level Understanding.** Evidence of learning below grade level expectation; student demonstrated knowledge, skill and application of content standards below expectation; some assessment data supports understanding of concepts at level of expectations.

**D = Below Grade Level Understanding.** Evidence of minimal growth in understanding compared to pre-assessment data; student demonstrated inconsistent knowledge, skill and application of content standards; assessment data supports inconsistent understanding of concepts.

**F = Incomplete Learning = Incomplete evidence of learning.** Student demonstrated insufficient evidence of knowledge, skill and application of content standards; assessment data supports insufficient understanding of concepts; student needs further opportunity for learning to take place.

**I = Incomplete = No evidence of Learning.** Assignment not submitted

**P = Pass.** Some courses will be graded Pass/Fail. A "Pass" indicates that the student showed sufficient knowledge, skill, and application of the content standards for the course.

**F = Fail.** Some courses will be graded Pass/Fail. A "Fail" indicates that the student showed insufficient knowledge, skill, and application of the content standards for the course.

## Categories for Grading

LCMS students and families will see two main categories in Powerschool for grading. There will be a “Practice” and an “Assessment” category. Within the “Practice” category, daily activities, homework, exit tickets, etc. will be included. This will be a small portion of students’ overall grade for the course. The “Assessment” category will include quizzes, exams, learning outcome checks, large projects, etc., and will represent a large percentage of students’ overall grades. 8th grade teachers utilize a category called “Final” as well to prepare students for what to expect in high school. The table below indicates what percentage of a student’s grade will be Practice versus Assessment. NOTE: Exploratory classes may vary in terms of percentages for categories. Please see individual course grading information for clarifications.

Grade Level	Practice	Assessment	Final
6th Grade	10%	90%	N/A
7th Grade	10%	90%	N/A
8th Grade	15%	75%	10%

## Homework

Lewis Central Middle School staff and students believe homework/practice should be an integral and relevant part of every student’s instructional program. Homework should foster positive attitudes, habits and character traits. It should facilitate knowledge acquisition. The purpose of homework is to promote student involvement with the learning task and encourage students to become self-directed learners. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, or review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities, or to make up for incomplete class work. STUDENTS ARE EXPECTED TO COMPLETE HOMEWORK ON TIME. A middle school student may be expected to do 3-5 hours of homework PER WEEK with the number of hours increasing as students progress through 7th and 8th grade.

## Retakes

Retake policy will be at the discretion of grade levels. This will be communicated by classroom teachers at the beginning of the grading period.

## Middle School At-Risk Program

Lewis Central Middle School offers the following At-Risk interventions for students in addition to Guidance services:

1. Intervention Math and Reading. Teachers have identified students who have particular difficulty in math or reading.
2. Heartland Family Services Counseling. Lewis Central contracts with Heartland Family Services to make counseling available to students whose needs extend beyond the realm of our school counselors. Procedures for referring students to this counseling service for issues such as drug/alcohol/tobacco addiction, teen depression, school anxiety, and other extenuating needs of middle school students may be obtained by contacting the Middle School Principal or Counselor.

## Promotion and Retention

The promotion policy at Lewis Central Middle School supports the goal that all students meet content standards in order to earn promotion to the next grade level. Performance in CORE classes is a significant factor in the decision to promote or retain students in grades six through eight. Other factors may include and are not limited to social, physical, behavioral, and personality factors as well as previous school performance and any retention experiences at previous grade levels. The retention process at LCMS will be facilitated by the Principal and will include parent and staff input.

Special Education students are promoted on the basis of standards set forth in the student’s Individualized Educational Program (IEP). The meeting of these standards will be the basis upon which promotion/retention decisions are to be made at Lewis Central Middle School

## **Standardized Tests**

Students are given standardized tests. These tests are used to determine academic progress for individual students, for groups of students, and for the school district. Students are tested unless they are excused by the principal.

## **Human Growth and Development**

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction. (*Reference Board Policy 603.5*)

## **Open Enrollment**

Open Enrollment is the process by which parents/guardians residing in an Iowa district may enroll their children into another Iowa school district under the terms and conditions of Iowa Code section 282.18 and 281–Iowa Administrative Code 17.

Parents/guardians may apply for open enrollment by March 1st, and are encouraged to do so early in the school year. Lewis Central may deny an open enrollment request if one of the following applies:

- The application violates the district's insufficient classroom space policy,
- The district does not have the appropriate special education program,
- The student has been expelled or suspended.

If a parent/guardian moves and wishes for their student to continue at Lewis Central under open enrollment, the request should be submitted as soon as the child moves to another resident district in Iowa.

## **Honor Roll and Academic Honors**

The school district honors students who excel academically. Lewis Central Middle School will have three honor rolls. The requirements for the WHITE honor roll will be a GPA of 3.200 to 3.599. The requirements for the BLUE honor roll will be a GPA of 3.600 to 3.99. Any student receiving a 4.0 grade point will be placed on the Principal's Honor Roll. Honor rolls will be posted at the end of each semester.

## **Academic Eligibility for Extracurricular Activities**

Progress reports will determine student eligibility for extracurricular events/activities. Students not meeting academic expectations can become ineligible for extracurricular events/activities until the student has gained acceptable academic standing. A teacher's signature will be required to indicate acceptable academic standing. Academic standing includes:

- Students passing all courses with a grade of D or above
- Students not having any Incomplete course grades

Frequency of progress reports will be at least once per month. Progress reports are always run and emailed on Thursdays, with ineligibility beginning the following Monday. Students can regain eligibility any time, but all work must be turned in by 7:30am on the day of the event. Eligibility is not regained until the teacher signs an eligibility slip, and it is turned into the office by the student.

Student citizenship is also expected in order for students to represent Lewis Central in extra-curricular events/activities. Students not exhibiting Titan Behaviors, or students out of compliance with handbook expectations could face suspension from co-curricular events/activities. Administration will determine when student citizenship is unacceptable and warrants suspension from school event/activity participation.

## **Transition Celebration**

A transition ceremony may be held each year for eighth grade students who have met necessary requirements for promotion.

## Reach for Excellence Wall of Fame

Lewis Central Middle School recognizes outstanding student achievement through the ***Reach for Excellence Wall of Fame***. Criteria has been established for a variety of areas in which students may be recognized. Once nominated, student accomplishments are screened by a committee of teachers and administration. They are evaluated according to the established criteria.

### Wall of Fame Selection Criteria (to be updated each year in the Spring)

All selections **MUST** be current students at LCMS and in good standing.

Including but not limited to:

- Absolutely no Failing or Incomplete grades 1st semester and on track to meet 2nd semester.
  - Regular attendance, as determined by the Wall of Fame Committee (90%)
1. State Competition Qualifiers (when qualification is based on more than mere entry – i.e. state track)
  2. Perfect Attendance
  3. Qualifiers for Activities above the local level (district (not LC-district, but district), regional or state)
    - a. MathCounts
    - b. Fine Arts
    - c. Other activities approved by the committee
  4. Principal's Honor Roll
    - a. 4.0 GPA for 1<sup>st</sup> Semester and on track to meet the criteria 2nd Semester)
  5. Titan Honor Roll
    - a. No more than 1 unexcused tardy per class per semester
    - b. No more than 2 absences per class per semester
    - c. No documented office referrals for 1st / 2nd semester
    - d. On track to meet the criteria 2nd semester
  6. Most Improved Student –(2 per grade level), submitted by the team

Ø Students who feel that they have not met the established criteria due to extenuating circumstances may appeal to the Wall of Fame committee by **May 8th**.

7. Any student that shows marked academic improvement. This will be teacher-nominated. The student will also **display an exemplary work ethic in all classrooms**.
8. Parental Nomination for outstanding service or level of involvement in non-school activities above the local level.
9. Staff nominations for outstanding accomplishments
  - a. Undefeated athletic season (A Team or Highest Level in your sport)
  - b. Breaking a school record
  - c. Other accomplishments approved by the committee

Students may be nominated throughout the school year. All nominations for the current school year **CLOSE ON FRIDAY, MAY 1ST**. Students nominated for accomplishments occurring after that date will be considered for approval the following year.



## **MISCELLANEOUS**

### **Telephone Use During the School Day**

Generally, students receiving telephone calls during school hours are not called to the telephone. The office will take a message and forward it to the student. **Miscellaneous calls such as work, personal business, etc. will NOT be forwarded and are discouraged.** Only in emergency situations are students removed from class or another school activity to receive a telephone call.

### **School Announcements**

Students are responsible for knowing the content of daily announcements. Students who wish to have an item included in the daily announcements must have permission from the principal.

### **Visitors/Guests**

Visitors to the school grounds must check in at the principal's office to receive an identification badge to be worn while in the building. If a student wishes to bring a guest to school for social reasons or to spend time with the student, it is not permitted. If a student wishes to bring a guest for educational purposes, arrangements must be made with the classroom teacher and receive approval from the principal. Any potential new students to the district interested in a "shadowing" experience must make contact with, and arrangements through the Principal, Dr. Mandie Reynolds.

### **Legal Status of Student**

If a student's legal status, such as the student's name or the student's custodial arrangement, should change during the school year, the parent or guardian must notify the school district. The school district needs to know when these changes occur to ensure that the school district has a current student record.

### **Lunch**

LCMS asks that lunch is not dropped off for students, including fast food/take out. If take out meals are dropped off, students will be asked to eat in the office.

## **LEWIS CENTRAL NUTRITION SERVICES** **MEAL CHARGES POLICY**

### **Nutrition Services**

The mission of the District Nutrition Services Department is to provide a variety of appealing, nutritious, and safe meals in an environment that is respectful of student and faculty needs while maintaining a cost effective and efficient program. Lewis Central Nutrition Services operates a National School Lunch and Breakfast program under the direction of the United States Department of Agriculture (USDA) for all students and staff. School meals are designed to supply the proper nutritional levels and calories based on the age of the student. At lunch, there is always a protein source, whole grains, fruits, vegetables, and milk. At breakfast, milk, juice, fruit, and whole grains are always offered. Improving the quality of school meals is a critical step in building a healthy future for our students. We will do everything possible to provide students the nutrition they need to be healthy, active, and ready to learn. Menus are posted on our website. If you have questions, feel free to contact Nutrition Services at 712-366-8267.

### **Nutrition Payments and Accounts**

Prepayments for accounts can be made online through Meal Magic and E-Funds. Nutrition Services uses a system called Meal Magic, which allows families to view their child's nutrition account, set up low balance email alerts, monitor/set spending limits, and view account history. Parents will be able to use one sign-in for multiple students. Meal Magic website and directions are available on the District's website under the nutrition.

### **Negative Account Balances**

In accordance with state and federal law, the District adopts the following policy (710.4) to ensure 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

*\*\*Handbook is subject to change at any point.*

for school meals, and maintain the financial integrity of the nonprofit school nutrition program. Students will be allowed to charge meals. No student will be denied a reimbursable meal, even with outstanding meal charge debt. Ala carte items are not part of the USDA program and are not allowed to be charged if a student has a negative balance. The District will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Pursuant to any applicable laws, families may be notified by an automated calling system and/or e-mail notification. Negative balances of more than \$50 not paid prior to the end of the month will be turned over to the Superintendent or designee for collection. Negative balances of more than \$15 not paid prior to the end of the school year will be turned over to the Superintendent or designee for collection. Options for collection may include: collection agencies, small claims court, or any other legal method permitted by law.

### **Free/Reduced Priced Meals**

Free and reduced priced meals are available to those families who qualify. Information regarding free or reduced priced meals will be provided annually to the parents or guardians of all enrolled students and is available on the district website. Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases.

### **Communication of the Policy**

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

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

## **FREE AND REDUCED PRICED SCHOOL MEALS PROGRAM**

Lewis Central Nutrition Services sends school meal applications to families before the start of each school year. However, you may apply for school meals any time during the school year by submitting an application directly to your school office or Nutrition Services office. If you're earning at or below current [Income Eligibility Guidelines](#), you are encouraged to contact your school to fill out a school meal application. Applications are reviewed by Nutrition Services officials before granting free or reduced price benefits. If you receive [Supplemental Nutrition Assistance Program \(SNAP\)](#) benefits, all of your children who attend school automatically qualify for free school meals. Participation in other Federal assistance programs, including [Temporary Assistance for Needy Families \(TANF\)](#) also provides automatic eligibility. Please contact the Nutrition Services office at 712-366-8267, from 7:00am – 3:00pm, to determine if you need to fill out an application.

All families who qualify for school meals must complete a new application each school year. If a new application is not completed by September 15<sup>th</sup>, the family will be removed from the program and charged full price for student school meals. Families are encouraged to submit their application for approval at registration. The school district will randomly select a percentage of families to verify income on an annual basis. Students who qualify for free and reduced school meals may have one breakfast and one lunch at the approved rate per day. All purchases of second entrees, side dishes, extra milk, and a la carte are full priced items.

### **USDA Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

USDA is an equal opportunity provider, employer, and lender.

## **Communications to and from School**

*\*\*Handbook is subject to change at any point.*

When sending a note or money to school, parents should give the student clear instructions about who is the appropriate person to receive the note or the money. Also, the school regularly sends notes and papers home with students. Parents need to remind their child to notify them of notes or papers from school for the parents. Parents are responsible for knowing the contents of the notes or papers sent home.

## **Library**

The school library is available to students during school hours. The library is a place for study and research, not a place to socialize. While in the library, students are expected to conduct themselves as if they were in class.

Free library services are available to all students and their families. We encourage our students to make use of our library. Some general guidelines for behavior in the library are the following:

1. The library is generally open before school, during lunch, and after school. Students interested in studying, looking at books or checking them out are welcome.
2. Students are to enter and leave the library quietly. Loud voices, running, or any other disruptive activities are not allowed.
3. Passes are always required upon entering the library and must be signed by the librarian when students leave.
4. Students may check out four books at a time for a period of two weeks and must return them promptly.
5. Students are responsible for all materials checked out and will be required to pay for them if not turned in. Failure to do so will result in the loss of library privileges as well as the privilege of going to school extra-curricular activities.
6. Students are expected to familiarize themselves with the library BEHAVIOR PLAN and behave accordingly. Students who are not following all rules will be asked to leave. Repeated or severe violations will result in loss of ALL library privileges.
7. All school rules are enforced in the library. Students are expected to study quietly, return materials to designated areas, and help keep the library in order.
8. Students are asked not to bring a tote bag or book bag to the library.

## **Lost and Found**

There is a designated Lost and Found area in the office. Loss of any item should be reported to the office immediately. Articles which are left in the Lost and Found are donated to charity at the end of each semester.

## **Guidance Program**

The school district guidance program is divided into four separate categories. The categories are counseling services, information services, appraisal services and placement services. Each of these categories is interdependent and assists students with their personal, educational, and career development, and in becoming well-rounded, productive adults. Confidentiality is maintained by the employees involved in the guidance program.

## **Citizenship**

Being a citizen of the United States, of Iowa, and of the school district community entitles students to special privileges and protections, and at the same time 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 citizens of this country, state, and school district community. As part of this learning opportunity, students are instructed in the elements of good citizenship and the role quality citizens play in their country, state, and school district community.

## **Inspection of Educational Materials**

Parents and other members of the school district community may come to the office to view the instructional materials used by students. Copies may be obtained according to board policy. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the building principal. (*Reference Board Policy 605.1*)



## Lewis Central Transportation Bus Behavior Expectations and Consequences

The following is a table of guidelines in the disposition of disciplinary situations. Each situation will be dealt with based upon the circumstances related to the incident, which may require steps not listed in the table. The Transportation Director, in cooperation with the bus driver and/or monitor, will determine the final decision for any disciplinary actions that may be appropriate for the incident. All expectations and discipline responses contained in the Student Handbook are in effect for school transportation, bus stops and other school related activities. The purpose of discipline is to modify individual behavior through positive and supportive actions whenever possible. **Depending on the circumstances of the offense and the history of the student, the action may vary at the Transportation Director's discretion. Consequences may involve discipline at the students' school or attendance in conjunction with the building administration.** Law enforcement may be contacted when necessary to preserve the safety of the student or other students being transported or when a law has been broken. In the event of police notification, any action taken by the court system will be in addition to the action taken by the school.

As with any school function or activity, students are expected to behave appropriately. Children riding the school bus are under the authority of the driver. Students who ride to school on a bus are expected to ride home on the bus unless they have a written note from their parents or guardian. The drivers will not discharge riders at places other than their regular bus stop without written permission from the rider's parents. Expectations include but are not limited to:

- Obey the driver/monitor and bus rules at all times.
- Remain seated while the bus is in motion.
- Keep head, arms, body and feet inside the windows.
- Keep hands and feet out of the aisles.
- Do not scuffle, yell, throw objects, litter, destroy school or personal property of others, or create disturbances deemed unsafe by the driver or monitor.
- Use appropriate language at all times. Use of abusive, profane, or obscene language and gestures is prohibited.

**Student, Parent/Guardian Concerns:** Students encountering problems on the bus should report the problem to the bus driver. If the student wishes not to report to the driver, they should report the problem to the Transportation Director at 366-8207.

**Appeal Process:** In case of issues that are not resolved to the satisfaction of all parties involved, appeals should be directed to the Superintendent of Schools at 366-8202.

**Fresh Start:** Each year students will start over at 1st Offense (Written Warning).

In each of the instances, students will be notified of the infraction and, in most cases, have an opportunity to remedy the situation and change the behavior. The student will also be given an opportunity to give their side of the story. If the behavior is not sufficiently remediated and/or impacts the safety of them or other students, they will be provided a consequence. Parents or guardians will receive a copy of the referral and will be notified by the Transportation Director. Severe infractions of the safety rules may result in immediate suspension of bus riding privileges.

When at all possible, bus infractions will stay with the transportation department. Building administrators and school discipline will only occur when absolutely necessary to limit the impact on their educational environment.



	Elementary Kreft / Titan Hill	Middle School	High School
<b>1st Offense</b>	<ul style="list-style-type: none"> <li>- <b>Written Warning</b></li> <li>- <b>Parent Notification</b> from Driver/Transportation Director</li> </ul>	<ul style="list-style-type: none"> <li>- <b>Written Warning</b></li> <li>- <b>Parent Notification</b> from Driver/Transportation Director</li> </ul>	<ul style="list-style-type: none"> <li>- <b>Written Warning</b></li> <li>- <b>Parent Notification</b> from Driver/Transportation Director</li> </ul>
<b>2nd Offense</b>	<u><b>1st Written Violation</b></u> <ul style="list-style-type: none"> <li>- 1 day (AM/PM) suspension from riding</li> <li>- Parents notified by the Transportation Director with Driver and Monitor present.</li> </ul>	<u><b>1st Written Violation</b></u> <ul style="list-style-type: none"> <li>- 1 day (AM/PM) suspension from riding</li> <li>- Parents notified by the Transportation Director with Driver and Monitor present.</li> </ul>	<u><b>1st Written Violation</b></u> <ul style="list-style-type: none"> <li>- 1 day (AM/PM) suspension from riding</li> <li>- Parents notified by the Transportation Director with Driver and Monitor present.</li> </ul>
<b>3rd Offense</b>	<u><b>2nd Written Violation</b></u> <ul style="list-style-type: none"> <li>- 3 day suspension from riding</li> <li>- Parents notified by the Transportation Director</li> <li>- Parent-Student conference with Transportation Director/Driver/Monitor required before reinstatement.</li> </ul>	<u><b>2nd Written Violation</b></u> <ul style="list-style-type: none"> <li>- 5 day suspension from riding</li> <li>- Parents notified by the Transportation Director</li> <li>- Parent-Student conference with Transportation Director/Driver/Monitor required before reinstatement.</li> </ul>	<u><b>2nd Written Violation</b></u> <ul style="list-style-type: none"> <li>- 10 day suspension from riding</li> <li>- Parents notified by the Transportation Director</li> <li>- Parent-Student conference with Transportation Director/Driver/Monitor required before reinstatement.</li> </ul>
<b>4th Offense</b>	<u><b>3rd Written Violation</b></u> <ul style="list-style-type: none"> <li>- 5 day suspension from riding</li> <li>- Parents notified by the Transportation Director</li> <li>- Parent-Student conference with Transportation Director/Driver/Monitor required before reinstatement.</li> </ul>	<u><b>3rd Written Violation</b></u> <ul style="list-style-type: none"> <li>- 10 day suspension from riding</li> <li>- Parents notified by the Transportation Director</li> <li>- Parent-Student conference with Transportation Director/Driver/Monitor required before reinstatement.</li> </ul>	<u><b>3rd Written Violation</b></u> <ul style="list-style-type: none"> <li>- 20 day suspension from riding</li> <li>- Parents notified by the Transportation Director</li> <li>- Parent-Student conference with Transportation Director/Driver/Monitor required before reinstatement.</li> </ul>
<b>5th Offense</b>	<u><b>4th Written Violation</b></u> <ul style="list-style-type: none"> <li>- 10 day suspension from riding</li> <li>- Parents notified by the Transportation Director</li> <li>- Parent-Student conference with Transportation Director/Driver/Monitor required before reinstatement.</li> </ul>	<u><b>4th Written Violation</b></u> <ul style="list-style-type: none"> <li>- 20 day suspension from riding</li> <li>- Parents notified by the Transportation Director</li> <li>- Parent-Student conference with Transportation Director/Driver/Monitor required before reinstatement.</li> </ul>	<u><b>4th Written Violation</b></u> <ul style="list-style-type: none"> <li>- Lose all bus privileges for the remainder of the school year.</li> <li>- Parents notified by the Transportation Director and Superintendent.</li> </ul>
<b>6th Offense</b>	<u><b>5th Written Violation</b></u> <ul style="list-style-type: none"> <li>- 20 day suspension from riding</li> <li>- Parents notified by the Transportation Director</li> <li>- Parent-Student conference with Transportation Director/Driver/Monitor required before reinstatement.</li> </ul>	<u><b>5th Written Violation</b></u> <ul style="list-style-type: none"> <li>- 30 day suspension from riding</li> <li>- Parents notified by the Transportation Director</li> <li>- Parent-Student conference with Transportation Director/Driver/Monitor required before reinstatement.</li> </ul>	
<b>7th Offense</b>	<u><b>6th Written Violation</b></u> <ul style="list-style-type: none"> <li>- Suspended from riding the bus/van indefinitely.</li> <li>- Consideration for reinstatement occurs no sooner than 30 days following the infraction and a meeting occurs between the Transportation Director and the Superintendent.</li> </ul>	<u><b>6th Written Violation</b></u> <ul style="list-style-type: none"> <li>- Suspended from riding the bus/van indefinitely.</li> <li>- Consideration for reinstatement occurs no sooner than 30 days following the infraction and a meeting occurs between the Transportation Director and the Superintendent.</li> </ul>	

**Day = School Day (20 days = 20 school days). Day 1 = 24 Hours (AM/PM)**

# SCHOOL SUPPLIES

## Supplies for CORE Classes

### 6th Grade Supplies:

- Sharpie, fine point, black – 1 ea
- Eraser, set of 12 pencil cap
- Pencil Pouch (3-hole) – 1ea
- 6 Folders, 2 pocket, different colors – 1 ea of Blue/Red/Green/Yellow/Purple/Black
- Single subject spiral notebooks, wide ruled, different colors – 6 (try to match folder colors)
- Composition notebook – 2 ea
- Index Cards 3”x5”, ruled, white – 2 pk
- Filler paper, wide ruled – 1 pk
- Scissors, 7” youth – 1 ea
- Glue Stick – 6 ea
- Pencils - 48 ea
- Pens – black and blue – 12 ea
- Colored pencils, 12 ct - 1 pk
- Markers, washable, classic colors, wide tip – 1 (set of 8)
- Earbuds - 2 sets (NOT wireless and must be able to be plugged into the chromebooks)

### 7th Grade Supplies:

- \*High priority\* ~ Earbuds or over-ear headphones– 1 set (NOT wireless; must be able to be plugged into the Chromebook; please replace, as needed)
- 2 packages of loose leaf paper (wide or college ruled) \*\*
- 1 – Three or Five subject spiral notebook with folder pockets (Or 3 ~ single-subject individual spiral notebooks and 3 single subject two pocket folders).
- 1 calculator (a basic 4-function calculator is fine)
- 3 packages of pencils (regular or mechanical) \*\*
- Colored pencils – 1 pkg (12 count)
- Markers, washable, classic colors – one set of 8
- 8 Glue Stick (Elmer’s X-Treme preferred) \*\*
- 3 Composition Notebooks
- 2 rolls Scotch tape, invisible, with dispenser
- 1 pair of scissors (adult size preferred)
- 2 Highlighters (any color)
- 2 packages of Post-Its\*\*

\*\*Additional donations welcome

**8th Grade Supplies:**

- #2 pencils – 5 dz
- Pens, black – 18 ea
- Index Cards 3"x5", ruled, white – 3 pk
- Spiral notebooks, 1-subject, wide ruled – 5 ea
- Folders, 2-pocket with prongs – 3 ea.
- Highlighter, chisel tip, blue – 1 ea
- Composition notebook – 2 ea
- Stick On (Post-It) Notes 3"x3" – 1 pad
- Stick On (Post-It) Notes 1/2" x 1 3/4" – 1 pad
- Hand Sanitizer
- One Inch Binder (any color)
- Earbuds – 2 sets (NOT wireless and must be able to be plugged into the chromebooks)
- Calculator - scientific fraction recommended (such as T130XA, Scientific, 54 func, Battery)  
\*Please put child's name on the calculator by engraving or using permanent marker.
- Calculator - scientific fraction recommended (such as T130XA, Scientific, 54 func, Battery)  
\*Please put child's name on the calculator by engraving or using permanent marker.

**Supplies for EXPLORATORY Classes**

**P.E. Supplies:** White or gray T-shirt (plain)-with last name on front  
Athletic bottoms – joggers, leggings, wind pants or shorts (not khakis or jeans)  
Athletic shoes that tie (no Crocs, boots, heels, Dudes or Van slip-ons)

**STEM Supplies:** Pencils

**Art Supplies:** A folder, pencil, and sharpies or fine liners to bring daily for your personal use.

**Choir Supplies:** 1" black binder with pockets on inside (no name on supplies)  
Pencils (12 pk)

**Band:** Pencils (12 pk)

**Spanish:** Colored pencils (12 count)

**Health:** Graph paper composition notebook (8th grade only)

# LCMS Bell Schedules

2025-2026

## Regular Day Schedule

6th Grade:		7th Grade:		8th Grade:	
Period:	Time:	Period:	Time:	Period:	Time:
HR	7:35-7:46	HR	7:35-7:46	HR	7:35-7:46
1st	7:50-8:35	1st	7:50-8:35	1st	7:50-8:35
2nd	8:39-9:24	2nd	8:39-9:24	2nd	8:39-9:24
3rd	9:28-10:13	3rd	9:28-10:13	3rd	9:28-10:13
4th	10:17-11:02	4th	10:17-11:02	4th	10:17-11:02
Lunch	11:06-11:34	5th	11:06-11:52	5th	11:06-11:52
5th	11:38-12:24	Lunch	11:56-12:24	6th	11:56-12:42
6th	12:28-1:14	6th	12:28-1:14	Lunch	12:46-1:14
7th	1:18-2:03	7th	1:18-2:03	7th	1:18-2:03
8th	2:07-2:52	8th	2:07-2:52	8th	2:07-2:52

## 1.5-Hour Early Out Schedule (Wednesday)

6th Grade:		7th Grade:		8th Grade:	
Period:	Time:	Period:	Time:	Period:	Time:
1st	7:35-8:11	1st	7:35-8:11	1st	7:35-8:11
2nd	8:15-8:51	2nd	8:15-8:51	2nd	8:15-8:51
3rd	8:55-9:31	3rd	8:55-9:31	3rd	8:55-9:31
4th	9:35-10:11	4th	9:35-10:11	4th	9:35-10:11
5th	10:15-10:51	5th	10:15-10:51	5th	10:15-10:51
Lunch	10:55-11:21	6th	10:55-11:31	6th	10:55-11:31
6th	11:25-12:01	Lunch	11:35-12:01	7th	11:35-12:11
7th	12:05-12:41	7th	12:05-12:41	Lunch	12:15-12:41
8th	12:45-1:22	8th	12:45-1:22	8th	12:45-1:22

*\*\*Handbook is subject to change at any point.*



### 1 Hour Early Out Schedule (Activity if Needed)

6th Grade:		7th Grade:		8th Grade:	
Period:	Time:	Period:	Time:	Period:	Time:
1st	7:35-8:15	1st	7:35-8:15	1st	7:35-8:15
2nd	8:19-8:59	2nd	8:19-8:59	2nd	8:19-8:59
3rd	9:03-9:43	3rd	9:03-9:43	3rd	9:03-9:43
4th	9:47-10:27	4th	9:47-10:27	4th	9:47-10:27
5th	10:31-11:11	5th	10:31-11:11	5th	10:31-11:11
<b>Lunch</b>	<b>11:15-11:42</b>	6th	11:15-11:55	6th	11:15-11:55
6th	11:46-12:26	<b>Lunch</b>	<b>11:59-12:26</b>	7th	11:59-12:39
7th	12:30-1:10	7th	12:30-1:10	<b>Lunch</b>	<b>12:43-1:10</b>
8th	1:14-1:52	8th	1:14-1:52	8th	1:14-1:52
Activity	1:56-2:52	Activity	1:56-2:52	Activity	1:56-2:52

**\*Early out days will dismiss at the end of 8th hour - no Activity**

### Two-Hour Late Start Schedule

6th Grade:		7th Grade:		8th Grade:	
Period:	Time:	Period:	Time:	Period:	Time:
1st	9:35-10:07	1st	9:35-10:07	1st	9:35-10:07
2nd	10:11-10:43	2nd	10:11-10:43	2nd	10:11-10:43
3rd	10:47-11:19	3rd	10:47-11:19	3rd	10:47-11:19
<b>Lunch</b>	<b>11:23-11:50</b>	4th	11:23-11:55	4th	11:23-11:55
4th	11:54-12:26	<b>Lunch</b>	<b>11:59-12:26</b>	5th	11:59-12:31
5th	12:30-1:02	5th	12:30-1:02	<b>Lunch</b>	<b>12:34-1:02</b>
6th	1:06-1:38	6th	1:06-1:38	6th	1:06-1:38
7th	1:42-2:14	7th	1:42-2:14	7th	1:42-2:14
8th	2:18-2:50	8th	2:18-2:52	8th	2:18-2:52

*\*\*Handbook is subject to change at any point.*

### Two-Hour Early Out Schedule

#### 6th Grade:

Period:	Time:
1st	7:35-8:07
2nd	8:11-8:43
3rd	8:47-9:19
4th	9:23-9:55
5th	9:59-10:31
<b>Lunch</b>	<b>10:33-11:07</b>
6th	11:11-11:38
7th	11:42-12:14
8th	12:18-12:50

#### 7th Grade:

Period:	Time:
1st	7:35-8:07
2nd	8:11-8:43
3rd	8:47-9:19
4th	9:23-9:55
5th	9:59-10:31
6th	10:33-11:07
7th	11:11-11:45
<b>Lunch</b>	<b>11:49-12:16</b>
8th	12:20-12:52

#### 8th Grade:

Period:	Time:
1st	7:35-8:07
2nd	8:11-8:43
3rd	8:47-9:19
4th	9:23-9:55
5th	9:59-10:31
6th	10:33-11:07
7th	11:11-11:45
8th	11:49-12:20
<b>Lunch</b>	<b>12:24-12:50</b>

*\*\*Handbook is subject to change at any point.*