

2026-2027

**LEWIS
CENTRAL
HIGH SCHOOL**

STUDENT HANDBOOK

Inspiring Excellence!

LEWIS CENTRAL COMMUNITY SCHOOLS

Our Mission:

Inspiring Excellence!

Our Vision:

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

Our Core Values:

Student focus - We foster a passion for learning by developing the whole child.

Opportunity - Each person deserves to engage in experiences that help him or her grow and excel.

Collaboration - We embrace differences to work together productively.

Excellence - Higher expectations yield higher results for everyone.

Community - We create a sense of belonging through demonstration of respect, acceptance and pride.

Innovation - We seek new ways to make learning environments more exciting, challenging and rewarding.

District Goals

By the end of the 24-25 school year, 80% of LCCSD students will be proficient in English Language Arts and Math. (25-26 goals to be determined in the fall of 2025)

Lewis Central High School Goals

The Lewis Central High School staff will provide individual support and intervention to increase student growth by establishing a foundational understanding of MTSS through the completion of the MTSS Tier 1 Action Steps by the end of the 2024-25 school year.

Lewis Central High School will increase student growth by strengthening high-functioning PLC groups that continuously work through MTSS Tier 1 Action Steps 3-5.

(25-26 goals to be determined in the fall of 2025)

**LEWIS CENTRAL HIGH SCHOOL STUDENT HANDBOOK
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**HIGH SCHOOL PERSONNEL
2026-2027**

Vinchattle, Joe	Principal	Massey, Keith	World Language
Haver, Jim	Associate Principal	May, Taylor	Science
Justesen, Jamie	Associate Principal	McGlade, Nicole	Special Education
Dermody, Jim	Activities Director	Miller, Dan	Social Science
Aldrich, Nicole	Language Arts	Moore, Chris	Social Science
Andersen, Natalie	World Language	Morris, Caitlin	TAG
Bachman, Greg	Math	Nepple, Pat	College and Career Coordinator
Bailey, Sara	Science	Nicklen, Cassie	Special Education
Bergman, David	CTG/Science	Nickman, Aaron	Technology and Engineering
Bond, Jess	Physical Education	Palu, Kevin	Vocal Music
Boyle, Kelly	Social Science	Pettit, Molly	Language Arts
Chilcoat, Adara	Science	Quail, Crysta	Math
Compton, Zoey	Art/Ceramic Art	Riggs, Libby	English Language Learning
Cooper, Rachael	Language Arts	Riggs, Rob	Special Education
Crawley, Sharon	Social Science	Rodabaugh, Tom	Math
Didamo, Alyssa	Special Education	Schmit, James	Technology and Engineering
Dose, Dana	Math	Schroeder, Sam	Vocal Music
Driver, James	Business /Computer Sci.	Schwaller, Shelby	Special Education
Duitsman, Ted	Language Arts	Shannon, Amy	Instructional Coach
Evans, Luke	Business	Strait, Alan	Theater/Language Arts
Frascht, Ron	Media Specialist	Tech, Kayla	Science
Glackin, Shea	Social Science	Tlsty, Andrew	Instrumental Music
Hall, Kelli	Special Education	Torres, Ricky	Connections to Graduation
Hanafan, Chris	Physical Education	Towne, Allison	Special Education
Healey, Deneen	Family Consumer Science	Towne, Kelly	World Language
Hodges, Eric	Special Education	Trecek, Carrie	Language Arts
Hutchinson, Tom	Math	True, Courtney	Math
Johnson, Bodie	Health/Physical Education	Tucker, Dan	Instrumental Music
Kammrad, Justin	Physical Education	Tuel, Taylor	Special Education
Kern, Jennifer	Special Education	Vacek, Jeff	School Counseling
Klepfer, Jordan	Language Arts	Weise, Page	Language Arts
Lewis, Kari	Art	White, Cassie	Family Consumer Science
Linke, Ryan	Instrumental Music	Wood, Brody	Technology and Engineering
Mace, Curt	School Counseling	Woodward, Christina	Instructional Coach
Mangold, Kelsey	School Counseling	Yeoman, Devin	Science

Secretaries/Clerks/Bookkeeper/Nurses

Wood, Aedynn	Principal's Office Secretary
VonWeihe, Beth	Activities' Office Secretary
Stephens, Amanda	Attendance Office Secretary
Schiphoff, Sonya	Fine Arts Office Secretary and Accompanist
Achenbach, Tonya	Guidance Secretary
Clanton, Amanda	Nurse
Loose-Ives, Jamie	Health Associate
Blum, Joanna	Library Clerk

School Colors – Navy Blue and White

School Mascot - Titan

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



Lewis Central Community School District 2026-2027 School Calendar

August

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

September

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

October

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

December

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

January

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

February

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

March

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

April

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

- 1.5 Hour Early Dismissal
- Parent Teacher Conferences
- No School - Vacation Day
- No School - Teacher Comp Day
- No School - Staff PD/Work Day
- Summer School



www.lewiscentral.org/calendar

August

- 3: Registration Fair
- 12-13: New Teachers
- 17-21: No School/Staff PD
- 24: Classes Begin (K, 2nd, 6th, and 9th grades)
- 25: Classes for All Grades
- 27: Preschool Begins

September

- 7: No School / Labor Day

October

- 26: Regular Dismissal. Conferences (3:30 - 7:30 MS/HS), (4:00 - 8:00 Kreft/TH)
- 29: No School - Conferences 8:00 - 8:00
- 30: No School - Teacher Comp Day

November

- 25-27: No School / Thanksgiving Break

December

- 21-22: Finals Week / End of 1st Semester
- 22: 1.5 hour Early Dismissal
- 23- Jan 1: No School / Winter Vacation

January

- 4: No School/ Staff PD
- 5: Classes Resume - Start of 2nd Semester

February

- 15: No School / Staff PD
- 22: Regular Dismissal. Conferences (3:30 - 7:30 MS/HS), (4:00 - 8:00 Kreft/TH)
- 25: No School - Conferences 8:00 - 8:00
- 26: No School - Teacher Comp Day

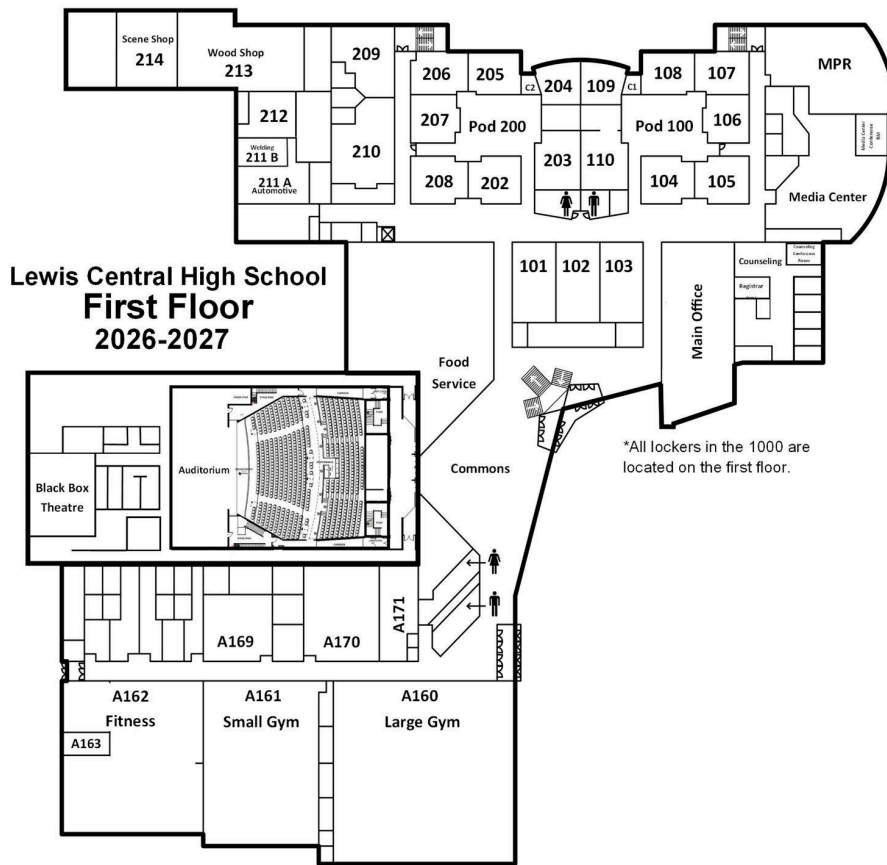
March

- 24-29: No School

May

- 14: Seniors' Last Day
- 16: Commencement Ceremony
- 21: Last Day for Students / 1.5 hour early dismissal
- 24-25: No School / Staff PD
- 24-28: Potential Snow Make-Up Days

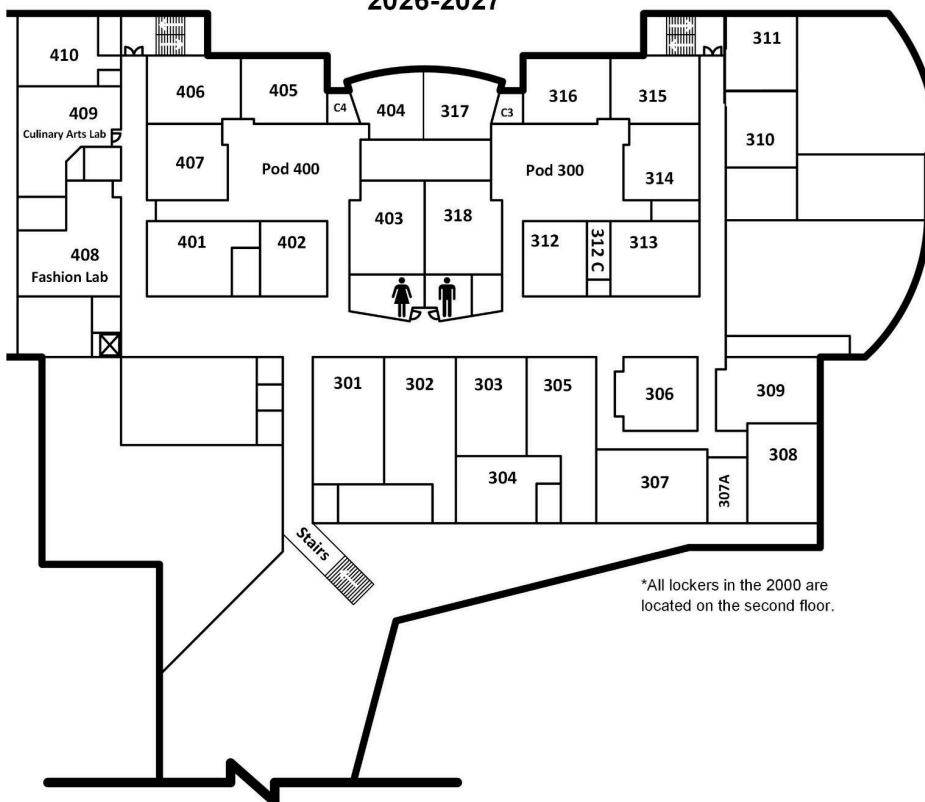
- June** 7-11: Summer School



**Lewis Central High School
First Floor**

Room	Teacher
101	May
102	Chilcoat
103	Bailey
104	Moore
105	Boyle
106	Glackin
107	Crawley
108	Miller
109	Didamo
110	Tuel
202	Johnson
203	Trecek
204	Various
C2	Hall
205	Massey
206	Andersen
207	K. Towne
208	Cooper
209	Lewis
210	Compton
211 B	Schmit
212	Ind. Tech
213	Wood
A160	Bond/Hanafan
A161	Bond/Hanafan
A162	Kamhrad
A169	Palu/Schroeder
A170	Tucker/Tlsty/Linke
A171	Strait
Media Center	Frascht

**Lewis Central High School
Second Floor**
2026-2027



**Lewis Central High School
Second Floor**

Room	Teacher
301	Tech
302	Yeoman
303	Nickman
305	Various
306	Hutchinson
307	Driver
307A	Hodges
308	Nicklen
309	Evans
310	Bergman
311	Kern
312	Various
312 C	Schwaller
313	Bachman
314	Dose
315	Quail/McGlade
316	True
C3	Chapin
317	R. Riggs
318	Rodabaugh
401	Klepfer
402	L. Riggs
403	Aldrich
404	Torres
405	Duitsman
406	Pettit
407	Wiese
408	White
409	Healey
410	Morris
	Shannon
	A. Towne

Equal Educational Opportunity

It is the policy of the Lewis Central Community School District not to illegally discriminate on the basis of race, color, national origin, gender, 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 the processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Lisa Hartman, Special Populations Coordinator, 4121 Harry Langdon Blvd., Council Bluffs, IA 51503, 712-366-8206, lisa.hartman@lewiscentral.org Inquiries may also be directed in writing to the Director of the Office of Civil Rights at OCR.Chicago@ed.gov (Reference Board Policy).

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 above and beyond 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 grounds, 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 at all times 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 that 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 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.

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.

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 School Office for information about the current enforcement of the policies, rules, or regulations of the school district. (Reference Board Policies).

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; an event or activity; or held on or off school grounds.

School Fees

The school district charges fees for certain items, such as activity tickets, textbooks, and class dues. Parents and students who have concerns about the fees should contact the principal.

FEES REQUIRED FOR EACH STUDENT: *Textbook/Planner Fee* \$75/year

OPTIONAL FEES:

<i>Activity Ticket</i>	\$10	<i>Driver Education</i>	\$410
<i>Concert Choir</i>	Robe Cleaning \$10/year	<i>Yearbook</i>	\$70 *Price Estimate - Price is set by the publisher during the school year

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 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.

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 discrimination based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communications for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may 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 complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html, 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 312-730-1560. Submit your completed form or letter to USDA by:

- (1) Fax: (312) 730-1576; or
- (2) Email: OCR.Chicago@ed.gov

This institution is an equal opportunity provider.

Non-Sufficient Funds Check Policy

The area banks charge the school district fees/assessments for all checks that are returned due to NON-SUFFICIENT FUNDS. **The Lewis Central Community Schools will assess a fee for all returned checks.**

NON-SUFFICIENT CHECKS will be addressed in the following manner:

1. First occasion - we will work closely with families and bank(s). Parents shall cover the amount of the check and all fees (\$20) assessed by the bank(s).
2. Second occasion - we will work closely with families and bank(s). Parents shall cover the amount of the check and all fees (\$20) assessed by the bank(s). **CASH WILL BE REQUIRED AS PAYMENT FOR ALL SERVICES AND EXPENSES FOR THE BALANCE OF THE SCHOOL YEAR**
We request your cooperation and understanding concerning this matter.

Bell Schedules are subject to change.
Please see lchs.lewiscentral.org for updated bell schedules.

Bell Schedules

Monday/Friday

Warning Bell	7:30
1	7:35 - 8:27 Announcements and Pledge
2	8:31 - 9:17
3	9:21 - 10:07
4	10:11 - 10:57
5	11:01 - 12:15
Lunches:	A 10:57 - 11:23 Class 11:27 - 12:15
	B 11:23 - 11:49 Class 11:01 - 11:23 and 11:53 - 12:15
	C 11:49 - 12:15 Class 11:01 - 11:49
6	12:19 - 1:05
7	1:09 - 1:55
8	1:59 - 2:45

Tuesday/Thursday – Learning Lab

Warning Bell	7:30
1	7:35 - 8:22 Announcements and Pledge
2	8:26 - 9:07
3	9:11 - 9:52
4	9:56 - 10:37
5	10:41 - 11:55
Lunches:	A 10:37 - 11:03 Class 11:07 - 11:55
	B 11:03 - 11:29 Class 10:41 - 11:03 and 11:33 - 11:55
	C 11:29 - 11:55 Class 10:41 - 11:29
6	11:59 - 12:40
Learning Lab	12:44 - 1:15
7	1:19 - 2:00
8	2:04 - 2:45

Wednesday - 1.5 Hour Early Dismissal

Warning Bell	7:30
1	7:35 - 8:15 Announcements and Pledge
2	8:19 - 8:54
3	8:58 - 9:33
4	9:37 - 10:12
5	10:16 - 10:51
6	10:55 - 11:30
7	11:34 - 12:09
8	12:13 - 12:48
Lunch	12:48 - 1:10

*Students that drive or get rides from parents are not required to stay for lunch, however if students do not stay for lunch, they are required to leave campus and are not allowed to loiter in the building or in the parking lot.

Bus Departure 1:15 p.m

Emergency Information

At the beginning of each school year, parents should 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.

STUDENT ATTENDANCE

Expectations

Students are expected to be in class and to make attendance a top priority. Class time is why LCHS exists. Only through attendance and class participation do students achieve the benefits of the educational 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.

Reporting Absences or Tardies

If a student is absent from or tardy to school, a parent/guardian should call the **attendance recording line at 712-366-8244** that day prior to 9:00 a.m. If notification is not received, the office attempts to contact the parent/guardian.

- Parents/guardians must call the attendance office within one (1) school day immediately following an absence or tardy.
- If there are excessive absences from school, written verification from a physician may be required in order for the student to be re-admitted to classes for credit.
- The Attendance Office secretary can be reached directly at **712-366-8249**.

Sign In/Out

All students who arrive late to school or leave early **MUST** sign in/out through the Attendance Office. Only parent/guardian notes, verified phone calls, or physical presence at school to pick up the student will enable students to leave early. **Calls or notes after students have left school will not be accepted.**

Closed Campus

LCHS has a closed campus. Once arriving on school grounds students may not leave without properly signing out through the Attendance Office. Classes held at ISD and students proceeding directly to and from them are still considered “on campus”.

Digital ID

All students will be assigned a Digital ID, which they may access on their cell phones or school-issued Chromebooks. Printed IDs are also available upon individual request. Students are required to have their Digital ID accessible whenever they need to sign in or out of school for any reason outside their daily course schedule. This ID is essential for accurate attendance and security purposes.

Minimum Attendance for Activity Participation

Students participating in school activities must be in five (5) classes the day of the event in order to participate in a school activity. Seniors must be in three (3) classes in order to participate. Pre-arranged absences—for example, medical appointments—are exceptions approved by the administration.

Students will not be allowed to go home and get uniforms or equipment during the school day. It is the students' responsibility to be organized and prepared, so all school time missed will be made up through detention.

Attendance Policy

Since failure to attend classes is a violation of school policy and state law (for students under 16 years of age), the administration will determine the discipline for students violating attendance policies. School administration makes the final determination on the coding of a student absence. This includes, but is not limited to, verified and unverified absences. Unverified absences will often result in a discipline consequence. These would include leaving school or class without proper permission, "skipping" class, unexcused tardy, and similar such absences. Unverified absences can result in consequences that include, but are not limited to, detentions, after school detentions (2:50pm to 3:50pm), alternative learning center assignments, suspensions, contacting the county attorney, parent conference, counseling interventions etc. Interventions will be focused on making-up for lost class time. Notifications to parents on attendance could include automated phone calls, 3 days absence letter, 5 day absence letter, phone calls and/or emails from our School Based Interventionists (SBI) or Administration or potential home visits by SBI and Administration.

Any student who accumulates nine (9) absences in a class during a term may be placed in a non-credit status. The student will remain IN class. A letter will be sent home to notify the student and parents of the student's status. The student will be called in to meet with a school official to appeal for credit. The school has three options: grant credit; deny credit; attendance contract (Attendance contracts would be given in special circumstances. Students would have to fulfill the requirements of the contract to earn credit.) Failure to meet the criteria of the appeal meeting will result in loss of credit for the course. The criteria to determine if credit is granted are, but not limited to, the following:

1. reasons for the absence
2. total number of absences
3. discipline records
4. teacher recommendations
5. academic performance
6. past attendance patterns

If consistent attendance continues to be an issue for the student the school could take the following steps.

- Parent Meetings with SBI and/or administration and possible home visits.
- Possible referral to the County Attorney for violation of truancy law.
- Letters home to inform the student/parent of the possibility of being dropped from school.

Communications

1. When a student is absent from class the home will be notified of the absence by personal phone call or automated message. When a student reaches the 3rd absence in a class, an attendance report shall be sent to the student's parent/guardian. The parent is encouraged to contact the school if a problem is developing. Each letter sent home has a warning that credit may be lost at the 6th absence in any class(es).
2. When a student reaches the 5th absence in a class, an attendance report shall be sent to the student's parent/guardian. This serves as a final warning that credit may be lost if a 6th absence is reached. The parent is encouraged to contact the counselor or associate principal if the problem is continuing. Otherwise, on the 6th absence the student will be placed in a non-credit status for all classes missed more than five times.

Make-Up/Pre-arranged Work

Students are responsible for arranging to make up schoolwork with their teachers. Students who know they are going to be absent must fill out a pre-arranged absence form from the attendance office and make necessary arrangements with their teachers.

Students are allowed one (1) day for every day absent to make up work. *Not all assignments, tests, reviews, activities, labs, etc. are given additional time. The one day for every day absent depends on when items are assigned, scheduled, and if additional learning occurred while the student was absent.

A student must be gone three (3) days before schoolwork requests can be made through the counseling office. Students under suspension will be given the right to make up all class work missed in their absence.

Tardy

The first five minutes of class are essential for receiving key instructions, learning targets, success criteria, and information necessary for success throughout the lesson. Consistent punctuality supports academic achievement, builds responsibility and time-management skills, and helps students remain engaged in their learning community.

Tardies to school and tardies to class are addressed separately. Please review the expectations below.

Tardy to School

Students are expected to be in their first scheduled classroom before the tardy bell rings. Students who arrive after the start of their first scheduled class must sign in through the Main Office. Students who are not excused by a parent/guardian at the time of sign-in will be assigned an office detention. Parents/guardians will have 24 hours to contact attendance personnel to excuse the tardy or absence. Failure to serve an assigned consequence may result in additional disciplinary action.

Repeated tardies to school will result in instruction/problem-solving with school staff and/or progressive disciplinary interventions, which may include, but are not limited to, detention, Saturday School, a parent meeting with a plan to reduce tardies, suspension, or reassignment to an alternative learning environment. Students who accumulate nine (9) or more tardies to school during a semester may no longer have additional tardies excused by a parent/guardian and will be subject to disciplinary consequences for subsequent tardies.

Tardy to Class

A student is considered tardy to class if they are not inside the classroom when the bell rings, unless they have a valid pass from a teacher, counselor, administrator, or the office. Upon a student's third (3rd) unexcused tardy to a class, the teacher will conference with the student and may contact the parent/guardian. Continued tardiness will result in administrative intervention. Administrative interventions may include, but are not limited to, student and parent/guardian conferences, instruction/problem-solving with school staff, detention, Saturday School, Behavior Academy, suspension, or reassignment to an alternative learning environment.

Restricted Building Entry

To help maintain a safe and secure learning environment, all exterior doors will be locked at the morning tardy bell and will remain locked until the final dismissal bell of the day. During this time, all students, guests, and visitors must enter and exit the building through the Main Office entrance.

All students, guests, and visitors are required to sign in and sign out using the school's digital visitor management system when entering or leaving the building during the school day. Students who enter or exit the building through unauthorized doors may be subject to disciplinary consequences or other corrective actions. Guests and visitors who use unauthorized entrances or exits may have their building access or visitation privileges restricted or revoked.

Unauthorized entry poses a risk to the safety and well-being of all individuals within the school community. It is essential for students to adhere to the following guidelines to maintain a secure environment.

- Students are prohibited from opening doors or granting access to individuals who do not have permission to enter the school building.
- Students are prohibited from opening doors or granting access to other students.
- All students must enter the building through designated entry points and follow established check-in procedures.
- Students who observe suspicious behavior or individuals attempting to enter the building without permission should report such incidents to school staff or administration immediately.

Students found enabling unauthorized individuals to enter the building may face disciplinary action, which could include detention, suspension, or other appropriate measures as determined by school administration. Understanding the importance of this policy is crucial for the safety of all students and staff members.

College Visits

Students are encouraged to visit college campuses on weekends or school holidays. However, if that cannot be arranged, parents need to notify the office of the absence and the student should complete a pre-arranged permission form. Per Iowa Code and board policy, college visit absences are absences verified by the office (ABV).

Early Release

Parent Approved Released Time (PART) One of the purposes of the Senior PART program is to allow students a greater amount of independence, responsibility, and flexibility during the school day. PART allows eligible seniors to have released time during the school day. Seniors may apply for released time as follows:

ELIGIBILITY:

1. Seniors must have sufficient credits or be on track to graduate in or before May of that school year.
2. Seniors must file a release form with the school counseling office, which is properly signed by a parent or guardian. Students will follow their schedule of classes until the release form is signed, presented, and approved by the principal.

REGULATIONS:

1. Any disturbance of classes caused by late PART students while they are leaving or returning to the school building may constitute grounds for dropping those students from the PART program, future participation, and/or disciplinary consequences.
2. If a PART student chooses not to leave campus on a particular day, he/she must report to the media center.
3. PART students are expected to leave the building promptly. They will have no more than five minutes after their last class to leave the building. There must be no loitering in the parking areas or corridors. **Arrival in the building should be no earlier than five minutes before passing time. Students should report to the media center if arriving more than five minutes early.**
4. Students eligible for released time may be granted PART only if their schedule allows. (Scheduled classes take precedence over PART requests).
5. Parent Approved Released Time privileges may be withdrawn at any time by the parent and/or the administration.

Inclement Weather/School Cancellation

When school is canceled because of inclement weather prior to the start of the school day, students and parents are notified over radio, television and the websites. The missed day may have to be made up at a later date. **PLEASE DO NOT CALL THE SCHOOL.**

RADIO STATIONS:

KOIL (1180 AM)	WOW (94.1 FM)	KXKT (103.7 FM)
KQKQ (98.5 FM)	KFAB (1110 AM)	KGOR (99.9 AM)
FOX (101.9 FM)	KKAR (1290 AM)	

TV STATIONS:

WOWT - Channel 6

KETV - Channel 7

KMTV - Channel 3

WEBSITES:

www.lewiscentral.org

sixonline@wowt.com

KETV.com

KMTV.com

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

Extracurricular activities/practices when school is canceled or dismissed early are generally canceled and re-scheduled. The high school administration may determine whether to hold extracurricular activities or practices. Notification of activities held on inclement weather days is the responsibility of the coach/sponsor.

STUDENT HEALTH, WELL-BEING AND SAFETY

School Day

The school day shall be defined as the moment immediately prior to the student's first course of the day and the moment immediately following the student's last course of the day. Students should not be on school grounds during their non-school day hours unless staff supervision has been arranged or the student is involved in a school related activity including, but not limited to; extracurricular activity, after-school help, detention, school related event, etc. It is the parents' responsibility to arrange rides or take advantage of the district provided transportation. Lewis Central Community School and its attendance centers are not liable for students during non-school day hours. As stated in our jurisdictional statement, students are expected to comply with and abide by the school district's policies, rules, and regulations at all times while on campus.

Immunizations

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. All students entering, advancing, or transferring into 12th grade and born after September 15, 1999, will need proof of 2 doses of meningococcal conjugate (A,C,W,Y) vaccine with one dose received after age 16; or 1 dose if received when the student was 16 years of age or older. Students without a proper certificate or documentation of current immunizations will not be permitted to attend school until a provisional certificate is signed by a medical provider. Only for specific medical or religious purposes are students exempted from the immunization requirements. In special circumstances, students may also be required to pass a TB test. Parents who have questions should contact the office. (Reference Board Policy)

Physical and Dental Examinations

Parents are encouraged to have their children receive periodic physical examinations. Each year, prior to the start of any sport, participating athletes are required to provide a school district physical examination form signed by the student's doctor stating that the student is physically fit to perform in athletics. Failure to provide proof of a physical examination makes the student ineligible until the completed physical exam form is turned into the Activity Director's office. Students who cannot afford the cost of the physical examination should contact the coach of their sport. Students entering 9th grade are required by Iowa law to have a dental exam. The dentist must complete the Iowa Department of Public Health dental form and students must submit this to the school on or before the 1st day of school.

Emergency Drills

Periodically the school holds emergency, fire and tornado 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.

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE!

Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

Possession and Use of Medication

Students may need to take prescription or over the counter medication during school hours. The health staff must know what medication the student is taking in the event the student has a reaction. A medical provider's order and parental authorization is required for all prescription medication given at school. Prescription medications are to be kept in the health office. In special circumstances, prescription medication such as inhalers, eye drops, insulin and some approved emergency medications may be carried by the student with parent permission. Students may never have possession of controlled substances in the school setting.

Emergency medications need to be coordinated with the health office staff. Injections may be administered by the student, the parent, school nurse or trained designated staff members. In high school, students may carry non-prescription medication. Students may never give another student prescription or non-prescription medication.

Medication is stored in a locked cabinet and distributed only by the nurse or designee. All medication must be in the original container with the following information: name of student, name of medication, directions including dosage, times, duration, name, phone number, and address of the pharmacy, date of prescription and name of the medical prescriber. It is the responsibility of the parent to ensure medication is current and replaced prior to the expiration date.

- **Non-Prescribed Medication:** No written authorization shall be required for non-prescribed medication. Non-Prescribed medication need not be stored in the nurse's office.
- **Administration of Injections:** School nurses are the only staff who may give injections at school except school personnel who have been trained to administer an Epi-Pen or Glucagon injection in an emergency life-saving situation.
- **Glucagon Injections:** If a student requires administration of Glucagon in an emergency diabetic attack, school personnel will call 911. Glucagon will be provided by the student's parents/guardians and school personnel other than the school nurse may administer Glucagon injections only in emergency situations if they are trained.
- **Insulin Injections:** If a student requires insulin injections during the school day, the student or the parents/guardians will be responsible for administration.
- **Epi-Pen Injections:** Epi-Pen injections may be given by a School nurse or staff trained to administer such injections. An emergency medical unit and parents/guardians will be called.

- **Injections for Medical Emergencies:** If a student is required to receive an injection for a medical emergency, the student's parents/guardians and physician shall notify the school, in writing, and provide the following information on or by the first day of school:
 - The name of the medication and its dosage;
 - The method of administration (subcutaneous, intramuscularly, intravenous, etc.)
 - Emergency protocol from student's physician
 - Written authorization from parents/guardians for the student to carry the medication with them (high school only).
- **Inhalers:** Inhalers may be kept with the student. A note from the parent or guardian must be turned into the nurse with the name of the drug and the frequency of use on or before the first day of school.

Health Office Personnel

A school nurse or health associate is assigned to the high school. Care of a sick child is the responsibility of the nurse or health associate, and they will decide whether a student should return to the classroom or be sent home. **No students are to leave the building without permission of the nurse, health associate, or the administration.** Parents are asked to have an emergency telephone number on file in the office for occasions when a child is ill but the parents are not at home.

Student Illness, Injury or Medical Emergency

A student who becomes ill or is injured at school must notify his/her teacher or another employee as soon as possible. The student will be sent to the health office during regular school hours. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student is released to the student's parents or, with parental permission, to another person directed by the parents. 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 parents that the student has been transported for treatment. (Reference Board Policy 504.3)

Students diagnosed with asthma or severe allergies and taking prescription medication for their condition will be required to have a school asthma/anaphylaxis action plan completed by their medical provider on or before the 1st day of school. If a student does not have an asthma/anaphylaxis plan and experiences life-threatening asthma or anaphylaxis, Lewis Central's asthma/anaphylaxis protocol will be implemented. The protocol includes administration of epinephrine and nebulized albuterol. Emergency medical services will be summoned.

Student Insurance

Student health and accident insurance is available to students at the beginning of the school year. Parents may purchase insurance for their children at their discretion. Parents who would like more information about student health and accident insurance should contact the principal's office. Student athletes must have health and accident insurance in order to participate in intramural or extracurricular athletics. Students must provide written proof of insurance prior to the start of the athletic activity. A letter from the parents stating that the student is covered is adequate proof of insurance. Student athletes, who do not have and cannot afford insurance, should contact their coach. (Reference Board Policies).

Communicable and Infectious 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 or does not 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 or participate in school activities without his/her personal physician's approval. Infectious or communicable diseases include, but are not limited to, mumps, measles, and chicken pox. The school nurse/health associate has the right/responsibility to inspect and if need be send a student home. (Reference Board Policies).

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. The school district has designated the building principal at 366-8322 as its referral source to contact a Level I investigator. Lewis Central Community School's Level I investigator is Lisa Hartman (712-366-8206). Level II investigations are handled by the Council Bluffs Police Department (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 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 ACTIVITIES

Field Trips

In certain classes field trips 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. Strong consideration will be given to whether or not students are in good standing in all of their courses. Prior to attending a field trip, students must return a note signed by his/her parents.

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. (Reference Board Policy 603.2)

School-Sponsored Student Organizations

School-sponsored student organizations are those recognized by the school district and board. These include:

BOYS' ATHLETICS				
Baseball	Basketball	Bowling	Country Cross	Football
Golf	Soccer	Swimming	Tennis	Track
Wrestling	Baseball			
GIRLS' ATHLETICS				
Basketball	Bowling	Cross Country	Golf	Swimming
Soccer	Tennis	Track	Volleyball	Softball
Wrestling				
VOCAL MUSIC				
Chamber Choir	Corporation	Concert Choir	Company	Jazz Choir
Ninth Grade Choir				
INSTRUMENTAL MUSIC				
Concert Band	Jazz Band	Jazz Orchestra	Marching Band	Pep Band
FORENSIC				
Drama	Speech			
OTHER				
Cheerleading	Dance Team			
CLUBS/ORGANIZATIONS				
Art Club	BPA	Drama Club	Foreign Language Club	National Honor Society
FCCLA	Table Top Games			
Science Club	Skills U.S.A.	Student Council	Weight Lifting	

The above list is not intended to be all-inclusive, as other activities may fall within the definition of school activities. Some clubs/organizations do not operate every year. If they are on this list they have been approved as official school activities, and only need a school employee sponsor and students interested. Other groups can be created based on student interest by working with the school administration and following the guidelines of the US Supreme Court *Westside* decision. Students should check with the sponsor to determine if it is considered to be a school activity. Some activities and sports are open to students from other schools due to "sharing" agreements. Contact the Activities Director if you have questions about these arrangements.

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. The Activities Handbook (aka Code of Conduct) has specific rules and regulations governing participation in school-sponsored sports or activities and these must be agreed to, signed and turned in to the office prior to participation. (Reference Board Policy)

Student Funds and Fund Raising

Students may raise funds for school activities. Board approval must be obtained prior to the fund raising event or the start of a fund raising 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 non-school related fund raising from teachers, employees, or other students during the school day. Students who violate this rule are asked to stop. Repeated violations of this rule may result in future requests for fund raising activities being denied.

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

LCCHS dances are not “public” events open to all. Students that have met the requirements to be a junior or senior status may invite one guest from another school that is no younger than a junior in high school and not older than 20 years old. Guests must complete the required documentation that is provided by the main office and must have the guest school sign off that the guest is in good standing at their home school. Guests must have a photo ID to check into the dance. The administration reserves the right to refuse admittance if circumstances warrant such action. **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 guests, at school dances. Additional regulations may be added by the administration and/or the sponsoring organization. Guests violating school district policies, rules, or regulations are asked to leave the dance and school grounds, may be subject to police referral, and students may be subject to school disciplinary action as appropriate. School-sponsored dances must be approved by the activities director at least 20 school days prior to the dance. All fees/fines owed by a student must be paid before he/she can purchase a ticket for any school dance.

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.

National Honor Society

The National Honor Society is a national organization that recognizes students for their scholarship, character, service, and leadership achievements. All four attributes are of equal importance. Students are eligible for selection to the organization in the fall of their junior and senior years if they have a 3.4 (or higher) cumulative grade point average. Before being considered for selection for membership, the principal, associate principals, and activities director will review the list of students. Administrators may recommend that students should not be asked to join National Honor Society due to behavior problems, code of conduct violations, or office referrals. Approved individuals who wish to be considered for selection will be required to attend an informational meeting, accompanied by a parent or guardian, and will be asked to fill out informational sheets, activity/sponsor forms, community service verification forms and write an essay.

A faculty council, consisting of five anonymous teachers to be selected by the principal, will then review all student information forms and essays, along with evaluations filled out by the teachers, coaches and sponsors who have had direct contact with these students, and determine if students meet the criteria in the areas of scholarship, character, service and leadership. Students will be approved for membership unless three members of the faculty council identify a deficiency in any one (or more) of the aforementioned traits. If a student is denied membership, juniors will still be eligible for consideration their senior year if they maintain a G.P.A. consist with NHS standards. Seniors denied membership may appeal first to the activities director and then to the principal for review. Once students are inducted into the National Honor Society, they must maintain a 3.4 GPA or higher, attend all monthly meetings, actively participate in individual and group community service projects and have no code of conduct violations to remain in the organization.

Student Activity Tickets

Students may purchase a student activity ticket for admission to most school district activities. Student activity tickets must be shown at an event or the admission price will need to be paid. Lost tickets may be replaced for \$5. Activity tickets will not be honored for school-sponsored tournaments, any state-sponsored competitions, and some dramatic and musical performances. Students not wishing to purchase an activity ticket must pay regular prices to attend school district activities.

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 the 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, or
- encourages a student 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 educational 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 can follow the complaint procedure outlined in the handbook. (Reference Board Policies).

STUDENT RECORDS

Educational Records

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have legitimate educational interests 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 Policies).

Procedures for Students who are Transferring to Another School or 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. When a new student transfers into the school district, the student's records are requested from the previous school district. (Reference Board Policies).

Homeless Students

Homeless students who meet the definition of homeless may still attend Lewis Central High School. A homeless child or youth is defined as a child or youth from age 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 buildings, substandard housing, bus or train station, or similar setting; or

A migratory child or youth qualifies as homeless if the child or youth is living in circumstances described in paragraphs "1" through "3" above. Please contact your counselor or a building administrator for more details.

STUDENT RIGHTS AND RESPONSIBILITIES

The Board of Directors believes that school is an appropriate setting for all children and youth and that it should provide a safe environment for all students. The Student Code of Conduct is designed to support the concept of a safe learning environment by developing, through reasonable and consistent practices, appropriate student behavior patterns. Those behaviors and disciplinary actions set forth in this code are designed to serve as learning experiences for students. At the same time, they indicate to the student and parents the importance of good behavior. In addition,

the Code of Conduct provides an opportunity for students to develop better self-discipline. Listed below is how parents, community members and school personnel can assist students in this learning experience:

School Community Expectations

The Parent Is Responsible For:

- Setting an example of respecting other people.
- Reading and reviewing school expectations, guidelines, and rules with his/her student.
- Cooperating with school officials when discipline is necessary.
- Seeking help from school community agencies in correcting a student's misbehavior.
- Informing school officials of concerns relative to student behavior.
- Making sure the student attends school daily and on time.

The Community Is Responsible For:

- Maintaining a standard of conduct for adults, youth, and children that will foster appropriate behavior.
- Cooperating with the Board of Education and school personnel in the enforcement of school expectations, guidelines, and rules.
- Providing educational and recreational opportunities to allow for the development of appropriate student behavior.

The High School Staff Is Responsible For:

- Treating each student with dignity.
- Establishing, communicating, and teaching school expectations, guidelines, and rules in coordination with school district policy.
- Enforcing school rules consistently establishing an atmosphere appropriate for the classroom.
- Communicating to students and parents if student behavior is not appropriate.
- Prompt reporting of serious or continued student's misbehavior so that problems may be resolved and students can learn in a safe environment.
- Reporting any suspected child abuse or neglect incidents.

School Resource Officer (SRO)

Lewis Central High School partners with the Council Bluffs Police Department to provide a School Resource Officer (SRO) as part of our commitment to maintaining a safe, secure, and supportive learning environment.

The School Resource Officer is a sworn law enforcement officer who serves as a safety resource for students, staff, and families. In addition to supporting school safety, the SRO works to build positive relationships with students, provide education on topics affecting youth, and serve as a mentor and resource within the school community.

School administrators are responsible for enforcing school rules and student discipline. The SRO may become involved when student behavior constitutes a violation of law, poses a threat to school safety, or requires law enforcement assistance. The SRO may also assist with investigations, emergency planning, crisis response, and threat assessment activities.

Students are expected to cooperate with the School Resource Officer and treat the officer with the same respect expected of all school staff members. Questions regarding the role of the School Resource Officer may be directed to school administration.

Student Behavior

To achieve the educational objectives at Lewis Central, reasonable rules and regulations are a necessity. The maintenance of order for a better learning atmosphere is facilitated by the enforcement of these school policies.

Students are expected to follow these guidelines of behavior:

- Attend all assigned classes unless excused by a school official.
- Be equipped for class each day by having paper, pens or pencils, books, and other required material.
- Respect others by not using profane or offensive language and by listening when others are speaking.
- Promptly obey all staff members.
- Refrain from eating food or drinking beverages in the halls.
- Hats, bandanas, and other head coverings are not to be worn in the building during the school day.
- Respect public and private property by not writing on desks, walls, bulletin boards, or lockers. Lockers are school property.
- Defacing any school property will result in disciplinary action and restitution of damages.
- Avoid public displays of affection (P.D.A.).
- Students who refuse to give a name at a staff member's request will be subject to disciplinary action.

Implementation of these expectations is dependent upon all members of the school community maintaining the expectations and notifying appropriate staff of situations that seem to violate them.

Interviews/Investigations with Students

District personnel shall have the authority to conduct investigations and to question students pertaining to infractions of school rules and district matters whether or not the alleged conduct is a violation of the criminal law. The students' parents need not be contacted. (Reference Board Policies).

Students are expected to fully cooperate with any investigation conducted by school authorities or law enforcement personnel regarding incidents that may affect the safety or well-being of individuals within the school community. This includes providing truthful information, refraining from obstructing the investigation process, and following any instructions given by school officials.

Any student found to be impeding or obstructing an investigation by providing false information, tampering with evidence, intimidating witnesses, or engaging in any behavior that hinders the investigative process may face disciplinary action. Disciplinary consequences for impeding an investigation may include but are not limited to detention, suspension, or other appropriate measures as determined by school administration.

Students involved in an ongoing investigation are expected to maintain the confidentiality of the process and refrain from discussing details of the investigation with others to avoid interference or compromise of the investigation.

Potential Consequences

When a student breaks a rule or policy, he/she is subject to disciplinary action. The purpose of discipline is to modify individual behavior through positive and supportive actions whenever possible. Allowable Disciplinary measures include, but are not limited to, removal from the classroom, detention, After School Detention (2:50-3:50 pm), suspension, probation, and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics.

Academic Referral

Students who are falling behind in a class or are not completing classwork may be referred by an academic referral. The academic referral process is a support to give students extra time with a staff member to get help with and to complete missing or late work. Once referred students will work during his or her lunch period and/or after school.

Detention

Detentions will be held daily and served with the teacher who assigned it, or in the office detention room if assigned by administrator, unless other arrangements are made.

After School Detention

After School Detention will be held daily and served with the office. After School Detentions will be held from 2:50pm-3:50pm in an office assigned location. Students are advised to bring homework to do during this time. Students do not have access to technology during this time.

Saturday School

Saturday School may be assigned by an administrator or administrative designee as a disciplinary consequence or intervention. Students are expected to arrive on time, remain in their assigned location, follow all school rules, and comply with the directions of supervising staff.

Students who fail to meet the expectations of Saturday School, are disruptive, arrive late, leave early, or otherwise fail to complete the assigned consequence may be assigned additional Saturday School sessions and/or other disciplinary consequences.

Students are encouraged to bring schoolwork, reading materials, or other academic assignments to complete during Saturday School. School-issued technology and personal electronic devices are not available for use during Saturday School unless specifically authorized by school personnel.

In-School Suspension (ISS)

In school suspension is a supervised area where students are assigned as an alternative to out of school suspension. Students assigned to in-school suspension will be required to complete their day's assignments provided by teachers, meet with counselors, and learn strategies that will allow them to be successful in the classroom.

Suspension

A student may be suspended, either out-of-school or reassigned to in-school suspension, by administrative action. Before a student is suspended, these procedures will be followed:

- An informal investigation will be made by the administration.
- The student will be notified of the charge(s) against him/her orally and/or by written notice.
- The student will be informed of the facts of the charge(s).
- The student will be given the opportunity to respond to the charge(s).
- The notice to the student, an investigation, and an informal hearing must precede the removal of the student from the school.

However, a student may be suspended immediately when his/her continued presence on the school grounds would endanger the student's safety or well-being, the safety or well-being of other members of the school community, or would substantially interfere with the proper functioning of the school.

Students assigned a suspension will be required to complete a reflective problem solving writing assignment. Within this reflection students will be asked to consider the Situation of their discipline issue, Options they had when the incident occurred, Disadvantages of their possible choice(s), Advantages of their possible choice(s), and finally best Solution (choice) for their situation. Failure to complete this required reflection will likely result in additional suspension time in our ISS room.

A student suspended out-of-school is not permitted to participate in school activities or be on school grounds during the term of the suspension.

Consent Agreements

The district reserves the right to utilize a consent agreement between the parents of the student and the school. This consent agreement may outline expectations for the student's behavior and academic performance. It can also specify expectations for the learning environment, including but not limited to the loss of privileges, remote learning, structured or supervised settings, regular check-ins, and other measures to support the student's overall well-being and academic success. The district or administration may opt to develop a consent agreement as an alternative to recommending expulsion, providing an opportunity for collaboration and resolution before more severe measures are considered.

Expulsion

The board of directors of a school district shall expel from school for a period of not less than one year a student who is determined to have brought a weapon to a school or knowingly possessed a weapon at a school under the jurisdiction of the board or the authorities. However, the superintendent or chief administering officer of a school or school district may modify expulsion requirements on a case-by-case basis.

The board of directors of a school district may determine the length of an expulsion for non-firearm violations. Non-firearm violations requiring expulsions will not exceed two semesters or one calendar year. However, the superintendent or chief administering officer of a school or school district may modify expulsion requirements on a case-by-case basis.

Reference local school board policy – Suspension and Expulsion By Board, for expulsion by the board procedures.

Corridor Conduct

Running and boisterous behavior are considered inappropriate. Students are requested not to sit on the steps and to avoid gathering in large groups, since this hinders traffic. While at school, affectionate displays between students will not be tolerated. Students may hold hands, but that will be the extent of physical contact allowed. Students who are in the building before and after school are expected to use their time wisely. Pop cans or bottles are not to be taken to a student's locker unless unopened. Glass bottles are prohibited. **Students not meeting these expectations will be asked to leave the premises immediately and may have their privilege to remain after school dismissal removed.**

Student Lockers, Locker Inspections, Locker Searches (Student Search Rule)

- 1) 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 be based upon consideration of relevant factors that include, but are not limited to, the following:
 - i) the nature of the violation for which the search is being instituted,
 - ii) the age(s) and gender of the students who may be searched pursuant to this rule, and
 - iii) 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:
 - i) 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, and
 - ii) 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.
 - 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.
- 2) "A protected student area" includes, but is not limited to: a) a student's body, b) clothing worn or carried by a student, c) a student's pocket book, brief case, duffel bag, book bag, backpack, nap sack, or any other container

used by a student for holding or carrying personal belongings of any kind and in the possession or immediate proximity of the student.

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.

- a) Types of search: 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; or d) a search of a student by a school official not of the same sex as the student, will always have a same gender staff present during the search. **Searches may consist of use of “breath analyzers” or similar breath test devices.**
- 3) 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, 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) At the beginning of each school year, the District shall provide written notice to all students and the student's parents, guardians, or legal custodians that school officials may conduct periodic inspections of school lockers, desks, and other facilities or spaces owned by the school and provided as a courtesy to a student without prior notice.
 - c) 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.
 - d) An inspection of a school locker, desk or other facility or space 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.
 - e) An inspection of a school locker, desk, or other facility or 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.
- 4) Automobile Searches
- a) Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. As part of its routine patrols of the student parking lots, school officials may use such methods including, but not limited to, visual inspections of student parking lots, student automobiles, and/or the interior of a student's automobile, or the use, by school officials or others hired at their direction, of a drug sniffing animal to inspect student parking lots and student automobiles. The interior of a student's automobile on the school premises may be searched if the school official has reasonable and articulable suspicion to believe that illegal, unauthorized, or contraband items are contained inside the student's automobile.

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. Students are prohibited from wearing costumes while at school, including holidays that promote costumes, unless there is special permission provided by administration (homecoming dress up days). 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 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 care for 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.

Student Driving and Parking

Each student who wishes to use the high school parking lot must register their vehicle(s) in the Principal's office. The speed limit in the parking lot is 15 m.p.h. **The parking lot is off-limits during the school day. Any student needing to retrieve something from their vehicle during the school day must have permission from the administration. Loitering in the LCHS parking lot is strictly prohibited. Those gathering in the parking lot at unauthorized times, are considered to be trespassing. Individuals caught trespassing are subject to school consequences and/or possible citations from law enforcement.** The school is not responsible for the vehicle or its contents. Student vehicles may be subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property, or other contraband might be present in the vehicle.

The following guidelines will be enforced for LEWIS CENTRAL HIGH SCHOOL parking lots:

- Parked in faculty, visitor, cooks, or numbered stall 6:00 a.m. to 4:00 p.m. - subject to referral and disciplinary action. (The Activity Director's space is reserved 24 hours/day.)
- Not parked in a valid stall: subject to referral and disciplinary action, may be towed at the owners' expense.
- Inappropriate driving in the parking lot: subject to referral and disciplinary action.
- Repeat offenders will be subject to suspension.

Hall Passes

Students must have a hall pass or digital hall pass to be in the halls when classes are in session. Students must obtain a signature on their hall pass from their teachers, administrators, or an adult office staff. Digital hall passes must be obtained and activated through the school's designated system before leaving the classroom. All passes are non-transferable and should only be used by the student to whom it was assigned. The school administration has access to monitor the usage of digital hall passes for safety and security purposes. Students are expected to return to the classroom promptly after the completion of their authorized task or appointment.

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, MP3 player and lap top) usage 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; loss of credit for an assignment, project or test; doing alternative work or assessment; reduction in grade for the assignment; loss of credit for the term; detention; and/or suspension. Check with the individual instructor's grading policy for more specific details.

Artificial Intelligence (AI) and Academic Integrity Policy

Lewis Central High School is committed to developing students' knowledge, critical thinking skills, creativity, and personal responsibility. Artificial Intelligence (AI) tools can be valuable educational resources when used appropriately and with teacher permission. However, submitting work generated by AI as one's own, without authorization or proper attribution, is a violation of academic integrity.

Unauthorized AI Use

Students may not use artificial intelligence tools, including but not limited to ChatGPT, Gemini, Copilot, Claude, or similar technologies, to complete assignments, assessments, projects, essays, discussion posts, or other academic work unless expressly permitted by the teacher. Unauthorized AI use includes, but is not limited to:

- Submitting AI-generated work as original student work.
- Copying or paraphrasing AI-generated responses without teacher permission or proper citation.
- Using AI to complete assignments intended to assess a student's individual knowledge, skills, or understanding.
- Using AI during quizzes, tests, exams, or other assessments when not specifically authorized.
- Using AI to circumvent the learning process or misrepresent the extent of one's own work.

Consequences for Academic Integrity Violations

When a student is found to have used AI in violation of teacher expectations or this policy, consequences may include one or more of the following:

1. Requiring the student to redo or resubmit the assignment.
2. Receiving reduced or no credit for the assignment, consistent with teacher and school academic integrity procedures.
3. Parent/guardian notification.
4. Administrative intervention and documentation of the violation.
5. Additional disciplinary consequences for repeated or significant violations.

The primary purpose of this policy is to promote honesty, accountability, and authentic learning. Students are encouraged to use technology responsibly while demonstrating their own understanding, skills, and effort in all academic work.

Nuisance Items

Students are prohibited from the use of radios or other music players, portable speakers, remotes, televisions, water guns, chains, toys, spinners, and other similar items in the high school building or at school activities, unless approved ahead of time by an administrator for a specific activity or project. Nuisance items can cause a disruption at school.

Nuisance items may be confiscated by any staff member and may be claimed by a parent or guardian. Failure to cooperate may result in disciplinary action. It is recommended that you do not bring nuisance items to school

because of all the possible problems that could be created by having these items in school including theft, for which the school cannot be responsible.

Cell Phones/Electronic Devices

Electronic devices include, but are not limited to; cell phones, wireless and wired headphones, wireless and wired earbuds, meta or smart glasses, gaming devices, tablets, personal laptop computers, etc.

Smart watches may be worn for the purpose of telling the time. Smart watches must have notifications and communication abilities turned off.

Students may only access and utilize personal electronic devices, including cell phones, before and after school, during their lunch while in the commons, and during passing times between periods as dictated by the schedule. Students may not have any electronic device out during class time. This includes any location in the building during a time that is not before or after school, during their lunch period, and during passing times.

If a student has a cell phone or personal electronic device out or in use during the restricted times, students will be directed to remediate the issue. This may include being told to put the device away or to turn the device over to the staff member. Electronic devices, including cell phones, may be confiscated by any school employee and may be stored in the office at any time. It may be a requirement for parents/guardians to pick up electronic devices that have been confiscated.

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 or to leave said device at home.

If students refuse to turn over their electronic devices, a disciplinary referral for insubordination will be issued with administration. Please refer to the disciplinary matrix on consequences for insubordination.

Some electronic device/cell phone uses, such as sending threatening messages, inappropriate images, cheating on tests, or cyber - bullying/harassment escalate the issue out of the cell phones/electronic device category and into categories with more severe disciplinary action.

*The district is not responsible for any lost, stolen, or damaged cell phones or personal electronic devices.
(Reference: Board Policy 503.11)

Parents may contact the office to communicate with their student in case of an emergency.

Use of Recording Devices on School Property (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.

Posting of Information

Individuals who wish to post or distribute information must receive permission from the principal before the posting or distribution. This applies whether the information deals with school-sponsored or non-school-sponsored activities. The principal can explain or answer questions regarding the school's rules on posting and distributing materials. (Reference Board Policies)

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)

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
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
 - Tell a teacher, counselor, or principal; and
 - Write down exactly what happened, keep a copy and give another copy to the teacher, counselor, or principal including;
 - What, when and where it happened;
 - Who was involved;
 - Exactly what was said or what the harasser or bully did; witnesses to the harassment or bullying;
 - What the student said or did, either at the time or later;
 - How the student felt;
 - And how the harasser or bully responded

Building Response to reports of Harassment and Bullying:

All reports of potential harassment and bullying are investigated by building/district administration. The Lewis Central administration:

- Will carefully review and investigate each complaint
- Will interview the student initiating the complaint
- May interview witnesses, parents, other adults, etc. to gain any additional information
- May refer any complaint directly to the District Level One Investigator or the Council Bluffs Police Department
- May require more teaching of skills, development of additional lessons, provide opportunities for counseling, take immediate action and impose consequences, or take any other actions that are designed to continue to provide a safe and positive learning environment.

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 712-366-8322 as its referral source to contact a Level I investigator. Lewis Central Community School's Level I investigator is 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.

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.

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.

Cyberbullying

Cyberbullying or cyber-harassment are defined by the same criteria as bullying and harassment. Cyberbullying and cyber-harassment are executed using an electronic device such as cell phones or Chromebooks. Communication may include, but are not limited to; texting, posting on social media, or instant messaging. Due to the nature of social media, the offense may cause more of a disruption, which may result in a more severe consequence. Also reference the district's Technology Acceptable Use Policy.

Student Complaints

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 Policy)

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 non-discrimination in programs and employment.

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; the Superintendent; and/or the Board of Directors.

Illegal Items Found in School or in 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 tobacco, tobacco products, or look-a-like substances. Weapons, weapon replicas, weapon look-a-likes, are not allowed on school grounds or at school activities with the exception of 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. The students may be reported to law enforcement officials and will be subject to all federal and state laws concerning the violation. (Reference Board Policies).

Cafeteria

The district operates a lunch and breakfast program. Students may bring their own lunches to school or purchase a lunch. In order to promote an efficient, clean, and enjoyable cafeteria, students should observe the following rules:

- Students are not allowed to leave during school for the purpose of getting lunch, i.e. going to a restaurant or drive-thru.
- Students are not allowed to have food delivered to the school.
- All lunch litter is to be placed in waste containers.
- Students involved will clean up spilled food. The cafeteria staff will provide brooms, mops, and dustpans.
- All trays are to be returned to the proper dish washing room.

- When finished eating, students must remain seated in the cafeteria/commons area. Since other classes are in session during lunches, there will be no loitering near classrooms or down the activities/gym hallway.
- Students will be expected to be courteous and cooperative in the cafeteria. For safety reasons, pushing, shoving, and chasing will not be tolerated.
- Misconduct in the cafeteria will result in any one or a combination of the following: warning, detention, clean up duty, removal from the cafeteria area, and suspension.

Restrooms

Students are expected to use the restroom facilities only for their intended purpose. Loitering or hanging out in the restrooms is prohibited. To ensure a safe and respectful environment, students must use stalls individually; no more than one student is allowed per stall at any time. If students are found sharing stalls, they will be subject to searches and disciplinary action. Failure to follow these restroom rules and expectations may result in consequences ranging from detention to suspension. Additionally, students who violate this policy may lose the privilege to use multi-occupancy restrooms. In such cases, a supervised restroom plan will be implemented to ensure safety and compliance.

Statement of Approval and Support

These expectations, rules and policies have been approved by the Board of Directors of the Lewis Central Community School District and are supported by Section 282.4 of the Code of Iowa (Majority Vote-Suspension), Section 282.5 of the Code of Iowa (Re-admission of Pupil), Section 502 of Board Policy (Student Behavior and Discipline), and its accompanying reference section. A student may be suspended or expelled for violation of the school rules or for violation of the Code provisions contained in Section 282.4

Guidelines for Serious Rule Infractions Matrix

The following is a table of guidelines in the disposition of disciplinary situations. 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 building administrator's discretion.** Law enforcement may be contacted anytime “notification” is listed in the guidelines. In the event of police notification, any action taken by the court system will be in addition to the action taken by the school.

The rule infraction matrix categorizes incidents of behavior into Level 1, Level 2, and Level 3. Levels are determined by administration and may be based on, but are not limited to, the severity of the incident, the student's behavioral history, the frequency of occurrences, and the impact of the behavior incident. Behavioral incidents may fall into any of these levels, and appropriate disciplinary actions will be determined accordingly to ensure a safe and conducive learning environment for all students.

Rule Infraction	Level 1	Level 2	Level 3
Misconduct			
<u>Disruptive Behavior</u> : verbal or physical action that harm the educational atmosphere of the classroom, cafeteria, school or school functions. May include outbursts, nuisance items, inciting others, etc.	Detention to suspension 1-3 days	Suspension 1-3 days	Suspension 3-10 days Expulsion
<u>Disruptive Behavior Related to Social Media</u> : Actions, gestures, statements (spoken or written) or cryptic messages/postings which insult, offend, taunt, or demean others because of their individual or group differences. Specific to posting or commenting on any social media platform during school hours or while on school premises.	Detention to suspension 1-3 days	Suspension 1-3 days	Suspension 3-10 days
<u>Insubordination</u> : disrespect toward, swearing at, failure to follow the request or directions of school personnel, refusing to turn over electronic devices and/or cell phones.	Detention to suspension 1-3 days	Suspension 3-10 days May be removed from class	Suspension 3-10 days Expulsion
<u>False Statements</u> Knowingly making fraudulent, false, or misleading statements.	Detention to suspension 1-3 days	Suspension 1-5 days	Suspension 3-10 days
<u>Skipping Class</u>	Detention to suspension 1 day	Suspension of 1-3 days Possible attendance plan and notification to County Attorney	Suspension of 1-3 days Attendance plan Notification to County Attorney
<u>Tardies</u> : Student is late to class or the start of the school day.	Previous incidents may be handled as minor referrals through the classroom teacher. Detention to suspension 1-3 days. Additional consequences may be assigned based upon frequency and severity of issue(s). Possible loss of credit after 9 tardies in a semester. *Late to school tardies result in an office detention unless a parent excuses the tardies within 24 hours of the tardy.		
<u>Detention not served</u> : failure to serve an assigned detention.	Reassign double time to suspension	Suspension 1-3 days	Suspension 3-10 days
<u>Disruption while in ISS</u>	Detention to additional ISS time	Suspension 1-3 days	Suspension 3-10 days

Rule Infraction	Level 1	Level 2	Level 3
Threats			
<u>Harassment</u> : including but not limited to: belligerent and disrespectful language, gestures, or actions that attempt to threaten, intimidate, or injure another person.	Suspension 1-3 days	Suspension 3-5 days	Expulsion
<u>Sexual Harassment</u> : unwelcome advances, verbal or physical misconduct, graffiti, jokes, gestures, etc.	Suspension 1-3 days	Suspension 3-5 days	Suspension 5-10 days to expulsion
<u>Bullying</u> : meets the criteria as defined by this handbook.	Out of School suspension 1-5 days	Out of school suspension 5-10 days Police notification	Expulsion Police notification
<u>Unacceptable Teasing</u> may include, but not limited to acts intended to ridicule, verbally abuse, and/or humiliate.	Corrective actions that may include detention to suspension 1 day	Suspension 1-3 days	Suspension 3-5 days
<u>Unauthorized Recordings</u> : making any audio, video, or photographic recordings of others. Includes posting or sharing of said media.	Corrective actions to suspension 1-3 days	Suspension 3-10 Days Police notification	Expulsion Police notification
<u>Threats</u> : intimidating or menacing another student, school personnel, including hazing.	Suspension 1-5 days Police notification	Suspension 5-10 days to expulsion Police notification	Expulsion Police notification
<u>Extortion</u> : obtaining money by threat or perceived threat of force.	Suspension 3 days	Suspension 3-10 days Police notification	Expulsion Police notification
<u>Initiating threatening acts</u> , i.e. bomb threats, social media, etc.	Suspension 5-10 days to expulsion Police and fire marshal notification		

Rule Infraction	Level 1	Level 2	Level 3
Illegal Items Found in School or in a Student's Possession			
<u>Nicotine</u> : possession, use or distribution, paraphernalia, including imitations such as E-Cigarettes.	Suspension 1-3 days and possible substance abuse education. Police notification	Suspension 3-5 days and possible substance abuse education. Police notification	Suspension 5-10 days and possible substance abuse education. Police notification
<u>Drugs/Alcohol</u> : possession, use or under the influence of illegal drugs, alcohol, controlled substances, imitation substances, or paraphernalia.	Suspension 10 days The possibility to reduce the suspension with the completion of the substance abuse education. Police notification	Expulsion Police notification	
<u>Dealing Drugs/Alcohol</u> , alcohol, controlled substances or imitation substances: including selling or distributing.	Expulsion Police notification		

Rule Infraction	Level 1	Level 2	Level 3
Fighting/Weapons			
<u>Fighting</u> or attempt to physically harm one another through mutual combative physical contact.	Out of School suspension 1-5 days Police notification	Out of school suspension 5-10 days Police notification	Expulsion Police notification
<u>Assault</u> : threatening or trying to injure or causing injury to a student or employee	Suspension 3-10 days Police notification	Suspension 5-10 days Police notification	Expulsion Police notification
<u>Weapons</u> : possession, use, or handling of any instrument generally considered a weapon or used as a weapon, or weapon replicas or look-a-like.	Detention to suspension 1-3 days Police notification	Suspension 3-10 days to expulsion Police notification	Expulsion Police notification
<u>Firearm</u> : possession or threatening a person with a gun or other destructive devices.	Expulsion for one calendar year Police notification		

Rule Infraction	Level 1	Level 2	Level 3
Destructive Behaviors			
<u>Theft</u>	Detention to suspension 1-3 days Restitution	Suspension 3-10 days Restitution Police notification	Expulsion Restitution Police notification
<u>Vandalism</u> : intentionally damaging or destroying property.	Detention to suspension 1-3 days Restitution	Suspension 3-10 days Restitution Police notification	Expulsion Restitution Police notification
<u>Trespassing</u> : being in an area of the building or on school property without authorization.	Detention to suspension 1-3 days	Suspension 3-10 days Police notification	Expulsion Police notification
<u>False fire alarm</u> : tampering with or triggering fire equipment or extinguishers.	Detention to suspension 1-3 days	Suspension 3-10 days Police and fire marshal notification. Restitution	Expulsion Police and fire marshal notification Restitution
<u>Arson</u> : burning or attempting to burn a property, structure or building.	Detention to suspension 1-3 days	Suspension 3-10 days Police and fire marshal notification. Restitution	Expulsion Restitution Police and fire marshal notification

Rule Infraction	Level 1	Level 2	Level 3
Miscellaneous			
<u>Cell Phones/Electronic Devices</u> : electronic devices include, but are not limited to; cell phones, wireless and wired headphones, wireless and wired earbuds, meta or smart glasses, gaming devices, tablets, personal laptop computers, smart watches, etc.	Cell phones and electronic devices are not allowed during class periods. Use of any cell phone or electronic devices may result in disciplinary action. Previous incidents may be handled as minor referrals through the classroom teacher. Any staff member may take the cell phone/electronic device at any time. Detention to suspension 1-3 days *Additional consequences may be assigned based upon frequency and severity of issue(s).		
<u>Nuisance Items</u> : anything that distracts a student or other students or disrupts the learning environment.	Previous incidents may be handled as minor referrals through the classroom teacher. A staff member may take the nuisance item at any time. Detention to suspension 1-3 days *Additional consequences may be assigned based upon frequency and severity of issue(s).		
<u>Forgery</u> : signing another person's name, altering or writing a note or pass when not authorized. Including falsifying calls to attendance.	Detention to suspension 1-3 days	Suspension 1-5 days	Suspension 5-10 days Expulsion
<u>Parking/driving violations</u> : speeding, danger or disregard of signage.	Warning, loss of driving privileges, towing (at owner's expense)	Detention to suspension 1-3 days Police notification	Suspension 1-10 days Police notification
<u>Gambling</u> : engaging in games of chance.	Detention to suspension 1-3 days	Suspension 1-3 days Police notification	Suspension 3-10 days Expulsion Police notification



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.

	Kreft/Titan Hill	Middle School	High School
1st Offense	- Written Warning - Parent Notification from Driver/ Transportation Director	- Written Warning - Parent Notification from Driver/ Transportation Director	- Written Warning - Parent Notification from Driver/ Transportation Director
2nd Offense	<u>1st Written Violation</u> - 1 day (AM/PM) suspension from riding - Parents notified by the Transportation Director with Driver and Monitor present.	<u>1st Written Violation</u> - 1 day (AM/PM) suspension from riding - Parents notified by the Transportation Director with Driver and Monitor present.	<u>1st Written Violation</u> - 1 day (AM/PM) suspension from riding - Parents notified by the Transportation Director with Driver and Monitor present.
3rd Offense	<u>2nd Written Violation</u> - 3 day suspension from riding - Parents notified by the Transportation Director - Parent-Student conference with Transportation Director/Driver/ Monitor required before reinstatement.	<u>2nd Written Violation</u> - 5 day suspension from riding - Parents notified by the Transportation Director - Parent-Student conference with Transportation Director/Driver/ Monitor required before reinstatement.	<u>2nd Written Violation</u> - 10 day suspension from riding - Parents notified by the Transportation Director - Parent-Student conference with Transportation Director/Driver/ Monitor required before reinstatement.
4th Offense	<u>3rd Written Violation</u> - 5 day suspension from riding - Parents notified by the Transportation Director - Parent-Student conference with Transportation Director/Driver/ Monitor required before reinstatement.	<u>3rd Written Violation</u> - 10 day suspension from riding - Parents notified by the Transportation Director - Parent-Student conference with Transportation Director/Driver/ Monitor required before reinstatement.	<u>3rd Written Violation</u> - 20 day suspension from riding - Parents notified by the Transportation Director - Parent-Student conference with Transportation Director/Driver/ Monitor required before reinstatement.
5th Offense	<u>4th Written Violation</u> - 10 day suspension from riding - Parents notified by the Transportation Director - Parent-Student conference with Transportation Director/Driver/ Monitor required before reinstatement.	<u>4th Written Violation</u> - 20 day suspension from riding - Parents notified by the Transportation Director - Parent-Student conference with Transportation Director/Driver/ Monitor required before reinstatement.	<u>4th Written Violation</u> - Lose all bus privileges for the remainder of the school year. - Parents notified by the Transportation Director and Superintendent.
6th Offense	<u>5th Written Violation</u> - 20 day suspension from riding - Parents notified by the Transportation Director - Parent-Student conference with Transportation Director/Driver/ Monitor required before reinstatement.	<u>5th Written Violation</u> - 30 day suspension from riding - Parents notified by the Transportation Director - Parent-Student conference with Transportation Director/Driver/ Monitor required before reinstatement.	
7th Offense	<u>6th Written Violation</u> - Suspended from riding the bus/van indefinitely. - Consideration for reinstatement occurs no sooner than 30 days following the infraction and a meeting occurs between the Transportation Director and the Superintendent.	<u>6th Written Violation</u> - Suspended from riding the bus/van indefinitely. - Consideration for reinstatement occurs no sooner than 30 days following the infraction and a meeting occurs between the Transportation Director and the Superintendent.	

STUDENT SCHOLASTIC ACHIEVEMENT

PowerSchool/Grade Reports

The primary objective of the grading system is to provide an assessment of the student's relative mastery and application of the subject matter compared to the totality of the material studied and the student's own application and ability. (Reference Board Policies). Students and parents can check on grades at any time through access to PowerSchool. Access to PowerSchool may be obtained through the Principal's Office.

Lewis Central High School Grading Guidelines

The purpose of these guidelines is *to implement methods of grading that yield a more accurate reflection of student understanding. These would include, but are not limited to:*

- better reflection of student learning
- consistent grading practices for same course
- closer alignment of grading practices by department and throughout the building

Grading Categories

“Practice” (sometimes called “formative assessment”)

Practice represents a range of formal and informal procedures used by teachers during the learning process in order to modify instruction and learning events to improve student learning. Practice is also used by students to support decision-making during their learning process.

Practice Assessments...

- provide ongoing information to teachers in order to guide instruction to move students toward mastery of standards
- provide students with timely feedback
- provide information about a student's strengths and weaknesses
- may include, but are not limited to, homework, quizzes, surveys, exit slips, and observations
- will carry less weight in PowerSchool than performance assessments

“Performance” (sometimes called “summative assessment”)

Performance can take a variety of forms, from multiple choice tests to performances. This can be thought of as a culminating event to assess mastery of knowledge, skill, and understanding.

Performance Assessments...

- may occur at the end of a learning unit, or at determined points within a unit, to demonstrate what a student knows, can do, and understands relative to the Lewis Central standards and criteria
- occurs after the “instruction – practice – feedback” cycles
- provide teachers, students, parents, and other stakeholders with information regarding the student's mastery level of the Lewis Central standards
- may include, but are not limited to chapter/unit tests, projects, performance-based assessments, or essays
- will carry more weight in PowerSchool than practice assessments

Grading Policies

Explanation of Letter Grades:

- "A" means a student has mastered the concepts and skill presented, as is evidenced by his/her consistent and extraordinary application of the knowledge.
- "B" means that a student has attained a substantial degree of mastery of the concepts and skills presented, as is evidenced by his/her consistent and high quality application of this knowledge.
- "C" means that a student has acquired the basic skills and concepts of the subject presented and is able to apply them to a satisfactory degree.
- "D" means that a student lacks a sufficient knowledge of the concepts and skills presented and, therefore, has difficulty applying them to a satisfactory degree.

- "F" means that a student has not acquired basic fundamental concepts and skills and, therefore, is unable to apply them to a satisfactory degree.
- "P" means satisfactory work in a pass/fail course.
- "I" means that the student has not completed the required academic work and is entitled to additional time to complete it. The teacher will advise the student of the work to be done and the due date. An "I" grade must be changed within ten school days or it will be recorded as an "F," unless the administration grants an extension of time.

Grading Scale for Lewis Central High School:

99 – 100	A+	91 – 92	B+	83 – 85	C+	75 – 77	D+
95 – 98	A	88 – 90	B	80 – 82	C	72 – 74	D
93 – 94	A-	86 – 87	B-	78 – 79	C-	70 – 71	D-

Grade Point Values

For a one credit class, letter grades earn the listed grade points

A+...4.333	A...4.000	A-...3.667	B+...3.333	B...3.000	B-...2.667
C+...2.333	C...2.000	C-...1.667	D+...1.333	D...1.000	D-...0.667

Computing grade point averages can be difficult given variations in credit amounts, so if you have questions about this computation please ask in the Guidance Office.

Weighted Grade Point Values

The purpose of weighted grade point values is to encourage students to take courses that are challenging and considered to be academically rigorous. Courses that have college credit associated with the course will receive a weighted grade point average. This would include, but not limited to, courses that require a set assessment score for enrollment, have assessments associated with the course for college credit, and/or awarded credit by a recognized college. Each grade level has an additional 0.5 added, in order to reward college level/advanced academic student achievement.

For a one credit class, letter grades earn the listed grade points

A+...4.833	A...4.500	A-...4.167	B+...3.833	B...3.500	B-...3.167
C+...2.833	C...2.500	C-...2.167	D+...1.833	D...1.500	D-...1.167

Report Cards

Report cards will be distributed at the end of each semester. The final semester grade is the grade recorded on the student's permanent record.

Interim Progress Reports

Interim Progress Reports may be sent any time during the semester to inform parents of the student's performance. These reports will be sent home with students. All students receiving a "D" or an "F" should receive a report, but some teachers may send reports to all students.

Computation of Final Semester Grades

The semester final exam or culminating activity will range from 10% to 20% of the final grade, which will be determined by teachers in the curriculum writing process. Class work done during the semester will range from 80% to 90% depending on the established final percentage.

Class Rank

A student's class rank will be calculated at the end of each semester once official grades have been posted. Final grades from outside of LCHS will be included only during those recalculation times. Please keep in mind that the class rank is not a static number, but a dynamic number, impacted by factors such as number of credits, grade point average, weighted grading, early graduates and other factors used in the calculation.

Homework

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

Standardized Tests

Students are given standardized tests (i.e., IA Assessments, PSAT, etc.) that are used to determine academic progress for individual students, for groups of students, and for the school district. Students are tested unless the principal excuses them.

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 their child's teacher 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.

[Iowa Department of Education Open Enrollment Information and Forms](#)

Adding/Dropping Courses/Schedule Changes

The class schedule students receive at the beginning of the school year is based upon the registration process completed in the spring. Parents, students and the school must consider the spring registration process as being one of a near contractual agreement. Therefore, class schedules are not subject to change in terms of courses selected or class periods scheduled. Work schedules, jobs, open campus privileges or before and after school responsibilities must work around the class schedule provided at the beginning of the school year.

Students who need to add or drop a class must do so within **three** days after the start of the semester. A student will only be considered for a schedule change if one of the following conditions exists: health problems, computer error,

misplacement, failing prerequisites, incomplete schedule or graduation requirement. The school counselor's permission is necessary to add or drop a class. Late drops will generate a grade of "F" for the dropped class unless an extraordinary situation exists and an exception is made by a building administrator. The following procedure must be used to change/drop any class:

1. The student must see his/her counselor to make a request for a schedule change. **The guidance counselor may request permission from the parent/guardian to make the schedule change.**
2. The schedule change does not take effect until a copy of the new schedule is given to the student. The original schedule will be followed until the change becomes effective.
3. Any student who drops a class past the three day deadline must involve the classroom teacher, have parental permission, have a graduation credit check completed by his/her counselor and gain the approval of a building administrator.

Testing Out of a Course

Students may attempt to test out of a course only if they have principal approval. The general criteria for testing would include students that are within the first three days of a term of their enrollment and have never attempted the course. To successfully test out of a course, a student must pass the final and/or test out exam with a score of 80% or better. With a successful test out, the student earns credit for the course and a "P" for Pass is entered on the transcript. Students should contact their guidance counselor for more information. Please note that not all courses may be eligible for testing out.

Honor Roll and Academic Honors

The school district honors students who excel academically. Lewis Central High School will have two honor rolls. The requirements for the WHITE honor roll will be a GPA of 3.200 to 3.599 and no grade less than a C-. The requirements for the BLUE honor roll will be a GPA of 3.600 or higher and no grade less than a C.

Academic Letters will be awarded to ninth, tenth, eleventh, and twelfth grade students who earn a minimum grade point average of 3.6 for the school year at Lewis Central High School with no grade lower than a C. Students must be full time (enrolled in 5 full credit classes) to be eligible for an academic letter and the honor roll. Students who graduate with a cumulative GPA of 3.6 will receive an honor medallion to wear at commencement.

Academic Eligibility for Extracurricular Activities

In order to be academically eligible to participate in the student activity program, class officers, graduation speakers, or school royalty, the participant must be a full-time student (see definition in item 3 in the Postsecondary Enrollment Options Act section), must maintain a grade point average of 1.6 (C-) or higher for each term, and must not have a failing grade at the conclusion of any term. A student must meet the standards below:

1. Must be a full-time student. Students must be enrolled in five (5) different credit classes each semester to be considered a full-time student. Office aide, teacher aide, library aides, and study hall do not count as classes for the purpose of being a full-time student.
2. Must pass a minimum of four (4) different credits each semester and no F's. Students that do not pass a minimum of four (4) different credits in a semester will be ineligible for all activities until after the next semester that they pass a minimum of four (4) different credits.
3. Must have earned a grade point average of 1.6 (C- average) or higher the previous semester.
4. Must meet or exceed all eligibility requirements of the Iowa High School Athletic Association and the Iowa Girls High School Athletic Union.

Grade point averages will be based on marks earned at the end of each semester. All students entering high school for the first time as ninth graders will be declared academically eligible. (See Activities Handbook Grades 7-12.)

Concurrent Enrollment

The concurrent enrollment program promotes rigorous academic or career technical education (CTE) pursuits by providing opportunities for high school students to enroll in eligible courses at or through Iowa Western Community College (IWCC). Information regarding programs and coursework can be found at https://www.iwcc.edu/academic_programs/.

In order to be eligible to enroll in arts and science courses, students must demonstrate proficiency in reading (English-language arts), mathematics, and science on their most recent Iowa Statewide Assessment of Student Progress (ISASP). In addition, the student must also meet eligibility requirements as established by IWCC in order to enroll in composition, math, and science courses. Students seeking to enroll in a career and technical education (CTE) coursework via concurrent enrollment are exempt from the ISASP proficiency requirements.

Each student will work individually with the school counselor to select courses that will fit into their schedule and meet their academic needs. Registration will take place through the counseling office by completing an IWCC application. If an application was already completed during enrollment in a previous course, then it will not need to be done again.

Credit for these courses will be granted at both the high school and community college.. Therefore, courses taken through this program will appear on both the student's Lewis Central High School transcript and the student's IWCC transcript. IWCC courses can be used to meet high school graduation requirements and will be used to calculate high school GPA. Students may elect to transfer credit to the college or university of their choice upon high school graduation. Any request to transfer college credit must be made through the Registrar's Office at IWCC. Students must typically earn a "C" or better in order for the credit to transfer.

The district covers the cost of tuition, textbooks, tools, and equipment required for each course. Parents or guardians will be required to furnish transportation to and from IWCC, when necessary. Parents/Guardians are required to repay tuition costs for any college credit course that is failed or dropped after the no-penalty withdrawal date.

Students may elect to enroll in coursework offered through a variety of delivery methods including online and in-person (IWCC campus or LCHS campus). Students should consult the IWCC course schedule each term in order to determine available coursework online or on the IWCC campus. Students taking online courses will be scheduled for one study hall period for every two courses for which they are enrolled.

Early Graduation

All early graduation requests must be submitted to the building principal for approval. Students who graduate early become alumni of the school district and are not allowed to participate in school activities, including senior activities, except for prom and graduation ceremonies. (Reference Board Policy)

Graduation

Students who are in good standing and who meet the graduation requirements set by the board are allowed to participate in the graduation ceremony. It is possible that students who are being disciplined at the time of the graduation ceremony or other senior activities will not be allowed to participate. Students are not required to participate in the graduation ceremony. (Reference Board Policy)

**MINIMUM GRADUATION REQUIREMENTS
Class of 2027**

Department	Required Courses	Required Credits
English	English 9 A, B, & C English 10 A & B English 11 A & B Speech I *Other English classes may be substituted with administrative approval.	8
Social Science	U.S. History A & B World History A & B American Government Social Studies Elective (1 Credit) *Other social science classes may be substituted with administrator approval.	6
Science	Biology A & B or Biology Concepts A, B, & C Physical Science A & B or Physical Science. Concepts A, B, & C Science electives (2 credits if applicable) *Other science classes may be substituted with administrative approval.	6
Math	Algebra 1 & 2 (Algebra I A & B) or Algebra Concepts A, B, & C Geometry 1 & 2 (Geometry A & B) or Geometry Concepts A, B, & C Algebra 3 & 4 (Algebra II A & B) or Transitional Algebra A & B (Advanced Algebra with Financial Applications A & B) *Other math classes may be substituted with administrative approval.	6-8 (depending on math sequence)
Physical Education		4
Health	Health I	1
Other Electives		17-19 (depending on math sequence)
TOTAL		50

**MINIMUM GRADUATION REQUIREMENTS
Class of 2028**

Department	Required Courses	Required Credits
English	English 9 A, B, & C English 10 A & B English 11 A & B English Elective (1 credit from approved list) *Other English classes may be substituted with administrative approval.	8
Social Science	U.S. History A & B World History A & B American Government Social Studies Elective (1 Credit) *Other social science classes may be substituted with administrator approval.	6
Science	Biology A & B Physical Science A & B Science electives (2 credits) *Other science classes may be substituted with administrative approval.	6
Math	Algebra 1 & 2 (Algebra I A & B) or Algebra Concepts A, B, & C Geometry A & B Algebra II A & B or Advanced Algebra with Financial Applications A & B *Other math classes may be substituted with administrative approval.	6-7 (depending on math sequence)
Physical Education		4
Other Electives		18-19 (depending on math sequence)
TOTAL		49

MINIMUM GRADUATION REQUIREMENTS
Class of 2029 & Beyond

Department	Required Courses	Required Credits
English	English 9 A & B English 10 A & B English 11 A & B English Elective (2 credits from approved list) *Other English classes may be substituted with administrative approval.	8
Social Science	U.S. History A & B World History A & B American Government Social Studies Elective (1 Credit) *Other social science classes may be substituted with administrator approval.	6
Science	Biology A & B Physical Science A & B Science electives (2 credits) *Other science classes may be substituted with administrative approval.	6
Math	Algebra I A & B Geometry A & B Algebra II A & B or Advanced Algebra with Financial Applications A & B *Other math classes may be substituted with administrative approval.	6
Physical Education		4
Other Electives		19
TOTAL		49

N.C.A.A. ELIGIBILITY REQUIREMENTS

The N.C.A.A. Division I and II universities and colleges have amended their by-laws regarding the requirements that must be met to participate in inter-collegiate athletics and to receive an athletic scholarship as a freshman. Detailed information is available in the guidance office.

In order to be eligible to practice and participate in inter-collegiate athletics and to receive a scholarship towards sports in the first year of attendance, a high school student must have completed a course selection of at least 13 academic classes with a minimum grade point average of the course selection and achieved a minimum score on the ACT or SAT.

Be sure to look at the N.C.A.A. website to make certain you are taking the approved core classes. N.C.A.A. eligibility requirements are subject to change at any time. The website is www.ncaa.org. A minimum grade point average of 2.3 (Division I Full), 2.60 (Division I Red Shirt), & 2.50 (Division II) in the following course is required:

- a) Four years of English (Division I) – Three years of English (Division II).
- b) Algebra I or higher and three years of Mathematics (Division I) – Two Years Mathematics (Division II).
- c) Two years of Social Science (Division I & Division II)
- d) Two years of natural or physical science (including one laboratory class). (Division I & Division II)
- e) One additional English, mathematics, or natural/physical science (Division I). Three additional English, mathematics, or natural/physical science (Division II).
- f) Two years of additional courses in four areas noted above and/or foreign language, or non-doctrinal religion/philosophy (Division I). Four years of additional courses in four areas noted above and/or foreign language, or non-doctrinal religion/philosophy (Division II)

Division I & Division II has a sliding scale for test score and grade point average. The sliding scale can be found on the website listed. Division II has a minimum score requirement of 900 on the SAT, or a sum of scores of at least 68 on the ACT. **All SAT or ACT scores must be reported directly to the NCAA Eligibility Center by testing agency. A test score that appears on a transcript will not be used.**

The interested student should see his/her guidance counselor and/or the NCAA website, for further information and the forms needed to apply. The web site is www.ncaa.org.

MISCELLANEOUS

Messages for Students

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 if there is a need. **Miscellaneous calls such as work, personal business, etc., will be forwarded as time permits, with no guarantees and are therefore discouraged.** Only in emergency situations are students removed from class or another school activity to receive a telephone call.

Floral and Balloon-O-Gram Deliveries

Parents and students are asked not to send flowers and/or balloon-o-grams to school. The school will not accept delivery of these items and will instruct the vendor to deliver them to the student's home.

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. The district believes that the need for student visitors from outside the Lewis Central School District is unnecessary. Students who are interested in enrolling at LCHS must obtain a visitor's pass and meet with a counselor in the Guidance Department. Approval must be obtained at least twenty-four (24) hours in advance of the visit. Shadowing another student is not allowed.

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.

Buses and Other School District Vehicles

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities, or any other destination must comply with school district policies, rules, and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading or unloading or leaving the bus. The driver has the ability to discipline a student and may notify the principal of a student's inappropriate bus conduct.

Video cameras are in use on school buses for the safety of the students riding the bus. The content of the videotapes may be used to discipline students. Students are not informed when the video cameras are or are not in use. (Reference Board Policy)

NOTE: The term "vehicle" is used to address school buses as well as cars and vans. A school district may change the term to "bus" if the term "vehicle" is inappropriate with the school district's practice.

Library

The school library is available to students during school hours. The library is a place for study and research. It is not a place to socialize. Students are expected to conduct themselves as if they were in class while in the library. The library is available to all students. Following are guidelines for its use:

1. In order to use the library during the regular school day, a student must obtain a pass from a teacher and then report directly to the media center.
2. Students will not be allowed to use the computer for playing games.
3. The use of the library is a privilege. Students who do not comply with the regulations will not be allowed to use it during the regular school day.
4. The librarian is available to assist students with reference and research work, to aid in the selection of materials for recreational reading, or to assist in using the computers.
5. Students using the computers must have a signed Internet agreement on file.
6. Rules for computer use must be followed, or network privileges will be suspended or revoked.

Destiny

Destiny is the online database for searching for books and web sites in the library and for the circulation of materials to students. In addition to being able to search for books, each student has a Destiny login where he can check the status of materials that have been checked out. To access this information, the student must log in to Destiny using his Power School user name and password. Once logged in, clicking on the "My Info" tab will provide information about current materials checked out, overdue materials and fines owed. It is recommended students check this information on a regular basis.

Lost and Found

Any items of this nature will be held in the Guidance office. The school claims no responsibility for lost or stolen items.

Guidance Program

The school district's 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.

Counselor assignments will be as follows:

Curt Mace - 9th and 10th grade; Jeff Vacek - 11th and 12th grade; Katie Boyle -Success Counselor

Learning Lab

Learning Lab is a dedicated intervention and extension period designed to support student learning on essential standards. It provides students with focused time to receive additional help if they are struggling or to engage in extension activities to deepen their understanding. Learning Lab sessions are held every Tuesday and Thursday.

Attendance at Learning Lab is mandatory for all students, and attendance will be recorded. Students may be assigned to Learning Lab by a teacher or staff member based on their needs, or they may choose sessions for intervention or extension independently.

Students who do not attend their assigned Learning Lab without an approved excuse may face disciplinary consequences as outlined in our discipline matrix. Learning Lab is an important part of our commitment to student success, and we appreciate your cooperation in making the most of this opportunity.

Study Hall

Study hall is an opportunity for students to have time built into their day to complete homework, work on projects, and prepare for assessments. Students may also choose to read or draw if they are up-to-date with their school work. Study hall is not a time to use a phone, to watch videos/play games on the computer, or sleep. There will be very limited opportunities to get a pass to leave study hall. Students are not able to visit other teachers during this time. Students must come prepared with something to do and conduct themselves in a manner that does not disrupt the other students in the room. Study hall is a no credit course that will meet for one period. Students will receive a satisfactory or unsatisfactory mark in the gradebook to reflect whether or not they are meeting expectations. This grade will not be reported on the student's transcript. Failure to follow the expectations of study hall may result in the student not being allowed to register for study hall in subsequent terms.

TAT (Teacher Assistance Team)

The Teacher Assistance Team or TAT is a building level system designed to assist problem solving by and for teachers and students. The aim for this group is to aid students who are struggling in school by helping them to experience success in the classroom. The team, which works to address a student's barriers to success in the classroom, is comprised of teachers, counselors, the school psychologist and administrators. This is done by establishing an Individual Learning Plan for each student to address their individual learning needs. Other interventions associated with this process include guided study, academic referral, Connections class, Connections to Graduation class and online credit recovery. For additional information, please contact Curt Mace at 366- 8565, Jeff Vacek 366-8223 or Katie Boyle at 366-8307.

School Based Interventionist

Lewis Central Community School District implements an intervention program for students who may be at-risk of not graduating from high school. The School Based Interventionist (SBI) is housed at the middle and high school

levels to assist students, parents, and staff on their journey to a high school diploma. School Based Interventionists work primarily with counselors and administrators as a liaison between parents, students, and the school. The SBI is supervised by Steve McPhillips at Green Hills Area Education Agency. Please contact Steve with any concerns at smcphillips@ghaea.org or 712-366-0503.

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 in office. (Reference Board Policies).

Communications to and from School

When sending a note or money to school, parents should give the student clear instruction 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 these notes or papers. Parents are responsible for knowing the contents of the notes or papers sent home.

Withdrawal Refunds

The following information applies to students who "drop" and/or withdraw from a course during the school year and the summer session. A student planning to withdraw from a course(s) should contact the guidance office to initiate the withdrawal process.

A student who has registered is considered enrolled. Tuition fees are refundable on the basis of the percentage table given below.

Regular School Year	Summer	Time
90%	90%	1-3 days*
Regular School Year	Summer	Time
75%	50%	4-5 days
50%	25%	6-10 days
0%	0%	11 or more

*Days count as class days. Day count begins with the first day of class.

Activity ticket and textbook fees are NOT refundable after the school year has begun.

Appeal Process

A parent or guardian may appeal a discipline situation. As is the case with any concern or disagreement, efforts should be made to resolve the issue at the lowest level. Any parent or guardian with a concern should first discuss such concern with the school official involved to resolve the matter informally. If the issue is not resolved, the parent or guardian should file a formal appeal. The appeal must be submitted in writing to the building principal no later than three school days of the consequence. The principal will meet with the parent and student as soon as possible and provide an explanation of the decision. An opportunity will be provided to rebut the decision and present evidence on the student’s own behalf. The meeting will be informal; however, the principal’s decision shall be in writing and shall summarize the evidence upon which the principal relied in making a decision. The principal's decision shall be made within four (4) school days of the meeting with the student.

The decision of the building principal may be appealed to the superintendent. The appeal to the superintendent shall be in writing and delivered to the superintendent or his secretary within five (5) school days of receipt of the principal's decision. The appeal to the superintendent shall specify the reasons for the appeal and all supporting information and facts. The decision of the superintendent shall be final.

Technology Acceptable Use Policy

Introduction

Lewis Central CSD recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

To that end, we provide access to various technologies, network systems, and internet access for student and staff use. A signed agreement must be on file prior to use of district technologies. Students must have a parent signature as well.

This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- The Lewis Central CSD network is intended for educational purposes. It is not a public access service or a public forum.
- All activity over the network or when using district technologies may be monitored and retained. Access is a privilege, not a right.
- Access to online content and posting of content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students and staff are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- Lewis Central CSD makes a reasonable effort to ensure users' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

Technologies Covered

Lewis Central CSD may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, network systems and internet access..

As new technologies emerge, Lewis Central CSD will attempt to provide access to them. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.

Electronic Resources

The Lewis Central CSD views the use of electronic resources as central to the delivery of its educational program, and as such maintains the expectation that all students will use electronic resources as an essential part of their learning experiences. It is the policy of the Lewis Central CSD to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities by staff and students. The amount of time and type of access available for each student and staff member may be limited by the District's technology and the demands for the use of the District's technology. These procedures are written to promote appropriate and responsible technology use in support of the mission and goals of the Lewis Central CSD and its schools. Although reasonable efforts will be made to make sure students will be under supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students may encounter information that may not be of education value and/or may be inappropriate. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purposes and general rules for the use of electronic resources.

Web Access

Lewis Central CSD provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow district protocol to alert an IT staff member or submit the site for review.

Email

Lewis Central CSD may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

Email accounts should be used responsibly. Users should not attempt to open files or follow links from unknown or untrusted origin. Users are expected to communicate with the same appropriate and courteous conduct online as offline.

Email usage may be monitored and archived. All communications and information accessible via electronic resources should be assumed to be public records and, barring a privilege, they will be disclosed.

Social Networking and Collaborative Content

Recognizing the benefits collaboration brings to education, Lewis Central CSD may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users. Users are expected to communicate with the same appropriate and courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

Lewis Central recognizes the importance of social media for its employees, and acknowledges that its employees have the right under the First Amendment, in certain circumstances, to speak out on matters of public concern. However, the Board will regulate the use of social media by employees, including employees' personal use of social media, when such use:

1. Interferes with the work of the school district;
2. Is used to harass co-workers or other members of the school;
3. Breaches confidentiality obligations of school district employees;
4. Disrupts the work of the school district;
5. Harms the goodwill and reputation of the school district in the community; or
6. Violates the law, board policies and/or other school rules and regulations.

Mobile Devices Policy

Lewis Central CSD may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network and are expected to treat these devices with care and caution. Users should report any loss, damage, or malfunction to IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse.

Use of school-issued mobile devices off the school network may be monitored.

Personally-Owned Devices Policy

Students and staff should keep personally-owned devices (including laptops, tablets, smart phones, and cell phones) put away during school hours—unless being used for educational purposes. Because of security concerns, a separate network may be provided for personally-owned devices.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe a computer or mobile device you are using might be infected with a virus, alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

Downloads

Users should not download or attempt to download or run an executable program (.exe) over the school network or onto school resources without express permission from IT staff. You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for education purposes.

Netiquette

Users should always use the Internet, network resources, and online sites in a respectful manner and realize that among the valuable content online is unverified, incorrect, or inappropriate content. LCCSD is not responsible for the accuracy of information users access on the internet. Users should use trusted sources when conducting research via the Internet.

Users should not post anything online that they would not want parents, teachers, future colleges or employers to see. Once something is posted online, it can be shared in ways not intended and access can become impossible to control.

Plagiarism

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they did not create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Personal Safety

Users should be cautious and responsible when providing personal information, including phone number, address, social security number, birthday, or financial information, over the Internet. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. All messages, comments, images, or any online content that threatens personal safety should be brought to the attention of a responsible individual immediately.

Harassment

Harassment will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of harassment. Do not send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, harassment can be a crime. Network activity can be monitored and retained indefinitely.

Examples of Acceptable Use

- Creation of files, projects, videos, web pages, podcasts, and other activities using electronic resources, in support of education and research and consistent with the mission of the District.
- Participation in electronic communication and collaboration activities such as blogs, wikis, podcasts, email, and other activities using electronic resources, in support of education and research and consistent with the mission of the District.

- With parent permission, posting of student-created original educational material, curriculum-related materials, and student work. Sources outside the classroom or school must be appropriately cited and all copyright laws must be followed.
- Staff use of electronic resources for incidental personal use in accordance with all District policies and guidelines.
- Connection of any personal electronic device is subject to all guidelines in this document.
- Proper codes of conduct in electronic communication must be used. Providing personal information is inappropriate; when using electronic communications, extreme caution must always be taken in revealing any information of a personal nature.
- All electronic resource accounts are to be used only by the authorized owner of the account for the authorized purpose
- All communications and information accessible via electronic resources should be assumed to be public records and, barring a privilege, they will be disclosed.
- As a representative of your school and community, exemplary behavior while using electronic resources should be practiced.

Unacceptable Use

- Providing unauthorized personal information such as an address or phone number.
- Contributing to cyberbullying, hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors.
- Using profanity, obscenity, racist terms, or other language that may be offensive to another user.
- Any use of the electronic resources for individual profit or gain; for product advertisement; for political action or political activities; or for excessive personal use.
- Playing games, accessing social networking sites, and streaming or downloading audio and video files unless specifically authorized by a teacher for instructional purposes.
- Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users, or misrepresenting other users on the electronic resources.
- Using an electronic resources account authorized for another person.
- Making use of the electronic resources in a manner that serves to disrupt the use of the network by others.
- Destroying, modifying, or abusing hardware and/or software.
- Unauthorized downloading or installation of any software, including shareware and freeware, for use on Lewis Central electronic resources.
- Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner. Exceptions are made when duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
- Using electronic resources to access or process pornographic material, inappropriate files, or files dangerous to the integrity of the network. Accessing any material that is inappropriate for minors including products or services that the possession and/or use of by minors is prohibited by law.
- Malicious use of the electronic resources to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system.
- Any attempts to defeat or bypass the District's Internet filter by using or trying to use proxies, https, special ports, modification to District browser settings or any other techniques, designed to avoid being blocked from inappropriate content or to conceal Internet activity.
- Using any electronic resources for unlawful purposes.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technology.

Student Responsibilities

- Students should use emerging communications and collaboration tools to create and personalize networks of experts to inform their education process.
- Students should engage in technology-enabled learning experiences that transcend the classroom walls and are not limited by resource constraints, traditional funding streams, geography, community assets or even teacher knowledge or skills.
- Students should see the use of relevancy-based digital tools, content and resources as a key to driving learning productivity, not just about engaging students in learning.

Staff Responsibilities

- Staff should use emerging communications and collaboration tools to be most productive and to effectively engage students in significant learning.
- Staff should see the use of relevance-based digital tools, content and resources as a key to driving learning

- productivity for themselves and their students.
- Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to electronic resources procedures as well as with the mission and goals of the Lewis Central CSD.
- Staff should make reasonable efforts to become familiar with the electronic resources and their use so that effective monitoring, instruction, and assistance may be provided. Staff should report any misuse to their supervisor.

Lewis Central District Rights and Responsibilities

The Lewis Central CSD recognizes its obligation to protect the well-being of students in its charge. To this end, the district retains the following rights:

- To log electronic resource use and to monitor fileserver space utilization by users, and assume no responsibility or liability for files deleted due to violation of fileserver space allotments.
- To monitor the use of electronic resource activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review. The District has the right, but not the duty, to monitor any and all aspects of its technology, network systems, and internet access, including, but not limited to sites students and staff visit on the internet and reviewing e-mail.
- To provide internal and external controls as appropriate including the right to determine who will have access to Lewis Central CSD -owned equipment.
- To exclude those who do not abide by the Lewis Central CSD's electronic resources policy or other policies governing the use of school facilities, equipment, and materials. A user account may be closed at any time based upon the District's determination that a user has violated this policy.
- To restrict electronic resource destinations through software or other means every computer in the school district having internet access shall not be operated unless internet access from the computer is subject to a technology protection measure. (i.e. filtering software)
- To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing electronic resource communications.
- To monitor and maintain mailing list subscriptions and to delete files from the personal mail directories to avoid excessive use of fileserver hard-disk space. To use filtering software to block or filter access to visual depictions that are obscene and all child pornography in accordance with CIPA. Other objectionable material may be filtered. The determination of what constitutes "objectionable" material is a local decision determined by the District's educational goals.

Disclaimer

- The Lewis Central CSD cannot be held accountable for the information that is retrieved via electronic resources.
- Even if students have NOT been given access, they may still be exposed to information from the District's computers, network systems, and/or the internet in the guided curricular activities at the discretion of their teachers.
- Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. Network administrators have access to all email and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. Students and staff waive any right to privacy in anything they create, store, send, disseminate or receive on the District's technology and network systems, including the internet.
- The District reserves the right to monitor, inspect, copy, review, and store without prior notice any and all usage of: the network; user files and disk space utilization; user applications and bandwidth utilization; user document files, folders, and electronic communications; email; Internet access; and any and all information transmitted or received in connection with network and/or email use.
- All such information files shall be and remain the property of the District, and no student or staff user shall have any expectation of privacy regarding such materials. The District reserves the right to disclose any electronic message to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of Iowa.
- Electronic backup is made of email for the purpose of public disclosure requests and disaster recovery.

Barring power outage or intermittent technical issues backups are made of staff and student files on District servers for recovery of accidental loss of deleted files. Recovery is not guaranteed.

- Filtering software is not 100% effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. Every user must take responsibility for his or her use of the network and Internet and avoid objectionable sites. While Lewis Central CSD employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.
- The Lewis Central CSD will not be responsible for any damages users may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or user errors or omissions. Use of any information obtained is at the user's own risk.
- Lewis Central CSD will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.
- The Lewis Central CSD makes no warranties (expressed or implied):
 - The District does not warranty that its technology, network systems or internet access will be secure and free of viruses, spyware and/or malware at all times.
 - The District is not responsible for the content of any advice or information received by a user or any costs or charges incurred as a result of seeking or accepting any information;
 - Any costs, liability, or damages caused by the way the user chooses to use his or her access to the electronic resources are the responsibility of the user. The District will not be responsible for any damages relating to the loss of data, delays, non-deliveries, mis-deliveries or service interruptions caused by negligence or omission.
 - The District is not responsible for the accuracy of information users access on the internet and is not responsible for any unauthorized charges students or staff members may incur as a result of their use of the District's technologies. Any risk and/or damages resulting are assumed by and is the responsibility of the user.
- The Lewis Central CSD reserves the right to change its policies and rules at any time without notification. The interpretation, application, and modification of this policy is within the sole discretion of the District. Any questions or issues regarding this policy should be directed to the Superintendent, any building principal or the technology coordinator.

Personal Device Warning

By connecting a mobile device to the Lewis Central CSD email system, you acknowledge and agree that the Lewis Central CSD Information Technology Department reserves the right to enforce any security measures deemed necessary to mitigate data leakage and protect students.

This includes but is not limited to:

1. Remotely delete the contents of your mobile device. This may include district and personal contacts, pictures, etc.
2. Enforce the use of a password / pin to access the mobile device.
3. Restrict the use of applications deemed a security risk. In addition, you must understand that documents or records – including electronic communications of a public agency are public records under Iowa state law. Using any personal device or computer for school district business can result in a requirement that you submit your personal device for examination or search if a public records request is received concerning information that may be stored on your personal device.

Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions, including, but not limited to:

- Suspension of network, technology, or computer privileges
- Notification to parents/supervisors
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution.

Appropriate disciplinary repercussions will be determined on a case-by-case basis and will be based upon the nature and seriousness of the individual incident. (Reference Board Policies).