

**Welcome** to the 2017-18 School Year! The purpose of this agenda book is to improve communication and help our students navigate middle school successfully. Please use it as a tool in your educational journey. The agenda book starts with a complete copy of our student handbook. Please read through it so that you become familiar with our school's information. Let's have a great school year!

|                           |  |
|---------------------------|--|
| School office hours       | 7:30 – 4:00  |
| School hours for teachers | 8:00 – 4:00  |
| School phone number       | 546-7022   |
| Internet address          | <a href="http://www.lemars.k12.ia.us">www.lemars.k12.ia.us</a> |

This is where you will find our homework site

|                 |                |
|-----------------|----------------|
| Twitter address | @LCMS_Bulldogs |
|-----------------|----------------|

**Parent-Teacher Conferences** Monday, October 2  
Thursday, October 5  
5:00 -8:30 pm both nights

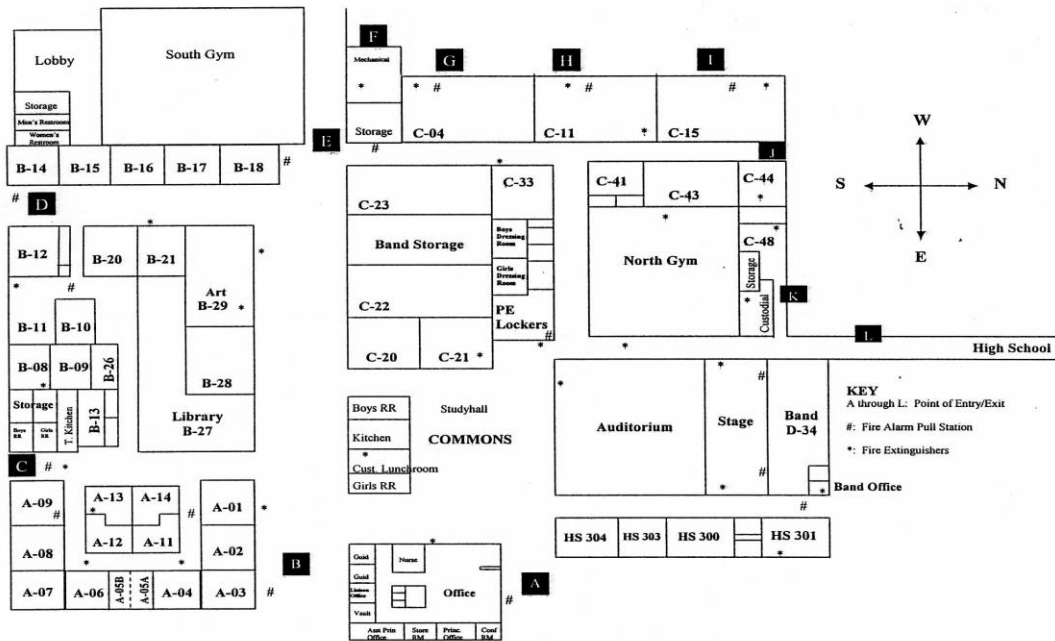
**Iowa Assessments in Reading, Math & Science** Monday, April 9 –  
Friday, April 13

**TABLE OF CONTENTS**

|   |    |
|---|----|
| ACADEMIC ASSISTANCE .....   | 4  |
| ACTIVITIES – SCHOOL OWNED EQUIPMENT.....                              | 4  |
| ACTIVITIES – SPORTSMANSHIP.....                                       | 5  |
| ACTIVITIES.....   | 4  |
| ALCOHOLIC BEVERAGES.....  | 5  |
| ASBESTOS NOTIFICATION.....  | 5  |
| ASSIGNMENT BOOKS.....   | 5  |
| ATTENDANCE.....   | 5  |
| BACKPACKS AND BOOKBAGS.....   | 6  |
| BEHAVIOR EXPECTATIONS.....  | 31 |
| BELL SCHEDULES.....   | 7  |
| BICYCLES & MOPEDS.....  | 7  |
| BOOK RENTAL CHARGES & REFUNDS.....                                    | 8  |
| BUS RULES.....  | 8  |
| CANDY/POP/JUICE/FOOD.....   | 8  |
| CELL PHONES/ELECTRONIC DEVICES.....                                   | 8  |
| CHARACTER: 6 PILLARS OF CHARACTER .....                               | 9  |
| CHEATING .....  | 9  |
| CORPORAL PUNISHMENT/RESTRAINT & PHYSICAL CONFINEMENT & DETENTION..... | 9  |
| COUNSELING SERVICES .....   | 9  |
| COURSE DROP/ADD PROCEDURE.....  | 9  |
| COURSE OFFERINGS .....  | 10 |
| DETENTIONS.....   | 10 |
| DISCRIMINATION GRIEVANCE PROCEDURE.....                               | 10 |
| DISRESPECT TO STAFF.....  | 30 |
| DRESS CODE .....  | 11 |
| DRUGS (ILLICIT).....  | 12 |
| DUE PROCESS.....  | 14 |
| EMERGENCY PROCEDURES.....   | 14 |
| EQUITY AND NON-DISCRIMINATION.....                                    | 14 |
| EXPULSION.....  | 14 |
| EXTRA CURRICULAR ACTIVITY ELIGIBILITY.....                            | 14 |
| EXTRA CURRICULAR GOOD CONDUCT CODE.....                               | 15 |
| GRADING SYSTEM.....   | 16 |
| HARASSMENT/ANTI-BULLYING POLICY.....                                  | 17 |
| HOMELESS STUDENTS NOTIFICATION.....                                   | 18 |
| HOMEWORK .....  | 18 |
| HONOR ROLL.....   | 19 |
| HUMAN GROWTH AND DEVELOPMENT.....                                     | 19 |
| INSUBORDINATION.....  | 30 |
| INTERNET ACCEPTABLE USE POLICY.....                                   | 20 |
| LCMS MISSION, BELIEFS & EXPECTATIONS.....                             | 4  |
| LIBRARY.....  | 20 |
| LOCKER SEARCHES.....  | 21 |
| LOCKERS.....  | 20 |
| LOST AND FOUND.....   | 21 |
| LUNCH/BREAKFAST.....  | 21 |
| MAP OF BUILDING.....  | 3  |
| MEDICAL AUTHORIZATION FORM .....                                      | 22 |
| MEDICAL INFORMATION.....  | 21 |
| MULTICULTURAL AND NONSEXIST EQUITY EDUCATION OPPORTUNITY.....         | 22 |
| PASS PLAN.....  | 23 |
| PASSES.....   | 22 |
| PHYSICAL ASSAULTS.....  | 23 |

|   |    |
|---|----|
| PHYSICAL EDUCATION.....   | 23 |
| PROC. FOR INVESTIGATING INCIDENTS OF ABUSE OF STUDENTS BY SCHOOL EMPLOYEES..... | 24 |
| PUBLIC DISPLAYS OF AFFECTION.....   | 24 |
| QUICK REFERENCE-CONSEQUENCE LIST.....   | 30 |
| REPORTS TO PARENTS.....   | 24 |
| RESTRICTED LIST.....  | 24 |
| RETENTION/REPEAT POLICY/ SPECIALIZED STUDY PROGRAM .....                        | 24 |
| SEXUAL HARASSMENT AND ASSAULT INFORMATION.....                                  | 25 |
| SKATEBOARDS & SKATES.....   | 25 |
| SPECIAL STUDENT SERVICES.....   | 26 |
| STUDENT ACADEMIC INFORMATION .....  | 32 |
| STUDENT CONDUCT.....  | 26 |
| STUDENT PROPERTY.....   | 26 |
| STUDENT RECORDS.....  | 26 |
| STUDENT RIGHTS AND RESPONSIBILITIES.....  | 26 |
| STUDY HALLS.....  | 27 |
| SUBSTITUTE TEACHER DISCIPLINE.....  | 27 |
| SUSPENSION.....   | 27 |
| TABLE OF CONTENTS .....   | 2  |
| TARDIES.....  | 27 |
| TELEPHONE.....  | 28 |
| TOBACCO PRODUCTS.....   | 28 |
| TRUANCY.....  | 30 |
| VISITORS.....   | 28 |
| WEAPONS.....  | 28 |
| WELCOME .....   | 1  |

**MAP OF BUILDING**



**MIDDLE SCHOOL FLOOR PLAN**

**Le MarsCommunity Middle School**  
**Mission, Vision, and Expectations**

**Mission:** Working together to meet the needs of young adolescents

**Vision:** All students at LCMS will:

- Learn at high levels and continue to grow academically and socially
- Have many options in academics and activities
- Develop into responsible citizens in our school and community
- Be accepted, respected and have a sense of belonging

**Expectations for staff and students:** All individuals will:

- Be where they are to be on time
- Use appropriate language
- Speak with courtesy and in turn
- Treat others with respect
- Be prepared for class
- Do what is asked of you when it is asked

**ACADEMIC ASSISTANCE**

LCMS is dedicated to students being successful. We believe that all students can achieve at grade level or higher with enough time and support. We have several ways to help students that are struggling academically. Please take advantage of these:

- After School Program – Tuesdays and Thursdays 3:30-4:30
- Reading Intervention – 6<sup>th</sup> grade every day during 6<sup>th</sup> period  
7-8<sup>th</sup> grade T-W-Th from 3-3:30
- Math Intervention – 7-8<sup>th</sup> grade T-W-Th from 3-3:30
- Communicate with any teacher to meet with them before or after school or during their planning period
- Peer tutors and high school tutors
- Summer school is required of those who fail core courses at the end of each semester

**ACTIVITIES**

**Insurance:** Athletes are not to practice or participate in any athletic event unless they have taken out the proper insurance through the school or have a waiver signed by a parent and filed with the athletic director. A waiver states that school insurance is not desired by the parents.

**Eligibility:** To be eligible to participate in activities, students must have passing grades in four major subjects. Teachers report all failing grades to the office at the end of each quarter. If a student is not passing the required number of subjects, that student will not be permitted to participate in events until the reported deficiencies are satisfied.

**Early Dismissal:** Athletics and other school activities are part of a student's complete school program. When it is necessary for an event to be scheduled at a time when students must miss all or part of their scheduled classes, students participating in that event will automatically be excused from their scheduled classes. Students are still responsible for seeing that their work is made up. Teachers will not hesitate in notifying parents if it is felt that participation in other school activities is detrimental to the student's classroom progress.

**NOTE:** IF A STUDENT IS NOT IN SCHOOL AND PARTICIPATING ACTIVELY ALL DAY ON THE DAY AN ACTIVITY IS SCHEDULED, THAT STUDENT WILL BE INELIGIBLE FOR ALL PRACTICES AND/OR PERFORMANCES THAT DAY. PRIOR APPROVAL BY THE PRINCIPAL IS NEEDED FOR ANY EXCEPTION. IT IS THE RESPONSIBILITY OF THE ACTIVITY SPONSOR TO VERIFY ATTENDANCE.

**ACTIVITIES - SCHOOL-OWNED EQUIPMENT**

If a student has in their possession, any school-owned equipment, from this school or any other school, athletic department, or otherwise, other than that which is to be worn for practices, games, and/or meets shall be subject to disciplinary action. At no time is school equipment to be worn in public, except for practice and games/meets, and on days of contest. Indefinite suspension may be invoked by the coach/sponsor until the item(s) are returned in reasonable condition, or reimbursement for replacement is made.

### **ACTIVITIES - SPORTSMANSHIP**

The Le Mars Community School District Board of Education acknowledges the very significant, positive contribution of extracurricular activities for students and for the community. The Board believes that the values that students can develop when they have an opportunity to participate in extracurricular activities will serve them well in the classroom and through their entire lives. The Board encourages the highest standards of responsibility and behavior from all students, staff and community members involved in extracurricular activities as participants, coaches/sponsors or fans. Conduct, to include ethics, integrity, honesty and respect for self and opponent, shall guide the development and implementation of all extracurricular activities. It is the intent of the Board that these principles of sportsmanship apply equally to participants, staff, parents, spectators and booster/spirit groups.

#### **Code 502.3.1**

### **ALCOHOLIC BEVERAGES**

The Le Mars CSD prohibits the possession, use, distribution, sale or being under the influence of alcoholic beverages by students at school. This prohibition also applies to students while engaged in any school sponsored activities regardless of the location of said activities, or on school grounds, or while on school-owned or chartered/leased transportation. Violation of this prohibition shall result in disciplinary action as identified in this policy and, if applicable, as identified in Policy 502.1.1, Extra-curricular Good Conduct Code. In addition to the school district's disciplinary action, students found to be in violation of this policy shall also be reported to local law enforcement authorities. Students found to be in violation of this policy will be referred to the school principal(s) for disciplinary action, which shall include a suspension of not less than three (3) school days. Repeated and/or flagrant violations will result in more severe disciplinary consequences including the possibility of expulsion. Date of Adoption: 6/6/98

### **ASBESTOS NOTIFICATION**

Le Mars Community School District students, parent, patrons, staff and outside service workers/contractors are hereby notified about the presence of asbestos-containing building materials in the district's buildings. This material is managed in complete compliance with the Environmental Protection Agency's Asbestos-Containing Material in Schools final rule 40 CFR Part 763, Subpart E of October 30, 1987, and in compliance with Iowa Administrative Code Chapter 82 - School Facilities; Asbestos-Containing Materials in School Buildings, December 12, 1987. A management plan has been prepared for each building and is on file for public inspection at each administrative office. Questions about the district's Asbestos Management Plan should be directed to Mr. John Tschampel, 921 3rd Ave. SW, Le Mars, phone 546-6035 or 546-4155.

### **ASSIGNMENT BOOKS**

Every middle school student will be provided an assignment book and have it available at all times. The teacher and family will use the assignment book to improve the success of each student with the monitoring of assignments. Assignment books will be taken to study hall and opened for the supervisors to be able to assist student learning. A fee of \$5 will be charged for any student needing to replace an assignment book.

### **ATTENDANCE**

State law requires regular student attendance. Regular attendance is important for a quality education. In order to communicate attendance, 8, 15 and 20 absence day letters will be sent home. If absences become a concerning pattern, the following may occur, in no particular order:

- attendance contract,
- parent meeting,
- notification to the county attorney, and or
- documentation (example: doctor notes).

Anytime a student leaves the building, with the exception of school sponsored activities, the student must obtain a blue pass from the office before leaving and an admit slip from the office upon returning.

Absence -- Parents are to call the office for any illness or emergency before school. A student may not participate or practice in activities on days of absence due to illness.

Unexcused Absence – Administration will determine whether any absence is excused or unexcused. Students will be required to make up the time missed before or after school.

Truancy – A truant child is a child of compulsory attendance age and situation who:

- fails to attend school anywhere;
- fails to attend competent private instruction for at least 148 days per year and at least 37 days per quarter;
- fails to meet the attendance requirements set by the school district without having reasonable excuse; or
- fails to meet the minimum attendance requirements set by the governing board of an accredited private school.

Additionally, students found to be truant may be required to make up time missed and/or serve a detention, with detention increasing with subsequent offenses.

Return to School -- Students who return to school after an absence for illness or an emergency should bring a written excuse from their parents showing the dates of absence and the reason. These excuses are kept on file.

The parent(s), or guardian(s), or legal custodian(s) of any child who has five (5) or more unexcused absences during any school year is/are subject to criminal prosecution for violation of compulsory education/attendance law. In addition to potential criminal prosecution of parent(s), guardian(s), or legal custodian(s), a truant child can be brought before the juvenile court under a petition to have the child declared a “child in need of assistance”.

As a general rule, each student will be given three days for the first day's absence, and one day for each additional day of absence in which to make up work.

**Pre-Arranged Absences/Appointments** -- When a student is planning ahead of time to be absent from school, a note or phone call stating the date, time, and reason for the absence is necessary. An **advance make-up** form will be issued. This form must be completed and returned to the office prior to leaving. An admit slip will be issued upon return.

The homecoming parade, puppy relays, 6<sup>th</sup> grade relays and possible other events present attendance and supervision issues for LCMS. Because our students must always be supervised by LCMS staff during the school day, we must enforce the following rule: Students will not be allowed to leave early for the homecoming parade, attend the puppy relays, 6<sup>th</sup> grade relays or other school day events without the student's parent(s) physically coming into the office to sign out their child.

#### **BACKPACKS AND BOOK BAGS**

Backpacks and book bags can only be used to carry school materials to and from school. Backpacks and book bags will not be allowed in classroom areas. Backpacks and book bags need to be stored in lockers during the school day.

Allowing the student to leave the building without a parent present, per phone call or note, leaves the student unsupervised at a time when the school is legally responsible for the student's safety and welfare.

**BELL SCHEDULES**

| <b>LCMS SCHEDULE</b>                |                               | <b>TWO-HOUR EARLY OUT</b>         |                 |
|-------------------------------------|-------------------------------|-----------------------------------|-----------------|
| Commons                             | arrival - 8:10                | Commons                           | arrival - 8:10  |
| Focus/Study Time                    | 8:15 - 8:25                   | Focus/Study Time                  | 8:15 - 8:25     |
| Announcements                       | 8:25 - 8:30                   | Announcements                     | 8:25 - 8:30     |
|                                     | *****                         |                                   | *****           |
| Period 1                            | 8:30-9:12                     | PERIOD 1                          | 8:30 – 8:58     |
| Period 2                            | 9:15-9:57                     | PERIOD 2                          | 9:01 – 9:29     |
| Period 3                            | 10:00-10:42                   | PERIOD 3                          | 9:32 – 10:04    |
| Period 4                            | 10:45-11:27                   | PERIOD 4                          | 10:07 – 10:35   |
| Period 5                            | 7 <sup>th</sup> L 11:27-11:47 | PERIOD 6                          | 10:38 – 11:07   |
|                                     | R 11:47-11:57                 | PERIOD 7                          | 11:10 – 11:37   |
|                                     | C 12:00-12:42                 | PERIOD 5                          | 11:40 – 1:00    |
|                                     | 6 <sup>th</sup> C 11:30-11:50 | 7 <sup>th</sup> L 11:40 – 12:01   |                 |
|                                     | L 11:52-12:12                 | R 12:01 – 12:16                   |                 |
|                                     | R 12:10-12:20                 | C 12:16 – 12:57                   |                 |
|                                     | C 12:22-12:42                 | 6 <sup>th</sup> C 11:40 – 12:02   |                 |
|                                     | 8 <sup>th</sup> C 11:30-12:12 | L 12:02 – 12:23                   |                 |
|                                     | L 12:10-12:30                 | R 12:23 – 12:38                   |                 |
|                                     | R 12:30-12:42                 | C 12:38 – 12:57                   |                 |
| Period 6                            | 12:45-1:27                    | 8 <sup>th</sup> C 11:40 – 12:24   |                 |
| Period 7                            | 1:30-2:12                     | L 12:24 – 12:47                   |                 |
| Period 8                            | 2:15- 2:57                    | R 12:47 – 12:57                   |                 |
| Period 9                            | 3:00-3:30                     | PERIOD 8                          | 1:00 – 1:30     |
| <b><u>ONE-HOUR EARLY OUT</u></b>    |                               | <b><u>TWO-HOUR LATE START</u></b> |                 |
| Commons                             | arrival - 8:10                | Commons                           | arrival - 10:10 |
| Focus/Study Time                    | 8:15 - 8:25                   | Focus/Study Time                  | 10:15 - 10:25   |
| Announcements                       | 8:25 - 8:30                   | Announcements                     | 10:25 - 10:30   |
|                                     | *****                         |                                   | *****           |
| Periods 1-5                         | Same times                    | PERIOD 1                          | 10:30-11:02     |
| Period 6                            | 12:45-1:18                    | PERIOD 2                          | 11:05-11:37     |
| Period 7                            | 1:21-1:54                     | PERIOD 5                          | 11:40-1:00      |
| Period 8                            | 1:57-2:30                     | 7 <sup>th</sup> L 11:40 – 12:01   |                 |
| No period 9                         |                               | R 12:01 – 12:16                   |                 |
|                                     |                               | C 12:16 – 12:57                   |                 |
|                                     |                               | 6 <sup>th</sup> C 11:40 – 12:02   |                 |
|                                     |                               | L 12:02 – 12:23                   |                 |
|                                     |                               | R 12:23 – 12:38                   |                 |
|                                     |                               | C 12:38 – 12:57                   |                 |
|                                     |                               | 8 <sup>th</sup> C 11:40 – 12:24   |                 |
|                                     |                               | L 12:24 – 12:47                   |                 |
|                                     |                               | R 12:47 – 12:57                   |                 |
|                                     |                               | PERIOD 6                          | 1:00 – 1:28     |
|                                     |                               | PERIOD 3                          | 1:31 – 1:59     |
|                                     |                               | PERIOD 4                          | 2:02 – 2:30     |
|                                     |                               | PERIOD 7                          | 2:33 – 3:00     |
|                                     |                               | PERIOD 8                          | 3:03 – 3:30     |
| <b><u>6 GRADE LCMS SCHEDULE</u></b> |                               |                                   |                 |
| Commons                             | arrival - 8:10                |                                   |                 |
| Announcements                       | 8:25 - 8:30                   |                                   |                 |
|                                     | *****                         |                                   |                 |
| Period 1 - Advisory                 | 8:25 - 8:47                   |                                   |                 |
| Period 2                            | 8:50 - 9:57                   |                                   |                 |
| Period 3                            | 10:00 – 10:42                 |                                   |                 |
| Period 4                            | 10:45 – 11:52                 |                                   |                 |
| Lunch                               | 11:52 – 12:22                 |                                   |                 |
| Period 5 – Reading Counts           | 12:26 – 12:42                 |                                   |                 |
| Period 6                            | 12:45 – 1:27                  |                                   |                 |
| Period 7                            | 1:30 - 2:12                   |                                   |                 |
| Period 8                            | 2:15 – 3:25                   |                                   |                 |

**BICYCLES & MOPEDES**

Bicycles and scooters should be parked in the bicycle racks provided by the school. All mopeds are to be parked on the south side of 10th Street east of 3rd Avenue in an appropriate manner. The school will not assume responsibility for personal property. Secure your bike or moped in designated parking areas.

**BOOK RENTAL CHARGES, REFUNDS & FINES**

Fees have been established in grades 6-8 to help cover the cost of workbooks, textbooks, etc. that students will be using during the school year. Fines will be assessed to students for books showing abuse or unusually hard usage. Any student who has been assigned a textbook or checked out a book will be assessed replacement cost if the book is lost or severely damaged. All textbooks are to be covered.

A new student registering in weeks 1 -15 of the semester is charged for the entire semester, but there is no charge for that semester if a student registers in weeks 16 – 18.

A student withdrawing during weeks 1 – 3 of a semester is refunded for that semester, but there is no refund if the withdrawal occurs after the third week.

**BUS RULES**

Students may return from an event with their parents or other chaperone only if proper arrangements have been made.

All students in our school system who ride a bus to school are subject to regulations until they are let off at their school or the bus stop near their home. Any misbehavior which distracts the driver is a VERY SERIOUS HAZARD to the safe operations of the vehicle, and as such, jeopardizes the safety of all passengers.

Every school bus and driver has been supplied with a School Bus Incident Reporting System which reflects the rules of student conduct. Students will be cited for inappropriate activities such as the following:

- |                          |                             |
|--------------------------|-----------------------------|
| Failure to remain seated | Smoking on bus              |
| Refusing to obey driver  | Throwing objects out of bus |

If your child is reported for inappropriate activities, the principal will usually take the following disciplinary action:

- |                |   |
|----------------|---|
| First Offense* | A warning to the student with a report to his parents. It is hoped that the parents will help prevent a reoccurrence.   |
| Second Offense | Riding privileges suspended for at least one day. A report will be given to the parents.  |
| Third Offense  | Automatic suspension of riding privileges – the length of time to depend on the seriousness of the infraction. A parental conference must be held before riding privileges are resumed. |

\*If the first offense is of a serious nature, a student may be suspended after first offense. Further problems could result in permanent suspension of riding privileges for the year.

We hope you will take this opportunity to review school bus conduct with your children so that THEY know that YOU know what is expected of them.

**CANDY/POP/JUICE/FOOD**

These items are not to be eaten in any classroom area or hallway. They may be eaten after school or at lunch in the lunchroom. The pop machines MAY NOT be used from 8:00 a.m.- 3:30 p.m.

**CELL PHONES/ELECTRONIC DEVICES**

Students are not permitted to use to electronic devices between 8:10 a.m. and 3:30 p.m. They must be turned off and left in the locker. Students are allowed to have electronic music devices on school transportation as long as the devices do not disturb others. Students may use nooks, kindles and other devices designed for downloading and reading books with permission of



faculty or administration. However, any device that also serves as a phone may not be used as a reading device. The electronic device used for approved reading should not be used for accessing Facebook, twitter, texting, other social media or game. See page 28 for disciplinary action.

**CHARACTER: THE SIX PILLARS OF CHARACTER**

Trustworthiness  
Respect  
Responsibility  
Fairness  
Caring  
Citizenship

**CHEATING**

Students who are caught cheating on an assignment, quiz, or test will receive consequences for that item and parents will be contacted. The option to retake a different version of that item for partial credit is at the discretion of the teacher and grade level team.

**CORPORAL PUNISHMENT/RESTRAINT & PHYSICAL CONFINEMENT & DETENTION**

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use “reasonable and necessary force, not designed or intended to cause pain” to do certain things, such as prevent harm to persons or property.

State law also places limits on school employees’ ability to restrain or confine and detain any student. The law limits why, how, where and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child’s parent.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education’s web site: [www.iowa.gov/educate](http://www.iowa.gov/educate).

**COUNSELING SERVICES**

Caring about the individual student and his/her needs is the goal of the LCMS guidance staff. Two counselors are available to assist students in a confidential manner with concerns ranging from adjustment to school work and careers to those of a highly personal manner. Students are to schedule appointments with counselors during their study periods, or before and after school. Students are not to wait in the outer counselor's office unless the counselor is aware that the student is waiting to see them. A guidance handbook describing school counseling services in detail is available in the office.

**COURSE DROP/ADD PROCEDURE**

Students are strongly encouraged to remain in the courses they have requested. In order to drop, add, or change a course, the guidance department must be notified by the parent/guardian. Upon which, dropping, adding, or changing a course may only be granted during the designated times listed below, and when the change will not disrupt class sizes and characteristics. Any extenuating circumstances must be approved by the principal.

Course Drop Times:

- Core and exploratory courses: Drops not allowed.
- Electives: Semester break.
- Academies: Semester break, in order to add music.
- Challenge: Anytime throughout the first month of the school year.

Course Add Times:

- Core and exploratory courses: Not applicable.
- Electives: Semester break.
  - Chorus may be added at the quarter break if the student is not enrolled in an academy course.

- Adding instrumental music: The student may be enrolled at semester break after fulfilling the instructor’s individualized lesson and skill-level pre-requisites. This is to help ensure a productive transition into the large group setting.
- Academics: Students may be enrolled when the Principal deems qualifications have been met.
- Challenge: Before the start of the new school year, and meeting academic qualifications.

Course changes (electives only):

- If a student would like to change an elective course, this will be granted only during semester break, and if it does not disrupt course sizes or characteristics.

**COURSE OFFERINGS**

| <u>Sixth Grade Course List</u>  | <u>Seventh Grade Course List</u>  | <u>Eighth Grade Course List</u>   |
|---|---|---|
| <p><b><u>A. Required Core Classes:</u></b></p> <ul style="list-style-type: none"> <li>• Literacy</li> <li>• Math</li> <li>• Science</li> <li>• Social Studies</li> </ul> <p><b><u>B. Required Exploratory Classes:</u></b></p> <ul style="list-style-type: none"> <li>• Art</li> <li>• FACS</li> <li>• Technology</li> <li>• Music</li> <li>• Guidance (“Connect”)</li> <li>• Media Literacy</li> <li>• I-Lab</li> </ul> <p><b><u>C. Other Required Classes:</u></b><br/>Advisory every day and PE every other day</p> <p><b><u>D. Electives:</u></b></p> <ul style="list-style-type: none"> <li>• Band</li> <li>• Chorus</li> <li>• Orchestra</li> </ul> | <p><b><u>A. REQUIRED CLASSES:</u></b></p> <p><b>These classes meet daily for the full year.</b></p> <ul style="list-style-type: none"> <li>• Math 7 or Pre-Algebra for qualifying students</li> <li>• Science 7</li> <li>• Challenge Literacy for qualifying students</li> <li>• Language Arts 7</li> <li>• Reading 7</li> <li>• Plus Time</li> </ul> <p><b>These classes meet daily for nine weeks.</b></p> <ul style="list-style-type: none"> <li>• Art 7</li> <li>• Family and Consumer Science 7</li> <li>• Computer Applications 7</li> <li>• Industrial Tech 7</li> </ul> <p><b>This class meets every other day for the full year.</b></p> <ul style="list-style-type: none"> <li>• Physical Education 7</li> </ul> <p><b><u>B. ELECTIVE CLASSES</u></b></p> <p>These classes meet every other day for the full year.</p> <ul style="list-style-type: none"> <li>• <b>Band 7</b></li> <li>• <b>Chorus 7</b></li> <li>• <b>Orchestra 7</b></li> </ul> | <p><b><u>A. REQUIRED CLASSES:</u></b></p> <p><b>These classes meet daily for the full year.</b></p> <ul style="list-style-type: none"> <li>• Math 8 or Modern Algebra for qualifying students</li> <li>• Science 8</li> <li>• Challenge Literacy for qualifying students</li> <li>• Language Arts 8</li> <li>• Reading 8</li> <li>• Plus Time</li> </ul> <p><b>These classes meet daily for 12 weeks.</b></p> <ul style="list-style-type: none"> <li>• Family and Consumer Science 8</li> <li>• Guidance 8</li> <li>• Industrial Tech 8</li> </ul> <p><b>This class meets every other day for the full year.</b></p> <ul style="list-style-type: none"> <li>• Physical Education 8</li> </ul> <p><b><u>B. ELECTIVE CLASSES</u></b></p> <p>These classes meet every other day for the full year.</p> <ul style="list-style-type: none"> <li>• <b>Band 8</b></li> <li>• <b>Chorus 8</b></li> <li>• <b>Orchestra 8</b></li> </ul> <p>These classes meet every other day for one semester.</p> <ul style="list-style-type: none"> <li>• <b>Art 8</b></li> <li>• <b>Graphic Art</b></li> <li>• <b>I-Lab</b></li> </ul> |

**DETENTIONS**

Students may serve detentions before school, through lunch detentions or after school to makeup work or to clarify individual disciplinary misunderstandings and difficulties. Parents/guardians must be notified and students should be given an opportunity to arrange for transportation and serve within 24 hours of detention assignment.

**DISCRIMINATION GRIEVANCE PROCEDURE**

Students, parents of students, employees, and applicants for employment in the school district will have the right to file a formal complaint alleging discrimination under federal or state regulations requiring non-discrimination in programs and employment.

Level One - Principal, Immediate Supervisor or  
Personnel Contact Person

Employees with a complaint of discrimination based upon their gender, race, national origin, creed, religion, age, sexual orientation, gender identity or disability are encouraged to first discuss it with their immediate supervisor, with the objective of resolving the matter informally. An applicant for employment with a complaint of discrimination based upon their gender, race, national origin, religion, age, sexual orientation, gender identity or disability are encouraged to first discuss it with the personnel contact person. This paragraph is for employees and “marital status” isn’t a protected class for employees.

A student, or a parent of a student, with a complaint of discrimination based upon their gender, race, national origin, creed, religion, marital status, sexual orientation, gender identity or disability are encouraged to discuss it with the instructor, counselor, supervisor, building administrator, program administrator or personnel contact person directly involved.

**Level Two – Equity Coordinator**

If the grievance is not resolved at Level One and the grievant wishes to pursue the grievance, the grievant may formalize it by filing a complaint in writing on a Grievance Filing Form, which may be obtained from the Equity Coordinator. The complaint will state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at Level Two must be within 10 working days from the date of the event giving rise to the grievance, or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Equity Coordinator. A minor student may be accompanied at that meeting by a parent or guardian. The Equity Coordinator will investigate the complaint and attempt to resolve it. A written report from the Equity Coordinator regarding action taken will be sent to the involved parties within a reasonable time after receipt of the complaint.

**Level Three - Superintendent**

If the complaint is not resolved at Level Two, the grievant may appeal it to Level Three by presenting a written appeal to the superintendent within five working days after the grievant receives the report from the Equity Coordinator, the grievant may request a meeting with the Superintendent. The superintendent may request a meeting with the grievant to discuss the appeal. A decision will be rendered by the superintendent within a reasonable time after the receipt of the written appeal. If, in cases of disability grievances at the elementary and secondary level, the issue is not resolved through the grievance process, the parents have a right to an impartial hearing to resolve the issue.

**GRIEVANCE PROCEDURE**

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, the U.S. Department of Education Office for Civil Rights or Office of Special Education Programs, the Equal Employment Opportunity Commission, or the Iowa Department of Education for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging discrimination.

**Level Four - Appeal to the Board**

If the grievant is not satisfied with the superintendent's decision, the grievant can file an appeal with the Board within five working days of the decision. It is within the discretion of the Board to determine whether it will hear the appeal.

The Equity Coordinator is:

Name      Mr. Steve Webner, Assistant Superintendent

---

Office Address      940 Lincoln St. SW, Le Mars , Iowa 51031

---

Phone Number      712-546-4155

---

Office Hours      8:00 am to 4:30 pm

---

**DRESS CODE**

All students are expected to dress in proper attire which promotes safety, health, modesty, cleanliness, and no disruption or distraction to the educational process. Examples of inappropriate dress include clothing promoting alcohol, drugs, tobacco, gang activity, sex, cults, or satanic activities. This includes clothing with logos that are clearly identified as such or that make inferences or double meanings. Biking shorts, low-cut tops, tube tops, mid-drifts, and spaghetti strap tank tops are not appropriate for school. Pants that are worn well below the normal waist or belt line are not permitted due to the distraction they cause which disrupts the educational process. Shirts and pants should meet so that neither skin nor undergarment shows. The State of Iowa Health Code does require that shoes be worn at all times. Caps, hats, headscarves, hoods, coats, and sunglasses are for outside wear unless approved in advance through the principal's office.

At the discretion of school personnel, students viewed to not be dressed appropriately will be required to change, and may be counted unexcused in the absence from class while they find acceptable clothing. This may include being sent home. Should a student need to ask if clothing is acceptable, it probably is not. Use common sense and good judgment in selecting clothing for school each morning. Non-compliance will result in disciplinary action.

**Code 502.3.2**

**DRUGS (ILLCIT)**

The LeMars CSD prohibits the possession, use, distribution, sale or being under the influence of illicit drugs and/or the possession of paraphernalia designed for the manufacture or use of illicit drugs by students at school. This prohibition also applies to students while engaged in any school-sponsored activities regardless of the location of said activities, on school grounds, and while on school-owned or chartered/leased transportation. Students shall also be prohibited from possessing, using, distributing or selling substances, which are being purported to be illicit drugs while at school or while at the other venues identified above. Violation of these prohibitions shall result in disciplinary action as identified in this policy and, if applicable, as identified in Policy 502.1.1, Extra-curricular Good Conduct Code. In addition to the school district's disciplinary action, students found to be in violation of this policy shall also be reported to local law enforcement authorities.

Students found in violation of this policy shall be subject to the following disciplinary actions:

**A. Possession of Paraphernalia**

Any student found in possession of paraphernalia designed for the manufacture or use of illicit drugs when said paraphernalia does not contain any actual illicit drug substance or identifiable residue of an illicit drug substance, shall be suspended from school for a period of not less than five (5) school days. Repeated and/or flagrant violations will result in more severe disciplinary consequences including the possibility of expulsion.

**B. Substances Purported to be Illicit Drugs**

Any student found to be in possession, to be using, to be distributing or selling substances that the student represents to be actual illicit drugs shall be suspended from school for a period of not less than seven (7) school days. In addition to the suspension prior to readmission to school, the student or legal caretaker if the student is not of majority age, shall be required to submit documentation that the student has undergone a substance abuse evaluation, and to provide written agreement to complete any subsequent recommended program of treatment both at no expense to the district. Repeated and/or flagrant violations will result in more severe disciplinary consequences including the possibility of expulsion.

**C. Illicit Drugs-Possession, Use, or Being Under the Influence**

Any student found to be in possession, to be using, or to be under the influence of an illicit drug or drugs, to include identifiable residue, regardless of the amount of said drug, shall be expelled from school with loss of credits. In the event that the expulsion occurs with fewer than thirty school days remaining in a semester, the student shall be excluded from school for the remainder of the semester with the opportunity to complete courses for that semester with district-provided tutorial services for up to five hours per school week, and then shall serve his or her expulsion term the next full semester, with no opportunity to earn credits. In the event that the expulsion occurs with thirty or more days remaining in a semester, the expulsion shall be for the remainder of the semester with loss of credits for that semester. Depending upon the age of the student, the educational background of the student, or the nature of the offense, the Board may in limited situations agree to exclude rather than expel the student from school for a period of one semester and provide an educational program for the student at a location different than the student's normal educational setting if recommended by the superintendent of schools.

In addition to the expulsion, prior to readmission to school the student or legal caretaker if the student is not of majority age, shall be required to submit documentation that the student has undergone a substance abuse evaluation, and to provide evidence of completion of any recommended treatment program, both at no expense to the district.

Repeated violations, flagrant violations, or violations with other special circumstances may result in more severe disciplinary consequences including the possibility of permanent expulsion at the discretion of the Board of Education.

**D. Illicit Drugs - Sale or Distribution**

Any student found to be selling, or distributing without cost, illicit drugs shall be expelled from school with loss of credits. In the event that the expulsion occurs with fewer than thirty school days remaining in semester, the student shall be excluded from school for the remainder of the semester with the opportunity to complete courses for the semester with district provided tutorial

services for up to five hours per school week, and then shall serve his or her expulsion term during the next two semesters with no opportunity to earn credits. In the event that the expulsion occurs with thirty or more school days remaining a semester, the expulsion shall be for the remainder of that semester and the entire next semester, all with loss of credits.

In addition to the expulsion, prior to re-admission to school the student or legal caretaker, if the student is not of majority age, shall be required to submit documentation that the student has undergone a substance abuse evaluation, and provide evidence of completion of any recommended treatment program, both at no expense to the district.

Repeated violations, flagrant violations, or violations with other special circumstances may result in more severe disciplinary consequences including the possibility of permanent expulsion, at the discretion of the Board of Education

Date of Adoption: 6/6/98

### **DUE PROCESS**

A principal must conduct an informal investigation of the charges against the student, giving the students:

1. Oral or written notice of the allegations against the student.
2. The basis in fact for the charges.
3. The opportunity to respond to those charges.

### **EMERGENCY PROCEDURES**

Emergency procedures will be discussed and posted within each room of the building.

**FIRE**-- Each classroom also has the escape route for that room posted. The signal for a fire or fire drill is a constant signal from the fire alarm system or a constant blast from an air horn.

**TORNADO** -- Tornado drills will be announced over the inter-com system or by a series of short blasts on an air horn.

**SEVERE WEATHER** -- In the event that classes are canceled due to severe weather during the school day, all students are to remain in the building with their teacher until dismissed by the office.

### **Code 100.2**

### **EQUITY AND NON-DISCRIMINATION**

It is the policy of the LeMars Community School District to provide equal opportunity in its provision of educational and auxiliary programs for students. The district will not engage in any illegal discrimination on the basis of race, color, national origin, religion, gender, age, sexual orientation, gender identity, socio economic status, creed, disability or marital status in its educational programs, activities or employment policies and practices.

The board requires all persons, agencies, vendors, contractors and any other persons or organizations doing business with or performing services for the district to subscribe to this policy and to all applicable federal and state laws or lawful regulations.

In addition to its policy and practice of equal opportunity and non-discrimination, the board directs that the district's education program shall foster knowledge and appreciation for the historical and contemporary contributions of diverse cultural groups as well as those of both women and men. The curriculum will also reflect the diverse variety of occupational and societal roles open to both women and men.

Questions or complaints alleging illegal discrimination on the basis of gender should be directed to the district's Title IX and Multicultural Gender Fair Coordinator – Mr. Mark Iverson, Associate High School Principal, 921 3rd Ave. SW, LeMars, IA 51031, phone 712-546-4153.

Questions or complaints alleging any other types of illegal discrimination should be directed to the district's Equity Coordinator – Mr. Steve Webner, Assistant Superintendent, 940 Lincoln Street SW, LeMars, IA 51031, phone 712-546-4155.

Inquires or complaints may also be directed to the Iowa Civil Rights Commission in Des Moines, IA, or to Region VII Office of Civil Rights, Education Division, Kansas City, Missouri.

Adopted: 5-14-84  
Revised: 2-26-96, 7-12-99, 12-22-03, 11-8-04, 9-11-06,  
10-22-07, 9-26-09, 8-13-12, 2-25-13

### **EXPULSION**

Only the board of directors may expel students and such action must be taken at a board meeting. Recommendation for expulsion shall be made in writing to the board of directors after a proper review of the current behavior of such student. The principal or his designee will inform the parent and/or guardian in writing that a student is being recommended for expulsion and the reason(s) therefore. Prior to the hearing by the board of directors, the superintendent shall notify the parents or guardian by certified mail as to the following:

1. Purpose of the hearing.
2. Date, time, and place of the hearing.
3. Specific reasons for the recommendation for expulsion
4. Their right to be present to give evidence and/or to be heard.

Actions of students which may result in the recommendation to the board of directors for expulsion include, but are not limited to the following:

- A. Frequent non-compliance of school rules.
- B. Accumulation of nine days of suspension.
- C. Attack, or assault upon a student or school personnel on school property, or under the authority of school personnel.
- D. The use, sale or possession on school property of a controlled substance.
- E. The possession or use on school property of weapons or any instruments designed to cause bodily harm. This includes guns, knives, or other dangerous, deadly, or offensive weapons or instruments.

When an expulsion is being considered, the superintendent or designee will hold an informal hearing with the parties involved prior to entering into expulsion proceedings. If the area education agency has determined that special testing needs to be implemented, this process should be initiated at this time. The school board may expel a student when it determines that the student has repeatedly refused or neglected to obey rules or has engaged in conduct which endangers the property, health or safety of others while at school or while under the supervision of school authorities.

### **EXTRA CURRICULAR ACTIVITY ELIGIBILITY**

The Board of Directors of the Le Mars Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from or at school. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participation in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors.

A Le Mars Community School Participant is regarded as a participant year-round and not simply during the season, or during the school year. Once you have elected to represent L.C.S. publicly, through athletics or other activities, and are identified and/or recognized as such, you will be expected to abide by these rules and regulations at all times until you finish school (throughout the school year and summer). The following rules pertain to all students in grades 7-12 who are participating in the Le Mars Community School activity programs. Students who choose to represent the Le Mars Community School in its extracurricular activities have availed themselves of special opportunities. They are expected to conduct themselves in an appropriate manner both within the school setting and at other times.

Participation in extracurricular activities is a privilege, not a right. Students who choose to participate must abide by the rules set in the code of conduct. The Activities Director shall keep records of violations of the Good Conduct Rule.

The following activities are covered by the board's policy and these rules:

Athletics, instrumental and vocal music performances, drama productions, speech contests, FFA, FHA, National Honor Society, all co-curricular clubs (e.g. Art Club, French Club), all honorary and elected offices (e.g., Homecoming King/Queen/court, class officer, student government officer or representative), state contests and performances for cheerleading and drill/dance team, mock trial, Academic Decathlon, or any other activity where the student represents the school (district) outside the classroom.

#### Academic Eligibility

To be eligible for an activity, students participating must:

- be enrolled or dual-enrolled in school;
- be passing 4 full-time core courses during the quarter  
If not passing 4 full-time core courses during: the student will be ineligible during:

|            |                      |
|------------|----------------------|
| Quarter 1  | Quarter 2            |
| Semester 1 | Semester 2           |
| Quarter 3  | Quarter 4            |
| Semester 2 | Semester 1 next year |
- for students in athletics, music, or speech activities, be under 20 years of age;
- for students in athletics, music, or speech activities, be enrolled in high school for eight semesters or less;
- for students in athletics, have not been a member of a college squad nor trained with a college squad, nor participated in a college contest nor engaged in that sport professionally;
- have met all transfer requirements, if the student is a transfer student, or be eligible under state law and regulations if the student is an open enrollment student.

Special education students or students covered by a Section 504 plan shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by the student's team, towards the goals and objectives on the student's IEP or 504 plan. *\*Refer to "Extra Curricular Good Conduct Code".*

**EXTRA CURRICULAR GOOD CONDUCT CODE**

Code 502.1.1

Students are expected to conduct themselves in accordance with the policies, rules and regulations of the Le Mars Community School District and its member schools as well as in compliance with all federal, state and municipal laws. Student eligibility to participate in activities, performances or contests as representatives of the schools or school district is dependent upon the student's conduct throughout the calendar year in relation to this Code.

Violations of this Code that will impact upon participation eligibility include but are not necessarily limited to any of the following:

1. An admission, a finding of violation by school administration officials based on a preponderance of the evidence, a plea of guilty in court, or a court finding of guilty for possession, consumption sale or distribution of alcoholic beverages;
2. An admission, a finding of violation by school administration officials based on a preponderance of the evidence, a plea of guilty in court, or a court finding of guilty for the possession, use, distribution or sale of illicit drug paraphernalia, substances, represented to be illicit drugs, or actual illicit drugs to include identifiable illicit drug residue;
3. An admission, a finding of violation by school administration officials based on a preponderance of the evidence, a plea of guilty in court, or a court finding of guilty for the possession, use, distribution or sale of tobacco products;
4. An admission, a plea of guilty in court, or a court finding of guilty for the commission of any crime with the exception of a citation for minor traffic law violations;
5. Infractions(s) concerning school rules to include, but not necessarily be limited to, intentional damage to school property, excessive unexcused absence, flagrant and/or repeated insubordination, harassment or assaultive behavior directed toward other students or school personnel or other actions which significantly disrupt the educational process.

In the event that a student finds himself or herself in the company of others where conduct prohibited under this Code is taking place, and he or she fails to leave the vicinity as soon as is practical under the circumstances, said student shall be deemed to be violation of this Code.

In the event that a student transfers to the Le Mars Community Schools for any reason and school officials are, or become aware, that the student would be ineligible under his or her prior school's Code of Conduct Policy or similar policy, then the provisions of this Code of Conduct Policy shall be applied.

An infraction shall result in loss of eligibility for seven days and a minimum of one event (public appearance). A second offense shall result in loss of eligibility for 28 days and a minimum of four events (public appearances). In the instance of infractions involving alcohol, illicit drugs or assaultive behavior, a student must agree to an immediate assessment from a school-approved treatment/counseling agency and agree to follow the recommendations of the assessment counselor. All assessment and treatment shall be at no cost to the school district. A student with a third offense will be declared ineligible for a period of twelve calendar months. Any subsequent violations of the code will result in permanent ineligibility for as long as student attends Le Mars Community Schools.

A student may not, under any circumstances, participate in activities when he/she is under suspension or expulsion. Should disciplinary action under Policies 502.3, 502.3.1 or 502.3.2 result in loss of eligibility greater than that outlined above, the more severe loss of eligibility shall prevail.

Any student who has been declared ineligible and has gone two years without action under this policy, and if that participant subsequently comes for disciplinary action under this policy, such action will be considered as a first offense.

Students disciplined under this Code will have the right to appeal the action to a panel of five (5) licensed staff members. Three (3) of panel members shall be selected by the administration and two (2) shall be selected by the student.

#### **Student Seeking Help**

Information received from students and/or parents who voluntarily seek help from school authorities concerning a student's use/abuse of alcohol and/or other controlled substances before being found to be using or possessing such substances by school or law officials, will be maintained in confidence and will not serve as a basis for disciplinary action. However, this does not provide immunity from disciplinary action should the student continue to use, possess, or distribute alcohol and/or other controlled substances.

NOTE: Students who voluntarily seek help for chemical use or abuse by talking confidentially with a school official, counselor, teacher or coach will not face disciplinary action. However, should students not volunteer for assistance and are then found to be involved in chemical usage, then disciplinary action will be taken. It is the district's hope that this will open the door for more young people to acknowledge their use/abuse and to take POSITIVE steps to correct the situation.

#### Violations Occurring During Ineligibility

If a student is ineligible at the time of a violation of the Good Conduct Rule, the penalty for the violation will not begin until the student regains eligibility. Example: A student academically ineligible for a quarter or semester is found to have been in possession of tobacco, a Good Conduct Rule violation. When the student is again academically eligible, then the Good Conduct penalty attaches. Example: A student violates the Good Conduct Rule and is ruled ineligible for one week. While ineligible, the student again violates the Rule. The second penalty attaches when the first penalty is completed.

#### Academic Consequences

Unless the student violated the Good Conduct Rule while on school grounds or at a school event or activity off school grounds, or the violation has a direct and immediate negative impact on the efficient operation of the school, there will be no academic consequences (e.g. detention, suspension, expulsion from school, or grade reduction/withholding) for the violation.

#### Appeals

Students under discipline will be afforded the right of procedural due process.

- A. Due Process
  1. Presentation of oral or written notice of the allegations against the student
  2. Stating the basis in fact for the charge, and
  3. Providing the student the opportunity to respond to those charges.
  
- B. Appeals Process
  1. Activities Director
  2. Principal at the school where the student attends
  3. Appeal panel consisting of 5 staff members. (3 to be assigned by the principal, 2 by the students)  
Mediator should be a person of neutral standing.

If any decision is reversed, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record. *Also, refer to "Extra Curricular Activity Eligibility".*

#### GRADING SYSTEM

"A" - Excellent: This grade indicates that the student has given evidence of a genuine interest in the subject and has done work in quantity and quality in excess of the standard set forth as a satisfactory passing mark.

"B" - Above Average: This mark indicates that the student has given evidence of an intellectual interest by doing work in quantity and quality above the standard set forth as a satisfactory passing mark.

"C" - Average: This is a satisfactory mark. It indicates that the student has acquired the necessary ability to proceed in the subject and can use the ability where applicable.



**"D" - Below Average:** This mark is to indicate that the student has not acquired the necessary ability to work efficiently in the course.

**"F" - Failing:** This mark indicates lack of effort or working significantly below his/her capabilities.

**"I" - Incomplete:** An incomplete should, except in unusual circumstances, be removed within one week after the end of the reporting period.

**Grading Scale** – The following grading scale will be used by all teachers at the middle school:

|            |              |
|------------|--------------|
| 100 – A+   | 79-81 – C+   |
| 95-99 – A  | 72-78 – C    |
| 92-94 – A- | 70-71 – C-   |
| 90-91 – B+ | 67-69 – D+   |
| 85-89 – B  | 63-66 – D    |
| 82-84 – B- | 61-62 – D-   |
|            | Below 61 – F |

**Code 100.4**

**HARASSMENT/ ANTI-BULLYING POLICY**

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district. Bullying and harassment of staff will also not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment or bullying against employees based upon race, color, creed, sex, sexual orientation, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct which is based on any actual or perceived trait or characteristic and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the individual in reasonable fear of harm to person or property;
- Has a substantially detrimental effect on the individual's physical or mental health;
- Has the effect of substantially interfering with the individual's academic performance; or
- 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.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;

- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.
- Sexual harassment including unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The building principals will be responsible for handling all complaints by students alleging bullying or harassment. The assistant superintendent of operations will be responsible for handling all complaints by employees alleging bullying or harassment. It is the responsibility of the superintendent, in conjunction with the assistant superintendent of operations and building principals, to develop procedures regarding this policy.

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion on the school or school district's web site,

A copy of the policy and procedures shall be made available to any person at the central administrative office at: 940 Lincoln St SW, Le Mars, Iowa. Date of Adoption: August 27, 2007

#### **HOMELESS STUDENTS NOTIFICATION**

Iowa law defines a "homeless child or youth of school age" as a child or youth between the ages of 5 and 21 who lacks a fixed, regular and adequate nighttime residence and includes a child or youth who is living on the street, in a car, tent, or abandoned building or some other form of shelter not designed as a permanent home; who is living in a community shelter facility; or who is living with nonnuclear family members or with friends.

Anyone who has knowledge of any such children or youth should contact Carl Turner, Asst. Superintendent at 546-4155. The Le Mars Community School District is obligated to identify these children or youth and to strive to get them enrolled in school when appropriate. The Le Mars CSD has examined its policies and rules to assure that there are no barriers to the enrollment of homeless children or youth.

#### **HOMEWORK**

The faculty at LCMS believes that meaningful homework is a valuable learning experience. Homework helps with the following:

- Reinforces academic skills introduced in the classroom
- Increases learning time thereby increasing student achievement
- Communicates the curriculum to parents/guardians
- Encourages self-discipline & organization in the student
- Assists the students in becoming more self-directed

- Provides for different rates and styles of learning

### HONOR ROLL

An honor roll will be named each semester. Students qualifying for the honor roll will have a 3.5 grade point average and above for the semester. All courses will be included in the grade point average. This includes exploratory, music, and physical education classes.

### HUMAN GROWTH AND DEVELOPMENT

All Iowa public school districts are required to provide instruction in Human Growth and Development including instruction regarding human sexuality, self-esteem, stress management, interpersonal relationships, and aids, in grades one through twelve. The law also requires public schools to annually provide parents/guardians with information about this requirement and the procedure by which parents/guardians may inspect instructional materials prior to them being utilized in the classroom. A student shall not be required to take instruction in Human Growth and Development if the student's parent or guardian files with the appropriate principal a written request that the student be excused from the instruction.

Parents/guardians of students enrolled in the Le Mars Community Schools are hereby advised that well prior to their student's receiving Human Growth and Development instruction, they will receive written notice and upon receipt of this notice, they should immediately contact the appropriate principal if they want to inspect the instructional materials to be utilized for instruction.

**NOTE: THIS IS THE WRITTEN NOTICE. The following courses discuss such items: 7 FACS and 8 Guidance.**

**SEVENTH GRADE FACS HAS AN APPROXIMATE TWO WEEK UNIT SCHEDULED DURING THE EXPLORATORY BLOCK.**

**EIGHTH GRADE GUIDANCE HAS AN APPROXIMATE 1-2 WEEK UNIT SCHEDULED DURING THE EXPLORATORY BLOCK.**

A pupil shall not be required to take instruction in human growth and development if the student's parent or guardian files with the building principal a written request that the student be excused from the instruction.

### LCS INTERNET ACCEPTABLE USE POLICY

The Internet can provide a vast collection of educational resources for students and employees. It is a global network that makes it possible to control all available information. Because information appears, disappears, and changes constantly, it is not possible to predict or control what students may locate. The Le Mars Community School District makes no guarantees as to the accuracy of information received on the Internet. Although students will be supervised, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that may not be deemed appropriate or of educational value.

To ensure quality use of the Internet, we have established the following guidelines:

- **Prior to access to the internet, you need to receive training and demonstrate proficiency, after which you will be issued a license.**
- **You should be using the internet for class work during school hours (8:30-3:30).**
- **Information printed or downloaded from the internet should be classroom related**
- **Internet games and chat rooms are not permitted without specific teacher permission and/or supervision.**

**Internet Access:**

- Access to the internet is available to teachers and students as a source of information and a vehicle of communication.
- It is a goal to allow students access to the internet, while we protect the rights of students and parents who choose not to risk exposure to questionable material.
- Students must adhere to strict guidelines that adhere to ethical and legal utilization of network resources.

- Transmission of material, information or software in violation any board policy or regulations is prohibited.
- Le Mars Community School District makes no guarantees as to the accuracy of information received on the Internet.
- **Access will be available only to licensed students. License will be granted upon completion of training and return of signed student acceptable use Internet agreement.**

**On-line Etiquette:**

- The use of the Internet is a privilege and may be revoked for violation of board or school policy. Students should adhere to on-line protocol:
  - Respect all copyright and license agreements
  - Remain on the system long enough to get needed information, then exit

**Restricted Material:**

- Students shall not intentionally access or download any text file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane or lewd. Students should not access sites that advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will be in violation of lawful school regulations.

**Unauthorized Costs:**

- If a student gains access to any service via the Internet, which has a cost, involved or if a student incurs other types of costs, the students accessing such a service will be responsible for those costs.

**E-mail:**

- Student email for academic purposes only. Student email accounts may be issued with parent consent. Inappropriate usage may result in loss of privileges for an administratively determined period of time.

**Properly signed parental permission form and student access forms must be on file in the LCS Media Center to the Internet is granted.**

**LIBRARY**

Students are free to use the library at any time if they do not infringe upon the rights of others. Students may do class projects, research, leisure reading, use AV materials, or take make-up tests in the library as long as they observe the library's rules on appropriate behavior and proper care and use of materials and equipment. Low volume talking may be permitted if it relates to the use of library materials. No more than two students are to be seated at the same library table.

When students are from study hall . . .

- they are to have permission from the study hall supervisor.
- they are to sign in and out properly (writing full name, grade and time in/out).

When students are from classroom . . .

- they are to have permission from the classroom teacher.
- they are to have a temporary or permanent pass from the classroom teacher.

When there is an overcrowding problem, students with library related class assignments will be given preference. Fines, due dates, etc. for various materials are posted in the library.

Students may use the computers in the media center whenever there is not a class using the room.

- Students will run the programs individually.
- There will be absolutely no gum or candy allowed in the computer room.
- Students will be prohibited from using the computer room if they attempt to interfere with a computer some other student is using.

Restrictive list – Students receiving a D or F during any grading period will not be allowed to go to the library without a pass from the teacher in which they are to complete work for.

**LOCKERS**

Students may sign up with a person of their choice for lockers. Students are not to switch locker partners unless such change is approved by the office in advance. School lockers are not the property of students nor are there a rental charge made for their use. School authorities reserve the right to check all lockers without prior notice when they feel that such a search is justified. Stickers, pictures, slogans must be acceptable and properly attached. Students may be required to pay for locker damage. Keep your locker locked. Students are cautioned to not share their combination with people other than their locker partner.

**LOCKER SEARCHES**

Students and parents are hereby notified that school lockers, desks and other facilities or spaces provided by the school for student use are subject to periodic search without prior notice other than this annual notice. School officials may conduct periodic searches that will occur in the presence of the student(s) or in the presence of at least two school officials without the student(s) present.

**LOST AND FOUND**

All misplaced items should be brought to the office. Be certain to report a theft as soon as possible and it should also be reported to the police.

**LUNCH/BREAKFAST**

Meal payments are to be made at the ticket window in the office before school, during noon, and after school. Meal payments are not to be made between class periods. No charging should be expected.

**Lunch break at the middle school is closed. This means that students are not free to leave school grounds for lunch. On a given day, if you don't receive a school lunch, you are not to eat school food off other student's trays.**

**MEDICAL INFORMATION**

Illness and Injuries: Students who are injured or become ill during school should be sent to the nurse's office for evaluation, with or without a pass, depending on the severity of the situation. If it is necessary for the student to leave the building, a blue pass will be issued by the nurse or designee.

Students needing attention for non-emergency situations should go to the nurse's office before school, during lunch break, or from study hall, with supervisor's permission. They should not go between classes. If a student feels he/she needs attention at times other than those listed above, he/she should report to class and request a pass from that teacher after attendance is taken. If the nurse is not in her office when emergency treatment is needed, contact one of the secretaries. For non-emergencies, return to class until the nurse is available. Do not wait in nurse's office or outer office.

Medical History: Please report any special conditions regarding your physical health to the school nurse (example: subject to seizures, etc.)

Physician: Know the name of your family doctor. In case of a serious injury there may be a need for us to take you directly to that office or to the hospital.

Insurance: Claim blanks should be secured from the office. Complete your portion and give to doctor or hospital to sign. The claim blank must then be sent to the insurance company. This is a parental responsibility.

Medications: The school does not provide any medications including aspirin or aspirin type products. All medications students take at school must be kept in the nurse's office and stored in the original container with proper labeling. In order for a student to take medications at school, an official Le Mars Community School "Parental Authorization and Release" form must be on file with the school. (See below for a copy of the release form)

**LEMARS COMMUNITY SCHOOL PARENTAL AUTHORIZATION AND RELEASE FORM  
FOR THE ADMINISTRATION OF MEDICATION TO STUDENT**

Student. \_\_\_\_\_ Grade \_\_\_\_\_

It is necessary he or she receive the following medication at school:

Name of Medication: \_\_\_\_\_

Dosage of Medication: \_\_\_\_\_

Time of Medication: \_\_\_\_\_

Reason for Medication: \_\_\_\_\_

I request that the prescribed medication be dispensed according to these written directions. I further agree that medication information may be shared with school personnel who need to know by the school nurse.

The medication must be in the container in which it was dispensed by the prescribing physician or licensed pharmacist or in the manufacturer's container.

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Home/Cell # \_\_\_\_\_

Work # \_\_\_\_\_

Suggestion: When you pick up your child's prescription, ask your pharmacist for a bottle labeled for school use.

**MULTICULTURAL AND NONSEXIST EQUITY EDUCATION OPPORTUNITY**

It is the policy of the Le Mars Community School not to discriminate on the basis of race, creed, sex, marital status, national origin, ability or disability in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, and Section 504 of the Federal Rehabilitation Act of 1973 and Section 257.25 of the Code of Iowa.

Enrolled children in the Le Mars Community School shall have an equal opportunity for a quality public education without discrimination regardless of their race, creed, sex, marital status, national origin, ability or disability.

The education program shall be free of such discrimination and provide equal opportunity for the participants. The education program shall foster knowledge of, respect and appreciation for, the historical and contemporary contributions of diverse cultural groups as well as men and women to society. It shall also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

Inquiries regarding compliance with equal education opportunity shall be directed to the superintendent by writing to Central Administrative Office, Title IX Compliance Officer, 940 Lincoln St SW, Le Mars, Iowa 51031, or telephoning at (712) 546-4155, to the Director of the Iowa Civil Rights Commission, Des Moines, Iowa, or to the director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri.

**PASSES**

All students must have a proper pass to be in the halls during the time classes are in session. Faculty will issue student passes via student handbook. Library passes may be issued by the librarian, study hall supervisor, or classroom teachers. They permit students to go to the library area during class time. Blue passes are issued to students who must leave the building during the school time. These passes are only issued by the principal's office. Students are not permitted to be in the concourse during the class periods except in case of emergency, band lessons, or appointments in the office. **STUDENTS ARE TO BE IN CLASS DURING CLASS TIME, NOT IN THE HALLS.**

Students must sign in and sign out in the main office when entering or leaving the building during the school day. A student with a scheduled appointment will get a blue pass from the main office and use that pass to be dismissed from the classroom and then take it to the main office sign out clipboard. Door A is the only door that should be used for entrance or exit from or to appointments.

**Code 502.3.3**

**PHYSICAL ASSAULTS**

The LeMars CSD prohibits fighting and other physical assaultive behavior by students at school. This prohibition also applies to students while engaged in any school-sponsored activities regardless of the location of said activities, or on school grounds, or while on school-owned or chartered/leased transportation. Violation of this prohibition shall result in disciplinary action as identified in this policy and, if applicable, as identified in Policy 502.1.1, Extra-curricular Good Conduct Code.

Students found to be in violation of this policy will be referred to the school principal(s) for disciplinary action to include the possibility of suspension. Repeated, or severe, or flagrant violations will result in more severe disciplinary consequences including the possibility of expulsion.

In addition to the school's disciplinary action, students found to be in violation of this policy may also be reported to law enforcement authorities. When administrative investigation can determine by a preponderance of the evidence that a student(s) was responding to a physical assault only in self-defense, one of the perpetrator(s) may be referred to law enforcement authorities; otherwise all participants involved in the incident(s) may be referred. Date of Adoption: 6/6/98

**PHYSICAL EDUCATION**

Each student shall be required to dress appropriately for activities as informed by the instructor. All excuses from parents or physicians must be presented to the school nurse if participation presents a problem. Students who are excused for a time exceeding one week must also present a statement issued by a doctor indicating the length of time the student should be excluded from the physical education activity. In accordance with the Federal Healthy Kids Act, students not able to participate in PE for one or more months must complete a waiver from the school nurse and attach a doctor's excuse note.

**PASS PLAN**

The following required course failure prevention procedures are in place to bring student, parents, and school together in order to develop a formalized program to help every student achieve at high levels. These procedures are designed for failure prevention and will take place before the retention/repeat policy or special supervised study program policies are implemented.

- a. For required courses, during quarters one and three, and each quarter for exploratory courses, a parent letter will be sent home to notify the parent/guardian of a student's potential to be retained or repeat the course.
- b. The meeting with the parent, team, and counselor, will be scheduled to develop a systematic student improvement plan.
  - i. Interventions will be identified. LCMS academic support systems may be a part of these interventions.
  - ii. Timelines for progress reporting/monitoring will be developed.
  - iii. Discussion of possible student programming adjustments.
  - iv. Expectations of the student, school role, student role, and parent role will be identified.
- c. The student must complete the work in accordance with the plan or be at-risk for retention, repeating the course, or enrollment into the supervised study program.
- d. Regular team, parent, student, counselor meetings will continue based upon timelines identified.
- e. If a student maintains required expectations for two quarters in a row, team may take the student off of the plan.

Toward the end of semester, or quarter for exploratories, the final meeting will take place to determine whether or not the student has met requirements for planned efforts. If not fulfilled, the retention/repeat policy or special supervised study program policy will be invoked. A recommendation will be made to the principal for final determination. (Please refer to "Retention/Repeat Policy" for further information.)

\*\*\*NOTE: Before a student receives a failing quarter grade, parents must be notified.

### **PROCEDURES FOR INVESTIGATING INCIDENTS OF ABUSE OF STUDENTS BY SCHOOL EMPLOYEES**

According to Chapter 102 of the Iowa Law, abuse may fall into either of the following categories:

1. "Physical abuse" means non-accidental physical injury to the student as a result of the actions of a school employee. Physical abuse may occur as the result of intentional infliction of injury or excessive, unnecessary, or unreasonable use of force.
2. "Sexual abuse" means any sexual offense as defined by Iowa Code chapter 709, Iowa Code section 728.12(1) or any sexual act with or directed toward a student. The term also encompasses acts of the school employee that encourage the student to engage in prostitution as defined by Iowa Law.

Any such incidents are to be reported to the middle school and high school nurse at 546-7022 or 546-4153, or the elementary school nurse at 546-7064.

### **PUBLIC DISPLAYS OF AFFECTION**

Students will refrain from public displays of affection such as but not limited to holding hands, kissing, and hugging.

### **REPORTS TO PARENTS**

Your parents are vitally interested in your accomplishments in school and for this reason the school will report to your parents as follows: 1. Parents are always welcome to contact the school for a special conference at any time. 2. Mid-term reports will be sent to all students during any nine-week period. 3. Report cards are issued at the end of each nine weeks.

\*\*\*NOTE: Before a student receives a failing quarter grade, parent contact must be made and a PASS plan must be completed before failing a semester.

### **RESTRICTED LIST**

For students receiving a D, F, incomplete, or not meeting Reading Counts requirements during grade reporting periods, the privilege of reporting to the library or computer lab without a pass from the teacher in which they will be working will be revoked. The restricted list will be updated during mid-term for core courses, exploratories, and Reading Counts. It will be updated during each grading period for core courses. Students receiving an incomplete will be placed on the restricted list for the one week incomplete completion period (see "Grading System") and students receiving a D or F will remain on the list for the entire grading period.

### **RETENTION/REPEAT POLICY**

*Retention/Repeat Policy Guidelines.* No LCMS student will fail if they put forth consistent effort. This retention policy addresses those students who are academically capable of the work but choose not to try.

This policy promotes varying strategies for working with students who fail: 1) being retained and repeating the entire grade; 2) repeating a class or classes in a special supervised study program during the school year staffed by a certified teacher; 3) repeating the class or classes in the classroom with other students currently in the class; and 4) repeating the class or classes in summer school.

#### **What students may have to repeat an entire grade?**

1. Middle school students that fail both semesters of three or more of their five core classes in a given year despite remediation in specialized study and/or summer school will repeat that grade the following year. The core classes are math, science, social studies, language arts, and reading.

#### **What students may have to complete the course requirements through the specialized supervised study program, summer school or by repeating the class in the classroom?**

1. Students that do fail a required class will be required to complete the course requirements for that class. This can be done in a specialized supervised study program, summer school, or by repeating the class in the classroom.
2. The required classes do include exploratory classes at each grade level. Band, orchestra, chorus, academies, eighth grade art, and eighth grade graphic art are not included since they are electives at the middle school.
3. Students assigned to the program will remain for the full period each day they are a part of the program.
4. Students failing a class first semester could complete that requirement during second semester using the specialized supervised study program.



5. Failing a class for a second time would require continued specialized assistance to develop necessary skills for the future.

**Specialized supervised study program:**

The Specialized Study Program is designed to help students receive extra assistance in order to remedy deficiencies within required courses. Middle School students who receive a failing semester grade for a required course will attend the program for a minimum of one semester; failure to complete requirements will result in further program enrollment. Any high school freshman who failed a middle school required course and did not complete grade recovery summer school, will attend Specialized Study until middle school requirements are completed.

**Summer school program:**

The grade-recovery summer school at the middle school is, at a maximum, 40 hours in length (8 am – Noon for 10 days). Teachers work in conjunction with the Odyssey program to design a curriculum that contains all of the standards and work that the student did not complete. The student has to complete the work at an 80% proficiency rate within the time allotted in order to pass the course or courses.

1. A student may pass enough coursework in specialized study or summer school in order to be promoted but still have deficiencies that need to be completed before officially moving on to the next grade.
2. All coursework involving failing semester grades, must be made up satisfactorily through the summer program, or through freshmen specialized study or retention in 8th grade.

**Families:**

1. Parental input will help determine the best means of assisting the student in making up the deficiency whether it is the specialized supervised study, summer school, or repeating the class.
2. Parents will be notified at mid-quarter, as is current procedure, if their child is in danger of failing the class for the quarter.
3. A parent conference must be held prior to a student receiving a failing semester grade.

**Schedule:**

1. Remediating deficiencies from the middle school will take priority over scheduling high school classes and activities.
2. Remediating deficiencies will take priority over enrichment classes, elective classes and activities in the middle school.
3. If the requirements for a class are completed prior to the end of the semester, the student's schedule may be redone to accommodate continued learning in other areas.
4. Students failing an exploratory class will repeat that class the following quarter with a schedule change if necessary.

**SEXUAL HARASSMENT AND ASSAULT INFORMATION**

The Iowa Department of Education has directed school districts to provide age-appropriate materials and a list of available community and web-based resources on sexual harassment and assault to parents at registration and to include the materials and resources list in the student handbook. A short handout developed by the Iowa Department of Education entitled "The "Basics" of Sexual Violence" will be available for parents to pick-up at registration and in each building office. Included below is a list of age-appropriate web-based resources and materials that have been approved by the Iowa Department of Education:

**Middle School Resources**

How to Protect your Child for Child Abuse ([www.BSA-IA.org](http://www.BSA-IA.org))  
Stop It Now! ([www.stopitnow.org](http://www.stopitnow.org))  
Cadette Girl Scout Handbook ([www.GirlScouts.org](http://www.GirlScouts.org))  
American School Counselor Association ([www.schoolcounselor.org](http://www.schoolcounselor.org))  
Stay Safe Online ([www.siecus.org/pubs/families/FANewsletterV3N3.pdf](http://www.siecus.org/pubs/families/FANewsletterV3N3.pdf))

**SKATEBOARDS & SKATES**

Once at school, skateboards and skates must be stored in lockers and not ridden during the school day. Students who choose to violate the bicycle, moped, skateboard, or skates rules will lose the privilege of riding a bicycle, moped, skateboard, or skates to school.

### **SPECIAL STUDENT SERVICES**

Each school year, a number of students experience academic and/or behavioral difficulties. Some of these difficulties require services or programs beyond those available through the general education program. Our school guidance programs, referral and collaboration with outside helping agencies, and special education programs are examples of resources available to provide additional assistance. Our schools will attempt to resolve problems in the general education program whenever possible. Parents will always be informed, and we will always attempt to keep parents involved with efforts to resolve problems that students may be experiencing. Positive parental involvement and collaboration is critical to students' school success!

The student assistance team consists of teachers, counselors, administrators, and school nurse committed to helping students who are, at some point in their school career, termed "at risk". The trained team deals with referrals from school personnel, parents, students, and concerned individuals. Information is gathered and an action plan is developed, monitored, and evaluated. Depending on the situation, parents may be involved as well as outside agencies. The goal of the student assistance team is to help students cope with changes in their lives and to make school a positive part of their future.

### **STUDENT CONDUCT**

Rules listed under conduct are not intended to be all-inclusive. We expect our students to behave properly. This includes showing respect for others and for the property belonging to others. Students shall conduct themselves in a manner consistent with the policies of the school and/or the school district handbook. Violations of school rules will not be tolerated. Police assistance will be requested when local, state, or federal laws are violated.

### **STUDENT PROPERTY**

The school is not responsible for lost or stolen articles or money. These items should not be brought to school. If they must be brought, it is our suggestion that you check them in at the office in the morning when you arrive and pick them up at the end of the day.

### **STUDENT RECORDS**

We do not permit access to student records to any unauthorized person without parental consent or a judicial order. Office personnel have access to records to record grades and other data. Records are also made available to Area XII personnel who are authorized to use them. Parents and eligible students have the right to inspect and review the student's record, the right to seek to correct the student's education record (in a hearing if necessary), the right to report violations of this policy and the right to be informed about Family Education Rights and Privacy Act rights.

In the case where a student's parents no longer live at the same residence the school will provide copies to the non-custodial parent, upon request, of the following information unless otherwise stipulated by a court order – report cards, newsletters, and calendars of events. We ask parents to share day-to-day information concerning the student's progress. Other information concerning the student's academic progress will be provided upon request.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

It is commonly agreed that for every individual each right is accompanied by a corresponding responsibility in a relationship such that when the individual misuses or ignores the responsibility, the right is diminished or forfeited. The following is a list of rights and responsibilities that are commonly accorded to the students of the Community Middle School in the Le Mars Community School District.

#### **EDUCATIONAL OPPORTUNITY**

**Right --** Students have the right to an equal educational opportunity regardless of circumstances over which the student has little or no control (i.e., race, color, sex, creed, handicap, socioeconomic status).

**Responsibility --** Students have the responsibility not to interfere with any other student's right to a quality education regardless of circumstances over which the student has little or no control.

#### TREATMENT

Right -- Students have the right to be treated individually with respect, dignity, and fairness.

Responsibility -- Students have the responsibility to treat others with respect, dignity, and fairness.

#### AWARENESS

Right -- Students have the right to expect that an explanation of rights, rules, and responsibilities that apply to students will be made available to them.

Responsibility -- Students have the responsibility to know and understand the rights, responsibilities, and rules that apply to students.

#### SAFETY AND SECURITY

Right -- Students have the right to be and feel safe and secure with regard to both person and property.

Responsibility -- Students have the responsibility to protect each other's safety and security with regard to both person and property.

#### STUDY HALLS

Study halls are provided so that students will have a quiet place to prepare their assignments. It is important that we give each student the best possible study condition so that this time is used most effectively. Students are to take their work to study hall. This means your assignment book and a library book for free reading should be taken in addition to any classroom assignment. Students are to speak only when permission has been granted for a reasonable length of time. The study hall supervisor will announce rules for the study hall as needed. Students shall not be allowed to leave study hall unless they have a pass signed prior to that study hall or receive permission from study hall monitor. They must have books and other necessary items to keep busy during the study hall period. Students must remain seated until they are given permission to leave their assigned seat.

#### SUBSTITUTE TEACHER DISCIPLINE

Substitute teachers are difficult to attract and retain, therefore, we want to provide a good environment for them to teach.

Students displaying disrespect, insubordination, or disruptive behaviors will receive a detention or suspension, depending upon the number of occurrences and severity of offense.

#### SUSPENSION

There are some conduct rules that are serious enough to warrant the possibility of suspension. Also, the repeated violation of any rule may warrant a suspension. The school shall send a letter of notice to parents of a suspended student. In some cases there may be referrals made to a counselor, peer mediation, student assistance team, the area education agency for special services, Human Services, law enforcement agencies, or the district attorney. The superintendent of schools, the principal, any special workers who have been assigned the student, and the school board president will be informed of the suspension. A student may be suspended for non-compliance with school rules while at school, or while under the supervision of a school authority. Only a principal has the authority to suspend a student from a class or from school. A suspension shall not exceed ten consecutive school days and may be either in-school and/or out-of-school. For a student suspended more than nine cumulative days during the school year, a hearing may be convened which shall include the student, central office personnel, the principal, and the parent. Students under suspension will not be allowed to participate in any extra-curricular activity while under suspension. Students under suspension may have alternate arrival and dismissal times.

#### TARDIES

Students must report directly to the office when they are tardy at 8:30 a.m. Students will be given a white admit slip to their class. Between-classes, tardies will be handled by the classroom teacher. Students arriving unexcused after 1<sup>st</sup> period will need to make up the school time missed. Students arriving to school unexcused between 8:30 and 8:45 a.m. are tardy and will serve an automatic 15 minute detention before or after school. Students arriving to school unexcused after 8:45 a.m. will be required to make up all time missed minute-for-minute before school, after school, or during lunch. If tardies become a concerning pattern, the following may occur: parent contact, detention, parent meeting, suspension and/or attendance contract.

### TELEPHONE

The telephone at the counter in the office may be used by students for important local calls before school, during lunch periods and after school until 4:15 p.m. The library phone is for staff use only. Students, with permission and only in the main office, will be allowed to make long distance calls on their personal cell phones, if necessary.

### TOBACCO PRODUCTS

#### **Code 502.3**

The Le Mars CSD prohibits the possession, use, distribution, or sale of any and all tobacco products by students at school. This prohibition also applies to students while engaged in any school sponsored activities regardless of the location of said activities, or on school grounds; or while on school-owned or chartered/leased transportation. Violation of this prohibition shall result in disciplinary action as identified in this policy and, if applicable, as identified in Policy 502.1.1, Extra-curricular Good Conduct Code. In addition to the school district' disciplinary action, students found to be in violation of this policy shall also be reported to local law enforcement authorities.

Students found to be in violation of this policy will be referred to the school principal(s) for disciplinary action to include the possibility of suspension. Repeated and/or flagrant violations will result in more severe disciplinary consequences including the possibility of expulsion.

Date of Adoption: 6/6/98

### VISITORS

All visitors must report to the office. Any student wanting to bring a visitor to school must receive permission from building principal.

### WEAPONS

#### Possession of Weapon

Any student in the Le Mars Community Schools who possesses any weapon at school; or while engaged in any school-sponsored activities regardless of the location of said activities; or on school grounds; or while on school-owned or chartered/leased transportation shall be subject to disciplinary action as identified in this policy. "Weapon" includes any firearm (including pellet, BB or dart guns); knife of any size; club; numchuck; star; bomb; grenade; stun gun; and any other device, which can fire a projectile by the explosion of a propellant charge; and any other device designed to incapacitate, threaten, or inflict bodily injury.

First and any subsequent offenses during the same school year: The student shall be immediately suspended in school and/or out of school for up to ten (10) days and referred to the superintendent who will investigate and take one of the following actions:

- No additional action beyond the principal's suspension
- Additional suspension
- Referral to an expulsion proceeding before the Board of Education. Student will be recommended for a one-year expulsion.

In the event that a student is expelled, the district will refer said student to NWAEA Area Education 12, Iowa Department of Human Services, and local law enforcement officials. In consultation and cooperation with other agencies, the district will attempt to provide or coordinate the provision of alternative educational services during the term of the expulsion. A building principal may grant exceptions to this policy if possession of a weapon is necessary for special circumstances. Examples of special circumstances include but not necessarily limited to an approved Iowa Hunter Safety course, a "prop" for a drama production/class or as an industrial arts project.

#### **Possession of a Look-Alike Weapon**

Any student in the Le Mars Community School who possesses any look-alike weapon at school; or while engaged in any school sponsored activities regardless of the location of said activities or on school grounds during school hours; or while on school-owned or chartered/leased transportation shall be subject to disciplinary action as identified in this policy. "Look-alike weapon" means any item, which closely resembles or appears to be a weapon as defined in Part A of this policy.

- **First Offense** – The principal shall have the authority to determine the extent and nature of disciplinary action based upon the student’s age, the actions of the student with the look-alike weapon, and the nature of the look-alike weapon’s resemblance to a real weapon. The types of disciplinary action which may be imposed includes, but is not necessarily limited to conference with parents; detention; in school and/or out of the school suspension for up to three (3) days.
- **Second and any subsequent offenses** during the same school year – The principal shall suspend the student in school and/or out of school for up to five (5) days and shall refer the matter to the superintendent who will investigate and take one of the following actions:
  - No additional action beyond the principal’s suspension
  - Additional suspension
  - Referral to an expulsion proceeding before the Board of Education

A building principal may grant exceptions to this policy if possession of a look-alike weapon is necessary for special circumstances. An example might include the use of a look-alike weapon for a drama production/class.

**Quick Reference-Consequence List**

|   |   |
|---|---|
| <p><b><u>Academic Integrity (Cheating)</u></b><br/>Students found to be cheating/plagiarizing, will receive a zero for the assessment. Parents will be notified. The option to retake a different version of that item, for reduced credit, is at the discretion of the teacher according to the policy set by the grade level teacher team.</p> <p><b><u>Aggravating/Mitigating Circumstances</u></b><br/>Certain disruptions of the educational process may have aggravating or mitigating circumstances. These circumstances may cause the administration to dispense procedures which are less than or greater than those listed or not listed.</p> <p><b><u>Cell Phones/Electronic Devices</u></b><br/>1<sup>st</sup> offense – given to principal, student meets with principal at the end of the day to retrieve device.<br/>2<sup>nd</sup> offense: given to principal and 30 minutes of detention time<br/>Subsequent offenses: additional detention time or in-school suspension, parents may be asked to pick up device</p> <p><b><u>Disorderly Conduct</u></b><br/>Possible detention, suspension and/or referral to the police.</p> <p><b><u>Disrespect to Staff</u></b><br/>Detention or up to three days of suspension, depending upon number of occurrences and/or severity of offense.</p> <p><b><u>Disrespect to Substitute Teachers</u></b><br/>Detention or suspension, depending upon number of occurrences and/or severity of offense.</p> <p><b><u>Fighting</u></b><br/>Detention or suspension depending upon number of occurrences and severity of offense.<br/>Possible report to local law enforcement.<br/>Mandatory referral to counselors for counseling and/or peer mediation option.</p> <p><b><u>Gangs:</u></b> Gang activity will not be tolerated on school grounds or during school-related activities. Examples of forbidden gang activities include but are not limited to: Gang symbol drawings, displaying gang hand signs, and clothing referencing gangs. Students involved with such activities will receive the following consequences:<br/><b><i>First Offense:</i></b> Warning, notification to parents and possible notification to police.<br/><b><i>Subsequent Offenses:</i></b> Disciplinary action up to three days of suspension and notification to police.</p> <p><b><u>Inappropriate Language</u></b><br/>Detention or suspension, depending upon number of occurrences and severity of offense.</p> <p><b><u>Insubordination</u></b><br/>Detention or suspension, depending upon number of occurrences and severity of offense.</p> <p><b><u>Internet consequences for accessing restricted items:</u></b><br/><b><i>First violation:</i></b> A verbal and written “Warning” notice will be issued to the student and parents. The student may lose Internet and lab access for a period of <b>2 weeks</b> at the discretion of the lab supervisor. A copy of the notice will be sent to the student’s parents and/or guardian and a copy provided to the building principal.</p> | <p><b><i>Second violation:</i></b> A verbal and written “Second Violation” notice will be issued to the student and parents. A copy will be provided to the building principal. The student shall forfeit all lab and Internet privileges for a minimum of <b>6 weeks</b>.</p> <p><b><i>Third violation:</i></b> A verbal and written “Third Notice” will be issued to the students and parents. A copy will be provided to the building principal. The student shall forfeit all lab and Internet privileges for the remainder of the school and go through the publications process again for the school and go through the application process again for the next school year if applicable.</p> <p><b>Offenses deemed serious may result in more severe consequences as deemed appropriate by the school administration.</b></p> <p><b><u>Non-Compliance with Morning Procedures</u></b><br/>1<sup>st</sup> offense: verbal warning<br/>2<sup>nd</sup> offense: 30 minute detention<br/>Subsequent offenses: detentions increasing by 30 minutes</p> <p><b><u>Non-Compliance with Hats, Dress Code, Etc.</u></b><br/>1<sup>st</sup> offense: verbal warning and removal of inappropriate object<br/>2<sup>nd</sup> offense: 30 minute detention<br/>Subsequent offenses: detentions increasing by 30 minutes</p> <p><b><u>Non-Compliance with Breakfast or Lunch Procedures or Appropriate Behaviors</u></b><br/>1<sup>st</sup> offense: verbal warning with possible removal from situation<br/>2<sup>nd</sup> offense: alternative site for eating-time to be determined by offense<br/>Subsequent offenses: parent meeting, alternate site to eat for an extended period of time.</p> <p><b><u>Public Displays of Affection</u></b><br/>1<sup>st</sup> offense: warning with call to parents<br/>Subsequent offenses: detention time dependent upon severity of offense</p> <p><b><u>Skipped Detention</u></b><br/>Failure to honor detention commitments may result in additional detention time and/or suspension for repeated occurrences.</p> <p><b><u>Tardies</u></b><br/>Students arriving to school unexcused between 8:30 and 8:45 a.m. are tardy and will serve an automatic 15 minute detention before or after school. Students arriving to school unexcused after 8:45 a.m. will be required to make up all time missed minute-for-minute before school, after school, or during lunch. If tardies become a concerning pattern, the following may occur: parent contact, detention, parent meeting, suspension and/or attendance contract.</p> <p><b><u>Truancy</u></b><br/>Disciplinary action will include: Making up time missed from school, plus detention time. Detention time will increase for further offenses.</p> <p><b><u>Vandalism</u></b><br/>Reimbursement of damages to appropriate parties<br/>Detention and/or suspension<br/>Possible report to local law enforcement</p> |
|---|---|

## Behavior Expectations

| Study Hall  | Hallways  | Lunchroom  | Library  | Auditorium                               | Restroom   | Recess  |
|---|---|--|--|--|--|---|
| Come prepared for class Bring homework, assignment book, AR book, pens/pencil | Keep hands, feet and objects to yourself                          | Use your manners, say please and thank you                             | Sign in and out when using library or lab  | Recognize guest in an appropriate manner | Don't make a mess and wash your hands with soap & water! | Walk in the hallway   |
| Stay quiet so others can work   | Use appropriate language and volume level                         | Keep hands, feet & objects to yourself                                 | If you are on the restricted list you are not allowed in the library without a pass from a teacher | Keep hands, feet and objects to yourself | Keep hands, feet and objects to yourself                 | Keep hands, feet and objects to yourself  |
| Remain focused on your own work   | Appropriately address staff, students & guests                    | Clean up after yourself  | Come prepared bring book, work, internet pass.   | Be quiet and listen to guest speakers    | Respect the privacy of others                            | Use appropriate language and volume   |
| Remain seated unless you have permission to be out of your seat.              | Walk - Maintain appropriate traffic flow (walk on the right side) | Use appropriate language and volume level                              | Two students per table across from each other in library.  | Respect building property                | Have a pass during class time                            | Respect school and other student property   |
| Work individually unless you have permission to work with a partner           | Go directly to your destination.                                  | Maintain money in your account   | Stay quiet so others can work.   | Sit and stay in assigned area            | Go directly there and directly back to class             | At the end of recess, line up in your lunch line and return to the school when your line is dismissed |
|   | Have a pass during class time                                     | Walk to the appropriate lunch line                                     | Work individually unless you have permission to work with a partner.                               | Exit when dismissed                      | Keep moving - Don't stand and talk in the RR             |   |
|   |   | When you approach the front of the line, say your name and point to it | Once in library or lab must ask permission to leave unless signing out.                            |  | Respect school property                                  |   |
|   |   | Place silverware & trays in the appropriate place                      | Students must go directly back to study hall or class unless permission to do otherwise            |  |  |   |

**Student Academic Information**

Scholastic Reading Index

Fall 2017\_\_\_\_\_

January 2018\_\_\_\_\_

Spring 2018\_\_\_\_\_

**Academic and Personal Goals**

1.

2.

3.

**Iowa Assessment Scores**

National Standard Score (NSS)

Reading      Spring 2017\_\_\_\_\_      Spring 2018\_\_\_\_\_

Math          Spring 2017\_\_\_\_\_      Spring 2018\_\_\_\_\_

Science      Spring 2017\_\_\_\_\_      Spring 2018\_\_\_\_\_