

# Le Mars Community High School 2018-2019 Student Handbook



921 3<sup>rd</sup> Ave SW  
Le Mars, IA 51031  
Phone - 712-546-4153  
Fax – 712-548-4450

Office Hours  
M-F 7:30 am to 4:00 pm

Principal – Dr. Mark Iverson  
Associate Principal – Mr. Neal Utesch

## **This agenda belongs to:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

## **WELCOME**

I would like to take this time to welcome you to Le Mars Community High School. Each year produces a new sense of excitement and adventure. It is our goal to offer top notch classes that will allow you to learn and grow and become a better person. We offer many opportunities for you to get involved in school and would highly recommend joining one of our many activities. LCHS has had a proud past and with your commitment towards your education, it will continue this tradition.

The information contained in this handbook is prepared to help you adjust to our school and to become an intricate part of it. Getting a positive start in school often depends on knowing how a school operates and what the expectations will be for you. The ultimate purpose of education is to help each student become an effective citizen in a Democracy.

We hope that your years at LCHS will be both rewarding and enjoyable.

Best of Luck!

Dr. Mark Iverson, High School Principal

## **School Pride**

Pride in our school demands a spirit of cooperation and loyalty to all aspects of the system. A loyal student supports his/her school and does the utmost to keep his/her scholastic and activity standards at the highest possible level. A school system is always moving. With your support this movement can be in a very positive direction.

## **SCHOOL SONG**

ONWARD BULLDOGS, FIGHT FOR THIS GAME  
ONWARD BULLDOGS, FIGHT FOR YOUR FAME  
WHEN YOU FIGHT, THEN YOU WILL ALWAYS BE  
A SCHOOL OF CHAMPIONS FIGHTING ON TO VICTORY  
FIGHT ON BULLDOGS, NEVER REST,  
FOR THE SCHOOL WE LOVE THE BEST.  
HAIL, HAIL, THE GANG'S ALL HERE,  
SO LET'S FIGHT ON TO VICTORY.

### **Le Mars Community Schools Mission Statement**

*The mission of the Le Mars Community School District is to guide every student in achieving the highest possible education by teaching the basic skills, developing good character, and promoting life-long learning, all through an aggressive partnership with students, families, school, and community.*

## Table of Contents

Activity Tickets	Page 10	Multicultural and Nonsexist	Page 42
Adding/Dropping a Class	Page 20	Nicotene/Tobacco	Page 32
Alcoholic Beverages	Page 28	Noon Hour	Page 32
Asbestos Notification	Page 45	Notification of Absence	Page 12
Attendance Policy	Page 10	Passes	Page 34
Automobiles	Page 32	PE/SC	Page 21
Bell Schedule	Page 4	Physical Assaults	Page 28
Bullying or Harassment	Page 22	PE and Health	Page 44
Cell Phones	Page 16	PSEO General Guidelines	Page 8
Code of Conduct	Page 36	PSEO On-Line Guidelines	Page 9
College Visits	Page 35	Protective Equipment Request for Student Information	Page 21 Page 47
Communication W/Parents	Page 42	Requirements for Credit	Page 21
Concurrent Enrollment Classes	Page 46	Schedule Requirements	Page 21
Credit Recovery	Page 18	Search and Seizure	Page 31
Dances	Page 19	Semester Test	Page 14
Detention Times	Page 17	Senior Opens	Page 21
Dress Code	Page 27	Senior Study Center	Page 20
EOE	Page 43	Sexual Harassment and Assault	Page 25
Extracurricular Guidelines	Page 34	Shelter Drill	Page 44
Evacuation Drills	Page 44	Student Conduct	Page 15
Grading	Page 12	Student Directory	Page 45
Graduation Requirements	Page 6	Student Expectations	Page 22
Guidance and Counseling	Page 35	Student Records	Page 45
Homeless Student Notification	Page 43	Students at Risk	Page 33
Honor Roll	Page 35	Study Halls	Page 33
Human Growth & Development	Page 44	Suspension/Expulsion Policy	Page 17
Illicit Drugs	Page 29	Tardies	Page 15
In-School Suspensions	Page 17	Telephone	Page 20
Internet User Policy	Page 48	Textbook Rental	Page 10
Laptop Checkout Information	Page 48	Transcripts	Page 36
Laser Lights	Page 26	Visitors	Page 21
LCHS PASS Procedures	Page 18	Virtual/On-line Courses	Page 7
Leaving School Grounds	Page 12	Weapons Policy	Page 25
Library	Page 20	Weather Announcements	Page 20
Lockers	Page 19	Welcome	Page 2
Make Up Work	Page 13	Writing Guidelines	Page 51
Misplaced Articles	Page 47	Yearbook	Page 10
Medication Procedures	Page 46		

**REGULAR SCHEDULE**

Period 1 - 8:30 - 9:15  
 Period 2 - 9:19 - 10:04  
 Period 3 - 10:08 - 10:53  
 Period 4 - 10:57 - 11:42  
 Period 5  
 1<sup>st</sup> Class 11:46 - 12:31  
 2<sup>nd</sup> Lunch 12:31 - 1:03  
 1<sup>st</sup> Lunch 11:42 - 12:14  
 2<sup>nd</sup> Class 12:18 - 1:03  
 Period 6 - 1:07 - 1:52  
 Period 7 - 1:56 - 2:41  
 Period 8 - 2:45 - 3:30

**TWO HOUR LATE START**

Period 1 - 10:30 - 11:04  
 Period 2 - 11:08 - 11:42  
 Period 5 -  
 1<sup>st</sup> Class 11:46 - 12:31  
 2<sup>nd</sup> Lunch 12:31 - 1:03  
 1<sup>st</sup> Lunch 11:42 - 12:14  
 2<sup>nd</sup> Class 12:18 - 1:03  
 Period 6 - 1:07 - 1:32  
 Period 3 - 1:36 - 2:01  
 Period 4 - 2:05 - 2:30  
 Period 7 - 2:34 - 3:00  
 Period 8 - 3:04 - 3:30

**TWO HOUR EARLY OUT**

Period 1 - 8:30 - 8:58  
 Period 2 - 9:02 - 9:30  
 Period 3 - 9:34 - 10:02  
 Period 4 - 10:06 - 10:34  
 Period 7 - 10:38 - 11:06  
 Period 8 - 11:10 - 11:42  
 Period 5  
 1<sup>st</sup> Class 11:46 - 12:31  
 2<sup>nd</sup> Lunch 12:31 - 1:03  
 1<sup>st</sup> Lunch 11:42 - 12:14  
 2<sup>nd</sup> Class 12:18 - 1:03  
 Period 6 - 1:07 - 1:30

**ONE HOUR EARLY OUT**

Period 1 - 8:30 - 9:15  
 Period 2 - 9:19-10:04  
 Period 3 - 10:08-10:53  
 Period 4 - 10:57 - 11:42  
 Period 5  
 1<sup>st</sup> Class 11:46 - 12:31  
 2<sup>nd</sup> Lunch 12:31 - 1:03  
 1<sup>st</sup> Lunch 11:42 - 12:14  
 2<sup>nd</sup> Class 12:18 - 1:03  
 Period 6 - 1:07 - 1:32  
 Period 7 -1:36 - 2:01  
 Period 8 - 2:05 - 2:30

**Advisory Schedule**

Period 1 - 8:30 - 9:10  
 Period 2 - 9:14 - 9:54  
 Advisory - 9:58 - 10:18  
 Period 3 - 10:22 - 11:02  
 Period 4 - 11:06 - 11:46  
 Period 5  
 1<sup>st</sup> Class - 11:50 - 12:31  
 2<sup>nd</sup> Lunch - 12:31 - 1:03  
 1<sup>st</sup> Lunch - 11:46 - 12:18  
 2<sup>nd</sup> Class - 12:22 - 1:03  
 Period 6 - 1:07 - 1:52  
 Period 7 - 1:56 - 2:41  
 Period 8 - 2:45 - 3:30

**Formative Assessments**

Period 1 - 8:30 - 9:00  
 Period 2 - 9:04 - 9:34  
 Assessments -9:38 - 10:38  
 Period 3 - 10:42 - 11:12  
 Period 4 - 11:16 - 11:46  
 Period 5  
 1<sup>st</sup> Class - 11:50 - 12:31  
 2<sup>nd</sup> Lunch - 12:35 - 1:05  
 1<sup>st</sup> Lunch - 11:50 - 12:20  
 2<sup>nd</sup> Class - 12:24 - 1:05  
 Period 6 - 1:09 - 1:54  
 Period 7 - 1:58 - 2:43  
 Period 8 - 2:47 - 3:30

**Staff Email Directory**

All emails will end with @lemarscsd.org

**Office Staff**

<b>Name</b>	<b>Position</b>	<b>Email</b>
Beth Collins	Secretary	beth.collins
Amy Davis	Secretary	amy.davis
Karlton Hector	Activities Director	karlton.hector
Dr. Mark Iverson	Principal	mark.iverson
Neal Utesch	Associate Principal	neal.utesch

**Counseling Staff**

<b>Name</b>	<b>Position</b>	<b>Email</b>
Melissa Hill	Counselor	melissa.hill
Judd Kopperud	Counselor	judd.kopperud
Amy Schmidt	Secretary	amy.schmidt

**Teaching Staff**

<b>Name</b>	<b>Position</b>	<b>Email</b>
Ashley Alons	English	ashley.alons
Mike Bahr	Social Studies	mike.bahr

Jill Bomgaars	Spanish	jill.bomgaars
Kathy Bork	Art	kathy.bork
Kellie Bork	PE/Health	kellie.bork
Colleen Bortscheller	Math	colleen.bortscheller
Jenna Bowmaster	Spanish	jenna.bowmaster
Stephanie Butcher	Tutorial Room	stephanie.butcher
Lori Carter	Math	lori.carter
Rachel Cunningham	Social Studies	rachel.cunningham
Bill Dalton	Business/Computers	bill.dalton
David DenHerder	Special Ed	david.denherder
Tami Dunn	Science	tami.dunn
Trent Eckstaine	Social Studies	trent.eckstaine
Randy Ewing	Music	randy.ewing
Paul Fischer	Auto	paul.fischer
Terry Fitzgerald	Social Studies	terry.fitzgerald
Kristen Fober	ELL	Kristen.fober
Ted Hallberg	Music	ted.hallberg
Shane Hessenius	Special Ed	shane.hessenius
Dave Irwin	Business/Computers	dave.irwin
Nancy Isebrand	Librarian	nancy.isebrand
Cassie Jacobsen	Special Ed	cassie.jacobsen
Danielle James	Ag	danielle.james
Joann Johnson	FACS	joann.johnson
Emily Klingbeil	Special Ed	emily.klingbeil
Doug Martin	Science	doug.martin
Adam Moss	Science	adam.moss
Curt Ohrlund	Music	curt.ohrlund
Erin Ohrlund	English	erin.ohrlund
Sherri Permeswaran	English	sherri.permeswaran
Emily Pick	Math	emily.pick
Jodi Richie	English	Jodi.richie
Julie Roy	Spanish	julie.roy
Tracey Sadoski	Science	tracey.sadoski
Dorene Schimek	Special Ed	dorene.schimek
Shawn Starr	English	shawn.starr
Gabe Tardive	PE	gabe.tardive
Kurt Van Kley	Math	kurt.vankley
Mary Westhoff	Math	mary.westhoff
Leroy Wichers	Trades	leroy.wichers
Tiffany Wright	Business/Computers	tiffany.wright
Judy Zeka	Tutorial Room	judy.zeka

## **Graduation Requirements**

To be eligible to receive a diploma from the LeMars Community School, a student must meet the following credit requirements while enrolled in the senior high school (grades 9-12). A full credit is awarded for successfully completing a class which meets 5 days per week for a semester, unless noted below under special considerations.

The core curriculum requirements are as follows:

- Eight credits of English/Language Arts to include a full year of Freshman English, Sophomore English, Junior English, and two elective credits the senior year.
- Six credits of Math to include a full year at the 9<sup>th</sup> grade level and four other credits.
- Six credits of Science to include 9<sup>th</sup> grade Science and four other credits.
- Six credits of Social Studies to include World History, American History, Government, and one elective.
- One credit of Health
- Two credits of Physical Education
- Minimum of **50** Credits
- Please check course description book for a detailed description of all graduation requirements.

The following special considerations apply:

1. Physical education to receive 1/4 credit per semester and is not included in grade point average.
2. Music classes receive one full credit per semester.
3. Students must be enrolled in six classes plus physical education to be considered a full time student.

The high school principal shall have the discretion on the number of credits that can be transferred from an alternative setting.

## **Early Graduation**

Students who have completed all of the requirements for graduation prior to the end of the fourth year of high school may elect early graduation, and if so electing, will receive their diploma at the time of their early graduation. Early graduates may elect to participate in the graduation ceremonies held at the conclusion of the regular school year after which they normally would have graduated. Other than graduation ceremonies, students electing early graduation will not be eligible to participate in any activities nor receive any other student benefits after their early graduation.

## **11-POINT GRADING SYSTEM**

Grade of A=4.00 A-=3.667 B+=3.333 B=3.00 B-=2.667 C+=2.333  
C=2.00 C-=1.667 D+=1.333 D=1.00 D-=.667 F=0

### **Virtual/On-Line Courses**

The board recognizes that on-line coursework may be an alternative for students to not only meet graduation requirements but, also have the opportunity to take advanced or other courses not offered by the school district.

High school students may earn a maximum of four (4) credits to be applied toward graduation requirements by completing on-line courses offered through means other than school district offerings. Credit from an on-line or virtual course may be earned only in the following circumstances:

- The course, or a similar offering, is not offered at the high school;
- Although the course is offered at the high school, the student will not be able to take it due to an unavoidable scheduling conflict that would keep the student from meeting graduation requirements;
- The course will serve as a supplement to extend homebound instruction;
- The student has been expelled from the regular school setting, but educational services are to be continued; or,
- The principal, with agreement from the student's teachers and parents, determines the student requires a differentiated or accelerated learning environment.

Students applying for permission to take a virtual course shall complete prerequisites and provide teacher/counselor recommendations to confirm the student possesses the maturity level needed to function effectively in an on-line learning environment. In addition, the express approval of the principal shall be obtained before a student enrolls in an on-line course. The school must receive an official record of the final grade before credit toward graduation will be recognized.

The costs for a virtual course, such as textbooks or school supplies, shall be borne by the parents of the student unless the course qualifies under the post-secondary enrollment options act.

It is the responsibility of the superintendent to develop administrative regulations to implement this policy.

## Post-Secondary Enrollment Options (PSEO) General Guidelines

The program allows 11<sup>th</sup> and 12<sup>th</sup> grade students as well as 9<sup>th</sup> and 10<sup>th</sup> grade students identified as gifted and talented by their local districts to enroll in college courses. Through the program, individual students may enroll in a college or university course if the course is not offered at their school. Successful completion of the course also generates high school credit and applies toward district subject area and graduation requirements.

The school district pays the eligible postsecondary institution for the cost of the course or \$250, whichever is lower. If the student successfully completes the course, the course and textbooks are provided free (except possible equipment purchases). If a student fails to complete the course and is not eligible for waiver, the student or his/her parent or guardian may be required to pay the **district's cost. For public two and four-year** postsecondary institutions in Iowa, **the district's payment** is always \$250 unless the course is fewer than 3 credit hours because tuition rates exceed \$83 per credit hour.

To participate in PSEO, an eligible student shall make application to an eligible postsecondary institution to allow the eligible student to enroll for college credit in a nonsectarian course offered by the institution.

A comparable course must not be offered by the school district or accredited nonpublic school the student attends. For the purposes of PSEO, comparable is not synonymous with identical, but means that the content of a course provided to a high school student for postsecondary credit shall not consist of substantially the same concepts and skills as the content of a course provided by the school district or accredited nonpublic school.

If the postsecondary institution accepts an eligible student for enrollment under PSEO, the institution shall send written notice to the student, the **student's parent or guardian in case of a minor child, and the student's school** district or accredited nonpublic school and the school district in case of a nonpublic school student. The notice shall include the course, the clock hours the student will be attending the course, and the number of hours of college credit that the eligible student will receive from the eligible postsecondary institution upon successful completion of the course.

The failure of a student to complete or otherwise receive credit for an enrolled course requires the student, if 18 years of age or older, to reimburse the school district for the cost of the enrolled course. If the student is under 18 **years of age, the student's parent or guardian shall sign the student** registration form indicating that the parent or guardian assumes all responsibility for the costs directly related to the incomplete or failed coursework.



## **Post-Secondary Enrollment Options (PSEO) On-Line Guidelines**

Opportunity open to Juniors and Seniors to enroll in on-line courses through Western Iowa Tech in subjects not offered at LCHS. The purpose is to expand the scope of offerings available to our students and provide students the opportunity to experience on-line learning prior to graduation.

Opportunities are regulated by Post-Secondary Enrollment Options (PSEO) **guidelines, board policy 603.7 "Virtual/On-Line Courses", and board policy 605.4 "Graduation Requirements", and LCHS attendance requirements.**

Students will receive both Western Iowa Tech and LCHS credit for courses taken on-line subject to the guidelines for PSEO classes and board policy. A grade report from WIT must be turned into the guidance office so grades can be posted on the high school transcript.

Courses offered include courses in the following subject area groupings at Western Iowa Tech:

PHI – Philosophy  
CRJ – Criminal Justice  
HSC – Health Occupations  
EDU – Education  
FLF – French  
FLG - German  
MAP – Medical Office Procedures

Juniors are eligible to take one course per semester, subject to the four credit maximum, and they are required to have six classes and physical education at LCHS. Junior must be assigned all 8 periods of the day as they do not have open campus privileges as a general rule. Juniors taking an on-line course will be assigned to a study hall to work on the on-line course, unless the student is taking seven classes plus physical education at LCHS.

Seniors are eligible to take up to two courses per semester, subject to the four credit maximum, and they are required to have six classes plus physical education at LCHS. Seniors who are taking only one on-line course and meet all requirements for open campus privilege will not be assigned a study hall unless the student is not making adequate progress towards the on-line class. Mid-term grade reports must be secured by the student from WIT and submitted to the guidance office for the purpose of making a determination regarding adequate progress. If a senior is taking two on-line courses through WIT, they will be allowed to take only 5 classes plus physical education at LCHS and they will have one study hall assigned to work on the on-line classes.

The cost of the course will be paid by the school district according to the guidelines for PSEO classes. The district will pay WIT up to \$250 per course up

to two courses per semester. Should the student not complete the on-line course successfully, the student/parent shall reimburse the school district \$250 according to guidelines for PSEO classes. The school district will only pay for courses taken during the school year.

Students desiring to take PSEO on-line classes shall complete a **“Notification of Student Interest”** for available in the guidance office. The completed form shall be returned to the guidance counselor for approval by the administration at Le Mars Community Schools. Decisions will be made in accordance with the Post-Secondary Enrollment Options (PSEO) guidelines, board policy 603.7 **“Virtual/On-Line Courses”**, LCHS graduation requirements, and attendance requirements.

### **Textbook Rental Charges and Refunds**

There will be a three week grace period at the beginning or end of EACH SEMESTER in determining a charge or a refund. For example, a student registering in the fifteenth week of a semester is charged for the entire semester, but there is no charge if a student registers in weeks 16-18.

For refund purposes, a student withdrawing during the first three weeks of a semester is not charged for that semester, but is charged for the entire semester if the withdrawal occurs after the third week.

### **Activity Tickets\***

Individual student admissions are \$4.00. Student Activity Tickets for students in grades K-12 may be purchased for \$35 at registration. The ticket will admit the student only to all LCHS and Gehlen Catholic home athletic and music events. It will not admit the student to the fall or spring play or school musical. (\*prices subject to change)

### **Yearbook**

A yearbook may be purchased by paying the fee in advance to the high school principal's office during the month of November. A receipt will be issued to verify purchase.

### **Attendance Policy – Grades 9-12**

1. A student is expected to be in school 180 days per academic year. Seniors may be released earlier in accordance with Board approval. LCHS does realize that a student may have an occasional need to be absent from school but within certain limitations.
2. A 10-day limitation per semester of absences has been set for each student at LCHS. Any student that is absent more than 10 days during a semester from any one class is subject to loss of credit in that class. Students with more than 10 absences may opt to contract that time and work for credit. Contracts may be made between students and the teacher or students and the Assistant Principal. All contracts must be on file in the Assistant **Principal's file**. All make-up time and work must be completed by 10 school

days beyond the semester or the student will be subject to loss of credit for that class. Time may be made up before/after school.

3. Absences which are due to hospitalization, long term illness, doctor, or dentist appointments will not be counted in the 10 day limit if parents provide the school with written verification from the health provider services within 3 days of the absence which lists the specific dates in question.
4. Other absences that will not count on the 10-day limit include approved school activities, recognized religious holidays, or funerals.
5. After 5 days absence in any one class during a semester a notice will be sent to parents informing them of absences, reasons given and the attendance policy. After 10 days absence a notice will be sent to parents informing them of action taken.
6. Students must sign out at the office before they are allowed to leave
7. The school administration makes the final determination if an absence is excused or unexcused.
8. Attendance codes are used to record attendance. The graph below shows how the codes are used.

<b><u>CODE</u></b>	<b><u>TITLE</u></b>	<b><u>TYPE</u></b>	<b><u>EXCUSED</u></b>	<b><u>4 DAY</u></b>	<b><u>10 DAY</u></b>
1	Illness	Absent	Yes	Yes	Yes
2	Appointment	Absent	Yes	Yes	Yes
3	Personal	Absent	Yes	Yes	Yes
4	Long Term Illness/Hospitalization/ Surgery	Absent	Yes	Yes	No
5	Doctor/Medical Appt (Note required from clinic)	Absent	Yes	Yes	No
6	Short Term Placement/Court	Absent	Yes	No	No
7	College Visit	Absent	Yes	No	No
8	Funeral/Religion	Absent	Yes	No	No
9	School Activity	Present	Yes	No	No
10	Office/Guidance/Nurse	Present	Yes	No	No
11	In-School Suspension	Present	Yes	No	No
12	Out-of-School Suspension	Absent	Yes	No	No
13	Unexcused Absence	Absent	No	Yes	Yes
14	Unexcused Tardy	Tardy	Yes	No	No
15	Excused Tardy	Tardy	Yes	No	No
16	Truant	Absent	No	Yes	Yes
17	Flu	Absent	Yes	Yes	No
18	Weather	Absent	Yes	Yes	No
19	Military Leave	Absent	Yes	Yes	No
20	Long Term Illness – 1 <sup>st</sup> 2 days	Absent	Yes	Yes	No
21	Placement	Present	Yes	No	No
22	Jury Duty	Absent	Yes	No	No

## Truant Absence Consequences

1<sup>st</sup> Offense – Morning/After School Detention

2<sup>nd</sup> Offense – ISS

3<sup>rd</sup> Offense – ISS/Parent conference/phone call

4<sup>th</sup> Offense – OSS

5<sup>th</sup> Offense – 2 days of OSS

For each offense after add one more day of OSS. Consequences will be determined by the administration.

## Leaving School Grounds

Students needing to leave school must submit a valid excuse to the office BEFORE school begins on the day of the absence. Students will be given a blue pass to leave the building. **Students MUST check out in the office prior to leaving AND when returning to the school to secure an admit slip to class/study hall.**

Note: No student is to leave the building during the school day without clearance from the office or the absence will be considered UNEXCUSED and disciplinary action will occur.

## Notification of an Absence

Students are required to **bring a note from a parent or guardian to the principal's office** upon returning from an absence if pre-notification was not possible. If no excuse is given after three days, the absences will be unexcused and consequences will be given.

## Grading

**Purpose of Grades:** to communicate students' learning progress to students, parents, teachers, and administrators

**Concurrent enrollment courses will need to follow WITCC grading guidelines as these are college classes.**

**Grading Scale:** All teachers at LCHS will use the following grading scale:

Teachers will not round up on summative assessments when entering grades or at the end of the quarter.

However, they may round up for semester grades. For example, a grade of 89.5 could result in an A- at semester.

**Grading System:** All quarter/semester/trimester grades will be determined through a weighted categories system. Formative assessments will be weighted 15%. Summative assessments will be weighted 85%. Because curriculum is so different from subject to subject, teachers should meet within departments to decide how to divide the 85% of the summative category. (For example, 20% quizzes, 25% projects, 40% tests)

A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79

C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	00-59

**Late Work For Students In Class or Gone for School Activities:** All students can learn. To ensure academic success, teachers assign students daily work, projects, and other assessments which students are required to complete. Students who turn in **work after a teacher's deadline will earn only 80% of their score.** After one week, students may earn only 60% of their score.

Sometimes a student is unable to complete work on time due to lack of understanding, extra-curricular activities, family issues, or work. In such a case, the teacher may offer the student an extra 24 hours to complete the work and submit it to the teacher with no penalty. (This grace period will be available at **each teacher's discretion.**) **After 24 hours, the student will earn only 80% of their score.** After one week, students may earn only 60% of their score.

### **Late Work for Students Gone Unexpectedly**

When an absence occurs that was not anticipated, all school assignments must be made up within the number of school days missed plus two (2). A student who misses only on the day of a test or quiz may be required to make up the test or quiz the day he/she returns. An extension of makeup time may be granted by the administration.

**Extra Credit:** Teachers will not give extra credit.

**Summative Retakes:** Any student who wishes to retake a summative assessment to earn a higher grade and show greater learning may do so by **gaining the instructor's permission and meeting the course criteria, which may include doing extra practice and having all assignments/quizzes completed prior to the retake assessment.** The student must complete the retake within two weeks of the original date of the assessment given in class. The teacher will use the higher assessment grade to calculate the term grade.

### **Make-Up Work**

**Requesting Assignments** – Occasional illness or other circumstances will render it impossible for a student to be in school. In such instances parents may wish to **request assignments. This can be done by calling the principal's office, 546-4153 and requesting your child's assignments.**

Please state the period of time, for which the request is made, who will pick them up, and when. **Assignments may be picked up in the principal's office**

When an absence occurs that was not anticipated, all school assignments must be made up within the number of school days missed plus two (2). A student who misses only on the day of a test or quiz may be required to make up the test or quiz the day he/she returns. An extension of makeup time may be granted by the administration.

### **School Activity Absence Make-Up Work**

When an absence is due to a school activity all work due the day of the absence must be completed and turned in before you leave. Work assigned for the day following the absence is to be completed when you arrive at class the next day.

## Semester Test

1. All Students will take first semester tests.
2. Semester test will count for 10% of semester grade for both semesters
3. Second Semester - Student must have no grades lower than a C- for each quarter.
4. Second Semester - Students can be absent no more than four times in any semester for any non-school related reason. Long term **hospitalization/surgery will count a total of two days absence if a doctor's note is provided.** No unexcused absence. NO EXCEPTIONS. If they are involved in a school activity and are not in class, they are not counted absent. The same is true for teacher requested passes or sign-outs approved by the teacher, office or guidance office.
5. Second Semester - Students who accumulate 6 or more tardies in a class will take that semester test for that class.
6. Any student who is excused from taking their final test may opt to take the test to improve their grade without having their final grade lowered.
7. Semester tests are given the last three days of 1<sup>st</sup> semester, with the third day being a makeup day, and the last two days of 2<sup>nd</sup> semester.
8. All Students have open lunch on the days of Semester Tests.
9. Students issued an in-school, or out-of-school suspension, or truant are required to take all semester tests.

### Semester 1 Schedule:

#### Days 1 & 2

8:30 to 9:45 test for 1 and 3  
9:50 to 11:05 test for 2 and 4  
11:05 to 11:50 Lunch  
11:55 to 1:10 test for 5 and 7  
1:15 to 2:30 test for 6 and 8

#### Day 3

Periods 1 & 3 make up  
Periods 2 & 4 make up  
Lunch  
Periods 5 & 7 make up  
Periods 6 & 8 make up

### Semester 2 Schedule:

#### Day 1

8:30 to 9:40 test for 1  
9:45 to 10:55 test for 2  
10:55 to 11:45 Lunch  
11:50 to 1:00 test for 5  
1:05 to 2:15 test for 6  
2:20 to 3:30 test for 7

#### Day 2

8:30 to 9:40 test for 3  
9:45 to 10:55 test for 4  
11:00 to 11:50 Lunch  
11:55 to 1:05 test for 8

## **IMPORTANT!**

1. Teachers must keep accurate account of attendance.
2. Second Semester - The Office will send out a list the last week of students who do not qualify.
3. Second Semester - Students are excused the last two days, if they have no tests to take.

4. Second Semester - Students need only come to those classes whose test they must take because of grade or attendance.
5. Students may leave test only after test period is completed.
6. Final exams must be taken if required or course credit will not be issued.

### **Tardies**

A tardy is defined as not being in assigned classroom when the tardy bell rings. A student that is detained by a teacher, counselor, or administrator must produce a pass from that staff member before he/she will be admitted to class, this will count as an excused tardy. Students who are tardy within the first 5 minutes of a class and do not have a pass are counted tardy by the teacher and not sent to the office.

If the student does not produce a pass and is more than 5 minutes tardy, the student should be sent to the office for an admit slip.

### **Consequences**

1-4 Offense – teacher warning

5<sup>th</sup> Offense – Staff assigned detention

6<sup>th</sup> Offense – Staff assigned detention with conference with student/phone call to parents– takes semester test in that class

7<sup>th</sup> Offense – Office assigned detention – 2 hours

Subsequent Offenses - tardy is no longer accepted - student will not be admitted to class and placed in study hall for that class period – Admin / Parent meeting scheduled to discuss future consequences.

### **Student Conduct**

Rules listed under Student Conduct are not intended to be inclusive. We expect our students to behave properly. This includes showing respect for others and for the property belonging to others. In our home communities, there are only a few people who intentionally try to take advantage of other people, or who break our laws. While the majority of our students do not need rules of conduct printed, there are always a few who need such a reminder. The following are examples of conduct that is not considered acceptable at LCHS and may result in disciplinary action being taken.

- No snowballs are to be thrown on the school grounds.
- Students are expected to walk to and enter the lunch line in an orderly fashion.
- Students are not permitted to loiter on the school parking lot while classes are in session.
- Theft of any kind or being in unlawful possession of property belonging to someone else.
- Gambling/card playing.
- Disobedience or willful defiance of school personnel of such serious nature that the orderly operation of the instructional group is disrupted.

- Willful damage to property. Defacing, destroying, or otherwise injuring any school district property, or the malicious injury or destruction of personal property.
- Fire setting or attempted fire setting of any kind.
- Willful disruption of the school, or interfering with the peaceful conduct of the activities of the school.
- Infraction of school regulations.
- Forgery (falsification of notes, passes, admits. etc.).
- The use of profane language during the school day and in particular, profanity directed to a teacher or student will not be tolerated.
- The use of skateboards on school property is prohibited.
- Unwanted hand gestures are prohibited due to numerous interpretations.
- Fireworks.
- Inappropriate showing of physical affection/contact.

### **Consequences**

Students who choose to break the rules will face consequences.

1<sup>st</sup> Offense – Detention or Verbal Warning

2<sup>nd</sup> Offense – 2 Detentions

3<sup>rd</sup> Offense – 4 Detentions

4<sup>th</sup> Offense – ISS and meeting with Parent/Guardian

Subsequent Offenses - OSS

Consequences for behavior deemed severe may start at a higher offense; this is left up to the Administration.

### **Cell Phones & Other Such Electronic Devices**

Cell phones, pagers, 2-way radios, headphones, portable music devices, and portable game devices are not to be used or operational during academic class time unless the instructor gives permission to use device. Students will follow the classroom rules on where cell phones should be kept. Exceptions will be made for students with specific needs that require such devices as per their Individualized Education Program (IEP).

At no time are students authorized to video, photograph, or audio record others in the school building or at school activities without the consent of the other party.

Devices may be used in case of emergency when 911 needs to be called. The school will not be responsible for loss, damage, destruction, or theft of any electronic device brought to school.

1<sup>st</sup> Offense – Device is confiscated and returned to the student after they serve a half hour detention.

2<sup>nd</sup> Offense – Device is confiscated and returned to the parent the next school day after 3:30 pm



3<sup>rd</sup> Offense – Device is confiscated and returned to the parent after 5 school days, in addition the parent(s), student, and administration will write a contract to outline expected behavior and future consequences.

Students who refuse to turn over their cell phone will also face discipline for insubordination.

### **Detention Times**

In the event that a student's discipline consequences require that they must make up time before or after school, students will report within 24 hours of receiving the detention (8:00–8:25 am or 3:35-4:00 pm). Failure to honor detention commitments will result in disciplinary action being taken.

### **In-School Suspensions**

In-School Suspensions will start at 8:30 am and will go until 3:30 pm. Students will be expected to be on time, and bring all materials they will need for the day. Students will not be allowed to leave school during the day. They will get two restroom breaks, one in the morning and one in the afternoon. Students will be expected to be working or reading, no sleeping or talking to other students. Students will be given the opportunity to purchase a school lunch that day. If they purchase the lunch, it will be brought down to them. Students will not be allowed to bring in outside food or drink. Students will turn in their electronic devices to the office. Students will be dismissed at 3:30 pending they did satisfactory work, if not, they will stay until satisfactory work is turned in.

### **Suspension/Expulsion Policy**

Suspension of a student may be made by administrative action or Board action. If a suspension is necessary, the following procedure will be followed:

1. An informal investigation will be made by the Principal and/or Assistant Principal.
2. The student will be notified of the allegation(s) against him/her orally and/or by written notice.
3. The student will be informed of the facts of the charge(s).
4. The student will be given the opportunity to respond to the charge(s).
5. The notice to the student, investigation, and informal hearing must precede the removal of the student from the school. However, nothing should prevent the immediate suspension of a student when the **student's continued presence on the school grounds would endanger the student's safety or well-being**, the safety or well-being of other members of the school community, or substantially interfere with the proper functioning of the school.
6. The student will be ineligible to participate in all extra-curricular and co-curricular activities from the time the suspension is issued until the day following the suspension.
7. A suspended student is required to complete all homework assigned during a suspension and be ready to complete tests, quizzes, and speeches upon their return.

8. Students issued an in-school or out-of-school suspension is required to take all semester tests.

Only the Board of Directors may expel a student from school. Acts by students that may result in the recommendations for expulsion include, but are not limited to:

- Attack or assault upon a student or school personnel on property or under the authority of school personnel.
- The use, sale or possession on school property of a controlled substance.
- The possession or use of weapons. (See Weapons Policy/Board policy 502.2.2.1)
- Repeated suspension infractions.

### **Credit Recovery**

Credit Recovery is a process in which students who have failed a class redo a portion of a course, chapter, or project for credit in order to receive a passing grade of D- and thereby credit in a course. Credit Recovery is intended to assist students whose work was otherwise satisfactory recover the portion that did not meet expectations. It is NOT intended to be used to help a student who did not work to redo an entire semester, so Credit Recovery will not work for everyone.

### **LCHS Plan for Academic Support and Success (PASS) Procedure**

The following PASS 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.

- a. For required courses, during midterms and quarters one and three, a parent letter will be sent home to notify the parent/guardian of a **student's potential to repeat the course**. A time for a parent, team, and counselor meeting will be included within this letter.
- b. The meeting with the parent, team, and counselor, will be scheduled to develop a systematic student improvement plan.
  - i. Interventions will be identified. LCHS 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. Identify school expectations of the student, school role, student role, and parent role.
- 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 tutorial room.
- d. Regular team, parent, student, counselor meetings will continue based upon timelines identified.

- e. If a student maintains required expectations throughout the semester in which he/she is enrolled in the tutorial room, the team may take the student off of the plan, or require the student to remain in the course.
- f. Toward the end of the semester, the final meeting will take place to determine whether or not the student has met requirements for planned efforts. Stakeholders will provide signatures of the decision agreed upon. A recommendation will be made to the principal for final determination.

### **Lockers**

Your lockers are equipped with a combination lock that will automatically lock when the door is closed. This is for your protection. A combination was given to you at registration informing you of how to operate your locker. These lockers have been cleaned and are in good working order. Any items attached to the lockers should be of the type that can be removed easily without marring the surface. All lockers will lock when they are closed; jamming of lockers so they will not lock is damaging to the locker and is considered vandalism of school property. Lockers are to be closed and locked at all times. Students whose lockers are vandalized will be responsible to pay for the repairs. All lockers could be shut at the beginning of the school year and should remain in that condition. Students will be charged \$25 each to repair lockers that will not remain shut as a result of damage done by the student.

To insure the security of your locker, do not share the combination with anyone other than your locker partner. You need tell only one other person and the entire school can know it. If you keep money or other items of value in your locker, be sure to keep it locked. THE SCHOOL CANNOT ASSUME RESPONSIBILITY FOR ITEMS IN LOCKERS.

### **Dances**

School sponsored dances are held throughout the school year. Dances must be supervised by at least two school employees. There must be adequate supervision for the dances. Students who leave a dance are not allowed to reenter the dance unless escorted by a school official. School district policies, rules, and regulations apply to all students as well as all non-students attending school dances. Dancing must be done in an acceptable manner. **"Freak Dancing", "Bumping and Grinding", and other forms of dance deemed unacceptable by administration, staff, and/or chaperones is prohibited.** Students and non-students violating these policies, rules, or regulations may be asked to leave the dance and school grounds. Admission fees will not be refunded. Dances are for high school aged students only. Rare exceptions to this policy may be granted by the principal following review of the non-LCHS student date form.

Students bringing a non-LCHS student date must pick up a form from the office and have it filled out and signed a week prior to the dance. Non-LCHS student will not be admitted without having a form turned in.

All dances are semi-formal. Students are expected to dress up. No students will be allowed into the dance who are wearing blue jeans, t-shirts, hats, shorts, or other items that violate the student dress code.

### **Weather Announcements**

The cancellation of school for any reason will be announced over Radio Station KLEM as soon as a decision is made. This announcement will be repeated on the 7:30 a.m. news broadcast (KLEM AM is 1410; KKMA FM is 99.5). You may sign up for a program through Snowcap that will text you when school is late or canceled. This is not done through the school and will cost you if you do not have a text plan. You can sign up at: <http://www.snowcaponline.net/siouxland.php>

### **Telephones**

**A telephone for student use is provided on the south wall of the principal's outer office.** Students will not be called during class periods to answer phones except in extreme emergencies.

### **Library**

The library is at your service from 8:10 am to 4 pm, except on Friday when it will close at 3:45. Students should use the many materials available for research, plus enjoy the books and magazines for recreational reading. All books checked out should be returned when due or renewed. Fines are imposed when books are overdue or lost. Notices will be sent out via the school email. Students may utilize the library during study halls. When in the library, students are to sit one to a table and/or use the computers as designated by library staff. Students are to work quietly, not disrupting the others studying. Students are to abide by the **school's cell phone policy**. **Students disrupting others, acting in an inappropriate manner, displaying disrespect, insubordination, eating or drinking other than clear water in the library, or playing games on the computer will receive the following consequences:**

- 1st Offense - Verbal Warning / Sent back to Class
- 2nd and subsequent offenses – Referred to the office

### **Senior Study Center**

The Senior Study Center is available for students that are in the twelfth grade during their open study hall times and before and after school. During the 4th quarter, Junior NHS students are allowed to use the senior study center. Each member of the student body is expected to do his/her part to care for this area. No food will be allowed in Senior Study Center during lunch hours. Under-class students are to use the lunchroom or library before school and during lunch hour.

### **Adding or Dropping a Class**

Students will only be allowed to add a class within the first five (5) days of a semester. Dropping a class will only take place within the first ten (10) days of a class.

## Requirements for Credit in Class

If a student does not complete the minimum requirements as presented at the start of a course term, he/she may not receive credit for the course, even though they may have received an A or B during the first nine-week period. Students need to make sure they have completed all minimum course requirements as well as district attendance requirements if they expect to receive credit.

## Schedule Requirements

All students are required to be registered for 6 classes + PE/SC a semester at LCHS in order to be considered a full-time student and be eligible for extracurricular activities.

## PE/SC

Due to legislation passed by the Iowa legislature, students must have 120 minutes of physical activity a week. With our current schedule, students would have 90 minutes of PE/SC one week and 135 minutes the other week. The legislation allows contracts to be used to meet the requirement. Each student and parent will have a contract with the school saying they will meet the 120 minutes a week on those weeks that they only have 90 minutes in school. This means 30 minutes of some type of physical activity. This can be done at a school activity, home, or at work. If you have questions you may contact Mr. Hector or Dr. Iverson regarding this policy.

Students who bring medical notes excusing them from PE or SC will also be excused from participating in extra-curricular activities. In order to be reinstated in PE/SC and activities, students will need to bring a **doctor's** note clearing them **for participation. Bring your doctor's notes to the school nurse and she will write you a pass to give to your teacher.**

## Visitors

**A Visitor's Pass must be obtained from the Principal's office upon entering the building before visiting a teacher, classroom or student. Student visitors to the school are not allowed.**

## Protective Equipment

All students in shop-type classes are required by law to wear prescribed eye protective glasses. Students in any lab, when performing experiments where acid and/or heat is required, must be wearing protective aprons and eye equipment.

## Senior Opens

Any senior with more than 2 unexcused absences in any class will be subject to loss of open periods. Seniors must be enrolled in 6 classes and passing all of them to be eligible. Any senior that did not pass 6 classes the semester before does not qualify for opens. Students must perform 12 hours of community service; 4 hours must be turned in by September 5, with the remainder of the hours due on January 11. Students must be in good standing with attendance in order to earn senior opens. In addition to the community service and attendance, students must perform at the proficient level as set by the

Department of Education on their junior year Iowa Assessments in the areas of Reading, Math, and Science or make 5 points growth in the National Standard Score from their sophomore year in the previous three subjects. If Iowa Assessment criteria are not met, the administration will make the final decision regarding eligibility for opens based upon individual circumstances. Students who do not meet the Iowa Assessment requirement may earn the privilege, after the 1<sup>st</sup> quarter if they have a GPA of 2.0 or higher and no unexcused absences.

### **Student Expectations at Extra-Curricular Activities**

1. Students will follow School Dress Code when attending extra-curricular activities. All dress up days or theme nights for the student section will be pre-approved by a building administrator prior to the day of the activity.
2. Remember attending these events is a privilege, not a right.
3. Any negative cheers directed toward an individual, team, or school will result in being removed from the event.
4. No Jumping on the bleachers
5. Once you leave, you may not reenter
6. No outside beverages or food
7. Must follow Lakes Conference Guidelines
8. Follow instructions given by supervisor

### **Bullying or Harassment**

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.

**Formal complaint forms may be picked up in the assistant principal's office or the guidance office.**

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.

## **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 resource 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 parent 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:

### **High School Resources**

See It, Stop It, and Get Organized (<http://seeitandstopit.org>)

American School Counselor Association ([www.schoolcounselor.org](http://www.schoolcounselor.org))

National Youth Violence Prevention Center ([www.safeyouth.org](http://www.safeyouth.org))

Teen CASA ([www.nccasa.org/teen/index.htm](http://www.nccasa.org/teen/index.htm))

Families are Talking ([www.siecus.org/pubs/families/FAT Newsletter V3N3.pdf](http://www.siecus.org/pubs/families/FAT_Newsletter_V3N3.pdf))

## **Possession of Weapons Policy 502.2.1**

### **A. Possession of a 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; nun chuck; 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 Western Hills 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 are not necessarily limited to an approved Iowa Hunter Safety course, a “prop” for a drama production/class or as an industrial arts project.

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

Any student in the Le Mars Community Schools 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 the 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 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.

### **“Laser Lights” Prohibited**

Students, parents and patrons of the Le Mars Community Schools are hereby advised that the possession and use of laser light devices at school, at school-sponsored events and on school-provided transportation are prohibited.

These laser light devices are disruptive to the educational process, may cause injury to the eye, and are potentially very dangerous because they project a beam of light that cannot be distinguished from a weapon-sighting device.

The possession and use of these devices by students will result in permanent confiscation of the device accompanied by disciplinary action. Any person using one of these devices during a school activity can expect permanent confiscation of the device and ejection from the event.

## Student Dress and Appearance

There is a strong connection between student academic performance, appearance, and conduct. Inappropriate attire may cause material and substantial disruption to the school environment and/or pose a threat to the health and safety of students, employees, and visitors.

The following dress code reflects the standards of the school district. Not every situation is covered here, but this will help serve as a guide. In all cases, the final decision rests with the school administration. The below standards apply to school sponsored activities whether home or away, such as sporting events, field trips, dances and so forth.

The following are not permitted:

1. Clothing or material containing any print or image that degrades or is derogatory to any individual, race, gender, religion, disability, national origin, or ethnic group.
2. Articles of clothing that advertise, depict, suggest, or condone the use of alcohol, drugs, tobacco, controlled substances, violence, inappropriate language, sexual behavior, illegal activities, and/or harm to oneself.
3. Clothing that is provocative or revealing in nature which includes low-cut tops, tube tops, spaghetti straps, and halter tops.
4. **Clothing that reveals undergarments such as bras, men's boxers, and underwear.**
5. The midriff – front and back – must be covered at all times; the bottom of the shirt/blouse/etc. must meet the top of the pants/skirt/etc. at all times.
6. Articles of clothing that signify or symbolize gang affiliation commonly known as (or verifiable by local authorities) which includes: a single-raised pant leg, bandanas of any color, or other such emblems.
7. Headwear including, but not limited to, hats, hoods, bandanas, do-rags, scarves **on the head unless worn for religious purposes, etc...**
8. Items of metal jewelry that pose a hazard including, but not limited to, chains and wallet chains, as well as spiked chains, spiked collars, spiked necklaces, and spiked bracelets.
9. Sunglasses (or other eyewear that covers or inhibits normal sight)
10. Pants or shorts with excessive holes or large holes that show underwear.
11. Pajamas and bedroom slippers.

Adherence to the dress code is mandatory unless the principal designates a special theme day.

### Consequences

1<sup>st</sup> Offense - Given the options: change, remove, or turn-inside out, etc. the offending items. If this is not possible, parents/guardians will be notified to bring appropriate replacement clothing. At no time will a student be allowed to continue to attend class while dressed in violation of the standards.

Repeated violations of the dress code by students will be considered insubordination and appropriate disciplinary action will then occur which can include, but is not limited to, detention, ISS, and OSS.

### **Students and Physical Assaults**

The LCSD 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, 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 shall 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, only the perpetrator(s) will be referred to law enforcement authorities; otherwise all participants involved in the incident(s) shall be referred.

### **Students and Alcoholic Beverages Board Policy 502.3.1**

The LCSD prohibits the possession, use, distribution, sale or being under the influence of alcoholic beverages by students at school. This prohibition also applies to students 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. In addition, 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 assessments and treatment shall be at no cost to the school district. 23Repeated and/or flagrant violations will result in more severe disciplinary consequences including the possibility of expulsion.

## Students and Illicit Drugs

The LCSD 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 consequence 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 school 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 or exclusion, 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 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 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 in 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 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.

## Search and Seizure

School district authorities may, without a search warrant, search students or protected student areas based on a reasonable suspicion that a school policy, school rule or regulation, or the law has been violated. Any search shall be in a manner reasonable in scope to maintain and promote the educational environment and protect the safety and welfare of students, employees and **visitors to the school district's facilities**. The furnishing of a locker, desk or other facility or space owned and controlled by the district to a student shall not create a protected student area and shall not give rise to an expectation of privacy with respect to the locker, desk, space or other facility.

In the instance of searches of lockers, desks, spaces or other facility owned by the district and provided to the student, school officials may conduct random searches without reasonable suspicion and without notification to the student other than notice at the beginning of each school year that random periodic searches may be conducted during the year provided that someone else is present with the school official conducting the search.

In the instance of searches of protected student areas which include but are not **necessarily limited to clothing carried by the student; a student's pocketbook**, cell phone, briefcase, duffel bag, gym bag, book bag, backpack or knapsack; or any other container or transportation vehicle used by the student for holding or carrying personal belongings of any kind, the search must not be excessively intrusive in light of the age and gender of the student and the suspected violation. Either prior to a search of a protected student area, or within a time reasonably practicable after a search of a protected student area, school officials must notify the student of the search. Search of protected student areas shall be conducted in private by a school official of the same sex as the student, with another official of the same sex present unless the health or safety of students, staff or visitors will be endangered by the delay which may be caused by following these procedures.

In the instance of the search of a student, the search must not be excessively intrusive in light of the age and gender of the student and the suspected violation. The search of a student shall be conducted, in private, by a school official of the same sex with another official of the same sex present. School officials cannot conduct a strip search or conduct a body cavity search or use a drug-sniffing animal to search a student.

In the instance of the search of transportation vehicles, school officials may conduct a search of student vehicles parked or being operated on school premises. The criteria and procedures applicable to protected student areas shall apply to the search of student vehicles.

School authorities may seize any illegal materials or materials unauthorized by school policy or rule discovered in a search. Illegal or unauthorized materials are not to be used or possessed by students while they are on school district

property or on property within the jurisdiction of the school district; while on school owned vehicles and/or chartered vehicles; or while attending or engaged in school sponsored activities regardless of their location. Use or possession of such items will be grounds for disciplinary action including suspension or expulsion. Possession of illegal items will be reported to law enforcement officials.

### **Nicotine/Tobacco**

In the interest of providing a healthy, comfortable working and learning environment, the LCSD has adopted a smoke, nicotine, and tobacco free school policy. Smoking and use of tobacco, and/or nicotine products is prohibited on school district property. This shall include school buildings, grounds, and vehicles. This prohibition also applies to students engaged in any school sponsored activities regardless of the location of said activities, or on school grounds, or while on school-owned or charter/leased transportation. It is understood that possession of tobacco or nicotine products at any time during the school day is in violation of school rules. Any violation of this policy by students shall be referred to the school administration for disciplinary action. A first violation will result in a one-day suspension. Further violations may result in additional suspensions and/or referral to the Board of Education. Smoking cessation programs will be made available to students.

### **Noon Hour**

Students are considered to be under the rules of the school during the entire school day including the lunch hour. Students in grades 10-12 may be allowed the privilege of leaving campus during their lunch shift as long as they do not abuse the rules as set by the school.

Tardiness after lunch or abuse of school rules could cause a student to lose this privilege. 9<sup>th</sup> grade students are not allowed to leave the immediate high school grounds at any time. The parking lot is off limits to 9<sup>th</sup> grade students during lunch.

### **Automobiles**

In order to park on school property, seniors and juniors must purchase a LCHS parking permit. This permit will cost \$15. **It is the student's responsibility** to secure and read a copy of parking lot rules when purchasing a permit. Students will not be assigned a parking space but will be first come first serve. Students must make sure their permit is showing at all times, otherwise their car may be towed. Cars must be parked in legal parking spots. Cars that are blocking the flow of traffic or are not parked in proper places will be warned the first time and asked to move. Any additional offenses will result in the car being towed at **the owner's expense. Seniors can purchase permits during registration, Juniors** will then be able to purchase any leftover permits. The permit does not guarantee you a spot in the lot. During the winter months parking spots may not be available due to snow being piled up.

It is very important cars be parked in a straight line and in an orderly manner leaving lanes for traffic. All student vehicles must be parked between the lines



in the parking lot. It is very important for students to *adhere to signs and direction arrows when entering and exiting the lot*. Students who park in no parking zones will be ticketed and towed at **the student's expense**. Students parked in the 15-minute visitor parking or area outside the Guidance Office will be issued two hours of detention. Students are not allowed to park in the back of the building nor in the front row by Carey Gym. Students who choose to park in these spots that are reserved for staff, will be towed at their own expense. All students who are here early for activities, must park in the student lot and then move their car to the street before 8:00 am if they do not have a parking pass.

Use care while driving in the lot. If you have an accident, you are liable. The school does not assume any responsibility. Allowing students to drive during their lunch period and maintaining an open noon hour has been difficult. Cars being used for joy riding and showing off during the noon hour create a safety hazard that is hard to justify. It is hoped that our students who drive cars will be sensible and mature enough to eliminate excessive driving.

Consequences for parking in the wrong spot or other violations:

1<sup>st</sup> – Student will be warned and vehicle will be moved

2<sup>nd</sup> – Vehicle will be towed at your expense.

### **Services for Students At-Risk**

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, Title I Reading program, 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**

### **Study Halls**

Study halls are provided so students will have a quiet place to prepare their lessons. It is important that we give each student the best possible study conditions so that this time is used most effectively.

The study hall supervisor will be completely in charge and will announce special rules for the study hall as needed. The following basic study hall rules will be enforced:

- Be in your assigned seat when the tardy bell rings or be counted tardy.
- No Sleeping
- Ask permission to speak with another student, limit twice per period.
- Three people may speak at a time, must stand while talking, three minute limit.

- Sign out sheets are yellow-music, white-library, and green-everything else.
- Sign only yourself in and out and always sign in 5 minutes prior to the bell.
- Only one person may sign out to the office at a time, so be specific where you are going, Principal, Guidance, etc.
- You must have your handbook to sign out, not a friend's, or a page.
- You do not need a handbook to sign out to the library.
- Only one freshman, one sophomore, and one junior may sign out to their locker at a time.
- Only one guy and one girl may sign out to the back hallway rest rooms at a time.
- **You may go to a teacher's room if they have previously signed your handbook or issued you a pink pass. (no exceptions)**
- You will be given two warnings to be quiet before a detention is given.
- You will be given written notice from the study hall supervisor if you are issued a detention.
- No food or beverages.

### **Passes**

Handbooks will be utilized by teachers to grant permission to be in areas of the building where students are not assigned. Students must obtain permission from the teacher before leaving a class for any reason. Students wishing to see another teacher must obtain permission prior to requesting to leave an assigned area.

**BLUE** authorizes students to leave the school building. Students must have a written request from a parent or teacher. All blue passes will be issued from the principal's office.

### **"Extra-Curricular"**

LCHS is proud to offer a well-rounded extra-curricular activity program. Each student is encouraged to participate in some aspect during the year. You should not participate in so many activities that your academic achievement suffers. No limit is placed on the number of activities you may participate in at any one time, but you should be sure that you could meet all of your obligations prior to the committing yourself to multiple activities.

**Extra-curricular Guidelines** - 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.

Any student-participant whose conduct during the school year or the summer is such to make him/her unworthy to represent the school may be ruled ineligible to represent the school in extracurricular activities. The determination of ineligibility and the period of it will be determined by a panel of appropriate administrators and/or coach/sponsors.

## College Visits

Senior and Junior students are allowed to take bona fide college visits that do not count towards the LCHS Attendance Policy. The number of visits allowed is 3; however this can be extended by the principal if extenuating circumstances exist. The student must follow the college visit procedures listed below.

1. Have the guidance office arrange college visit or verify visit arranged by parent.
2. Must pick up an advanced make up form from the office.
3. Must pick up a college visit form from the guidance office.
4. College visit form must be signed by the admissions office representative and returned to Mr. Iverson for the day to be excused from the 4-day semester test policy.

## Honor Roll and Academic Fitness Award Criteria

A student must have a GPA of 3.00 or more and be enrolled in a minimum of six academic classes to be placed on the "Honor Roll". LCHS recognizes "Honor Roll" students at the end of each Semester. Senior students who achieved an 85% or higher national composite test score on their most recent Iowa Tests of Educational Development and maintained a B+ (3.33) cumulative grade point average are recognized at the end of the year.

## Guidance and Counseling

The Le Mars Community Senior High School offers each student five basic guidance services:

1. **Counseling:** Each student is encouraged to arrange for a conference, to "think-out-loud" about any decision related topic, with an interested, professionally trained guidance counselor, who is concerned with the welfare of the individual student.
2. **Testing:** The key to wise planning is an understanding of your personal strengths and weaknesses. To assist you in gaining such understanding, tests are given and the results of these are interpreted to each individual. Students are encouraged to discuss test results with their guidance counselor, as these relate with their goals and objectives.
3. **Information** This service provides students with the latest information available in the following areas:
  - a. Occupational information
  - b. Scholarships and loans
  - c. Trade schools and colleges
  - d. Employment trends
  - e. Obtaining special services (for handicapped, etc.)
4. **Placement** Guidance counselors will assist students with implementing their decisions by offering assistance:
  - a. In selecting school subjects
  - b. In finding part-time or summer employment
  - c. In entering colleges or trade schools

- d. In obtaining permanent employment
5. **Follow-up:** Systematic surveys are made of graduates of Le Mars Community High School and students currently enrolled to determine how the present program may be improved.

Appointments to meet with your guidance counselor during your study hall periods may be made in the following ways:

- a. Sign up for an appointment with the counselor.
- b. If you have not made an appointment, you may sign out from the study hall to come to the guidance office. If the counselor is busy, another later period will be reserved for you. Parents are encouraged to call for an appointment.

### **Transcripts**

Students, who are 18 years old, wishing to send transcripts to colleges, will need to make the request at the guidance office. The guidance office will send transcripts free of charge through the mail. Students, who are not 18, will need to have a parent or guardian request the transcript. Request forms may be picked up in the Guidance Office or found on-line at [www.lemars.k12.ia.us](http://www.lemars.k12.ia.us).

### **Code of Conduct**

Success in any activity is developed through HARD WORK, GOOD ATTITUDES, and GOOD TRAINING, AND LOTS OF HEART AND DESIRE! Many of our past successes and future successes will be dependent on good training. As a student participant of L.C.S., you will be expected to make some sacrifices. L.C.S. does not wish to make robots out of individuals or have an individual suffer human indignities. It does not want you to lose personal identity and is not interested in having students become so involved in activities that there can be nothing else in life.

The school is interested in young men and women being given the opportunity **to select activities to which they can dedicate themselves to a "cause" along with** participation in other phases of a well-balanced life-style. Accepted standards of personal appearance and behavior patterns may vary greatly between participants and your own peers. To successfully fulfill the requirements and meet the standards of both groups is often very difficult. Give serious thought to which group you wish to gain status, and direct your efforts to that end. It **can become very frustrating to try to "sit on two chairs at once," especially when** the chairs are so far apart.

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.

### **Student Eligibility for Extra-Curricular Activities (REVISED 2004-2005)**

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;
- have earned passing grades in at least four full-time classes the previous semester;
- be earning passing grades in at least four full-time classes in the current semester;
- 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.**

## Good Conduct Rule

To retain eligibility for participation in Le Mars High School extracurricular activities, students must conduct themselves as good citizens both in and out of school at all time. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community.

Any student who, after a hearing at which the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the **student's side, is found to have violated the school's Good Conduct Rule will be** deemed ineligible for a period of time, as described below. A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- possession, use, or purchase of tobacco products, regardless of the **student's age**;
- possession, use, or purchase of alcoholic beverages, including beer and wine (**having the odor of alcohol on one's breath is evidence of "use"; "possession" has been defined by the Iowa Supreme Court as being with reach of or in "close proximity to" the contraband (e.g., alcohol or other drugs)**);
- mere presence; (being in attendance at a function or party where the student knows or has reason to know that alcohol or other drugs are being consumed illegally by minors and failing to leave despite having a reasonable opportunity to do so);

- possession, use, or purchase of illegal drugs or the unauthorized possession, use, or purchase of otherwise lawful drugs;
- engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act (s);
- exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), serious hazing or harassment of others. This could include group conduct.

If a student transfers in for another Iowa school or school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school or school district, the student shall be ineligible *if the administration determines that there is a general knowledge in our school district of the fact of the student's misconduct or violation in the previous district.*

### **Penalties:**

Student will agree to an immediate assessment from a school-approved treatment/counseling agency and agree to follow the recommendations of the assessment counselor. Any student who, after a hearing before the administration, is found to have violated the Good Conduct Rule, during the school year or summer, is subject to a loss of eligibility as follows:

#### **First Offense within the Student's Middle School or High School Career-**

Student will be declared ineligible for seven calendar days and a minimum of one event (public appearance).

#### **Second Offense within the Student's Middle School or High School Career-**

Student will be declared ineligible for twenty-eight calendar days and a minimum of four events (public appearances).

#### **Third Offense within the Student's Middle School or High School Career-**

Student will be declared ineligible for a period of twelve calendar months.

\*\*If violations occur in the middle of the season, the loss of eligibility will carry over to the next season until the suspension is completed. The student is ineligible for all extra-curricular activities that fall under the good conduct policy during the suspension.

- The period of ineligibility attaches immediately upon a finding of a violation if the student is eligible and currently engaged in an extracurricular activity and, if not, or if not completed during the current activity, is begun or carried over to the time the student seeks to go out for the next activity or contest.

- An ineligible student shall attend all practices or rehearsals but may **neither “suit up” nor perform/participate.** An ineligible student shall attend all home and away events.
- If a student drops out of an activity prior to completion of the period of ineligibility, or the completion of the season if the ineligibility is completed, the full penalty or the remainder of the penalty, at the **administration’s discretion, will attach when the student next seeks to go out for an activity,** subject to the 12 month rule.
- If a student violates the Good Conduct Rule while ineligible due to an earlier violation, the penalty for the subsequent offense will attach at the completion of the earlier penalty.

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.

A student, who is involved in more than one performance per day, will be ineligible for the entire day. EX: Student is scheduled to participate in choir in AM on January 12<sup>th</sup> and also has a wrestling meet that night. Student is ineligible for all day. Performances will not include scrimmages, practices, and rehearsals.

A student that is declared ineligible will be held out of all public performances. Final responsibility in determining what activities a student will be ineligible for and during what activities he/she may work ineligibility off will rest with the principal or activities director.

### **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.

### **Eligibility for Extracurricular Activities (Academic and Attendance)**

**To be eligible to participate in interscholastic activities, students must have earned passing grades in all academic subjects.** Teachers report all failing grades to the office at the end of each nine weeks. If a student is not passing the required number of subjects at the end of the 1<sup>st</sup> and 3<sup>rd</sup> quarters, he/she will not be allowed to participate in interscholastic events until the reported deficiencies are satisfied at the end of the 2<sup>nd</sup> and 4<sup>th</sup> 9-week period. In case a student does not pass all academic subjects for the semester, he/she will be ineligible for 20 school days for their next bona fide activity. Bona fide is defined as a student who is or previously has competed in an interscholastic athletic activity. Absent injury, illness, or similar circumstances outside of the **student's control, a student must be participating in the activity to be considered** a bona fide contestant in that activity. Because 9<sup>th</sup> graders may not have had interscholastic athletic activities available to them, this definition does not apply to them. A student who participates in a sport for the first time as a 10<sup>th</sup> – 12<sup>th</sup> grader is not a bona fide contestant in that sport. A student who drops out or is dismissed from a sport before the end of the season is not a bona fide contestant.

A student who is unexcused for all or part of a school day or is absent due to illness will be ineligible to practice or participate in extracurricular activities. Students who are absent for any other reason is ineligible on that day, unless it has been cleared in advance with the activities director or assistant principal. Merely getting an advance make-up form does not clear the student for activities. Students must make contact with the activities director or the assistant principal.

### **Participant Transportation**

Students representing our school at away extracurricular activities must go and return on the assigned school vehicle that has been designated for that particular event. The only exception is a student going or returning with a parent. This must be cleared through the faculty sponsor or coach with the approval of the assistant principal or activities director.

### **Wednesday Evening Activities**

Wednesday evening is reserved for students to participate in activities other than school activities such as church-related events. Le Mars Community will cooperate by keeping Wednesday evening free from scheduled events and practices during the academic school year. (All practices will be concluded by 6:00 p.m.).

**Exception: Activities sponsored and scheduled by the State Athletic Association and the Iowa Activities Association.**

## **The Daily Bulletin**

The daily bulletin will be used to inform students of upcoming events and activities. These announcements will be posted on the bulletin boards outside of the office and will be presented to the student body over the information boards that are located at the front of the building and in the study hall. If you have any questions concerning interpretation of this information on the bulletin, please present **those questions to your instructor or to the principal's office.**

## **Communication with Parents**

Your parents are vitally interested in your accomplishments in school and for this reason the school will communicate with your parents as follows:

1. Parents are welcome at any time to contact the school concerning the progress of their child.
2. At the end of each nine-week reporting period.
3. Mid-term reports for each of the reporting periods are given to each student.
4. These reports will cover the following items:
  1. **The student's scholastic achievement.**
  2. **The student's attendance record.**
  3. **The student's behavior in school**
  4. Other areas of mutual interest.

## **Multicultural and Nonsexist Equity Education Opportunity Board Policy 100.2**

It is the policy of the Le Mars 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** – Dr. Mark Iverson, High School Principal, 921 3rd Ave. SW, Le Mars, 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** – Dr. Steve Webner, Superintendent, 940 Lincoln St SW, Le Mars, 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.

Procedures for investigation 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 Stephanie Buhman, middle school-senior high school nurse at (HS) 546-4153 or (MS) 546-7022 or Jolynn Sitzmann, elementary school nurse at 546-7064.

### **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 to be a permanent home; who is living in a community shelter facility; or who is living with non-nuclear family members or with friends.

Anyone who has knowledge of any such children or youth should contact Dr. Steve Webner, 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.

### **Equal Opportunity Employment/Affirmative Action Board Policy 401.01**

It is the policy of the Le Mars Community Schools to extend equal opportunities to all employees and to applicants for employment who meet the qualifications established for a class or a position for which the application is made. It is also the policy of this district not to discriminate against any employee or applicant for employment on the basis of race, creed, color, religion, sex, national origin, age, physical/mental handicap or disability, socio economic status, creed, or marital status.

The Board recognizes that the effective application of a policy of equal opportunity will require strong administrative involvement and commitment. Therefore, the Board will participate in the implementation of a program of affirmative action designed to make known and to advance the objectives and goals of this Board action. In this regard, action elements will be designed into the areas of recruitment, selection, hiring, upgrading and training which will include seeking out and motivating individuals from protected classes to not only make application for employment, but to strive for advancement on the basis of their individual capabilities, motivation and merit.

### **Physical Education and Health Courses Exclusions for Health or Religion Based Reasons**

Physical education excuses for health reasons have to be approved by the **principal or school nurse of the student's attendance center**. The excuse has to be presented in the form of a written request or statement from the student's doctor. If you need a P.E. excuse, please get it before the first period of the day.

Parents who wish to have their children excused from a school program because of religious beliefs must inform, in writing, the principal of their attendance center. The written objection must include the following:

1. Be based on religious beliefs.
2. State which activities or studies violate their religious beliefs.
3. State why these activities or studies violate their religious beliefs.
4. Must include a proposed alternate **activity or study**. The student's attendance center principal shall determine the alternative program for the student.

### **Evacuation Drills**

The alarm signal is a steady constant ring separate from the regular passing bells. When this signal is sounded, all students are to file out of the building in an orderly fashion. Your teachers will give directions for the exits that are to be used. When you are outside, you are to assemble in the area designated for your particular group. Be certain that you know the **"how"** and **"where"** concerning evacuation drills.

### **Shelter Drills**

The alarm signal and instructions for shelter drills will be given over the intercom system. The teacher in charge will give directions as to where to proceed and what action to take. In these drills do not leave the building unless specifically told to do so by the teacher in charge. In case of power outage, an air horn will be used as an alert.

### **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 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.

### **Asbestos Notification**

Le Mars Community School District students, parents, 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. Josh Hill, 940 Lincoln St SW, Le Mars, IA 51031, or phone 546-6035 or 546-4155.

### **Students Records**

Parents and eligible students have the right to inspect and review the student's education record, the right to exercise a limited control over other people's access to 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. A copy of the procedures for implementation of this policy is available in the principal's office.

In accordance with the Iowa "Child Immunization Law" all students must have a **Certificate of Immunization** on file in the nurse's office.

### **Student Directory Information Board Policy 505.9**

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

defined as an enrolled individual, PK-12 including children in school district sponsored child-care programs.

Prior to developing a student directory or to giving general information to the public, parents (including parents or students open enrolled out of the school district and parents of children home schooled in the school district) will be given notice annually of the intent to develop a directory or to give out general **information and have the opportunity to deny the inclusion of their child's** information in the directory or in the general information about the students.

It is the responsibility of the superintendent to provide notice and to determine the method of notice that will inform parents.

### **Medication Procedures**

The school nurse is responsible to the ethics of her profession and therefore is limited in her duties. She will recommend students to see a doctor, but will not dispense drugs or give diagnostic opinions.

Parents and guardians are advised that the school will not be able to provide over the counter medications such as Tylenol, Advil, Tums, etc. for students. In the past we have had these non-prescription medications available and administered them to students with parent/guardian permission. We have been informed that to continue to do so would be in violation of State law and regulations. In accordance with school district policy and administrative regulation, students taking any non-prescription medication will need to have their own supply which must be in the original labeled container and kept in the **school nurse's office**. **Students are not to carry their own medication of any kind** without written parent/guardian consent and approval of the school principal.

### **Concurrent Enrollment Courses**

When taking a class with concurrent enrollment, a student will be able to receive high school credit and college credit. Western Iowa Tech Community College will issue college credit earned and high school credit will be documented on the LCHS transcript. Registration for these classes will be done with both LCHS and Western Iowa Tech. Western Iowa Tech credits may transfer to other educational institutions. Tuition for the college credit will be issued by the school district to WIT. Students may purchase textbooks from other students or online. Information for online purchases will be available in the office. All students must purchase the books and workbooks for concurrent enrollment classes.

During the 2008 legislative session a new chapter was created in Iowa Code **"Senior Year Plus" (former Chapter 22)**. The Senior Year Plus program provides Iowa high school students with increased access to advancement placement coursework and postsecondary credit.

**One of the provisions of Senior Year Plus (22.2(2)) states "The student shall have demonstrated proficiency in all of the content areas of reading,**

mathematics, and science as evidenced by achievement scores on the most recent administration of the Iowa Tests” to be eligible to participate in Advancement Placement, Concurrent, and PSEO Courses.

“If the student is not proficient in one or more of the content areas of reading, mathematics, and science, the school board may establish alternative but equivalent qualifying performance measures.”

**For Special Education Students:**

1. Individualized Education Plan Performance Rubric for all high school special education students. The Individualized Education Plan Performance Rubric is based upon individual student’s progress on their IEP goals and these results are reported four times a year.

**For Non-Special Education Students:**

1. Western Iowa Tech Community College’s Computerized Placement Test **or the ACT score in reading, math, and science**– with a cut score established by WITCC for each course or **ACT subject area**.
2. If a student does not achieve a satisfactory score on the Computerized Placement Test **or ACT**, then the student must have a passing score on the locally developed semester test in their language arts, math, and science courses.

If a student fails to achieve a passing score on any of the “alternative but equivalent qualifying performance measures” they will not be allowed to enroll in the Concurrent English, Math, Science, or History classes. CTE course may be taken without meeting this requirement.

**Misplaced Articles**

If you find an article that you believe to have been misplaced, turn that article into the office. If you “lose” or misplace an article, report that fact to the office.

**Request for Student Information**

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 otherwise stipulated by a court order.

Report Card

Newsletter

Calendar 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.

## **Laptop Checkout Information (LCHS)**

LCHS hereby agrees to loan the following equipment, with the **replacement cost** of:

\$250

**Laptop Computer**

The laptop will be the responsibility of the student who has checked it out. **Laptops can be checked out through the LCHS library.** Any negligent misuse of the laptop in any way will result in the loss of laptop privileges. If the negligent misuse causes damage to the laptop, all repair costs will be the responsibility of the person to whom the laptop is checked out.

**The student's checkout of the laptop indicates that he/she agrees to follow the Le Mars Community School System's Internet Acceptable Use Policy and Internet Safety Policy.** Students may not check out a laptop if any of the following conditions exist:

1. Failure to sign and turn in the form below
2. Failure to have parent/guardian signature (regardless of age of student)
3. Failure to have teacher signature, project assigned, and date project is due

Laptops can be checked out only overnight. Chargers will not go home with the laptop (unless it is weekend checkout). Over-due fees will be assessed at \$5.00 per day. Late returns will be noted and considered for future checkouts. A mouse may be checked out as well, with a \$1/day fee assessed for overdue. ***All over-due fees are payable to the high school office.*** Laptops will only be available on a first-come basis. No laptops will be reserved. Routine maintenance will be performed at the time of check-in by a library staff member.

### **LCHS 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 impossible 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

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 **student's** 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 regulation is prohibited.

Le Mars Community School District makes no guarantees as to the accuracy of information received on the Internet.

Unsupervised 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 which advertise 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 student accessing such a service will be responsible for those costs.

Individual student electronic e-mail addresses will be issued. All students and parents will be required to sign the Le Mars Community Email Policy before a student is supplied a school email account.

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

Student Consequences for accessing restricted items:

***First Violation:*** A verbal and written "Warning" notice will be issued to the student and parents. The student may lose unsupervised Internet and lab access for a period of 2 weeks 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.

***Second Violation:*** 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 minimum of 6 weeks.

***Third Violation:*** A verbal and written "Third 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 the remainder of the school and go through the application process again for the next school year if applicable.

Offenses deemed serious may result in more severe consequences as deemed appropriate by the school administration.

## STUDENT WRITING GUIDELINES

### Writing Projects

When given a writing project for class, you can follow a few simple guidelines to improve your score:

1. **Allow yourself plenty of time. Don't expect to get the whole thing done in one night.** Break the assignment down into small, manageable chunks, and then set goals or deadlines for completing each task.
2. Use the writing process you learned in Freshman English. The steps are listed and explained below.
3. Listen and take careful notes **about the teacher's requirements** for length, typing guidelines, etc.
4. **Ask your teacher questions whenever you need help. Don't wait** until the assignment is due.

### The Writing Process

#### Step 1: Prewriting

Determine the purpose: do you need to inform, persuade, entertain, or describe? Identify your audience: what interests, vocabulary, and knowledge do they have?

Choose your subject: pick something that fits your interests, the purpose, and the audience.

Limit the subject to a narrowed topic that will fit the **paper's length requirements**.

Gather information: brainstorm, cluster, free-write, research, etc.

Organize your information: create a rough outline to guide your writing.

#### Step 2: Write a Rough Draft

**Write quickly. Don't worry about errors at this point. Follow your outline and use the information you gathered in prewriting.**

#### Step 3: Evaluation

Check your paper for content. Does it fit the audience, purpose, and teacher guidelines? Did you provide enough info to make your points clear?

Check your paper for organization. Does the order make sense?

Check your paper for style. Did you use variety in sentence structure and word choice? Did you avoid run-ons, fragments, and comma splices? Did you avoid wordiness and repetition?

Ask a friend or parent to read your paper for clarity, content, organization, and style.

#### Step 4: Revision

Correct the problems you identified in the evaluation stage. You may need to do steps 3 and 4 more than once.

#### Step 5: Editing

Proofread for errors in capitalization, punctuation, spelling, typing, etc. Ask for help. Have someone else read your paper too.

### Step 6: Publishing

Follow teacher guidelines/requirements. In most cases you should use size 12 or 14 Arial or Times New Roman font with one inch margins around the page. Most word processing programs are preset for this type of margin. Double space the whole paper and indent paragraphs five spaces. Do not add an extra space between paragraphs. Turning in a neat paper on time can make a big difference. Avoid wrinkles, tears, and creases.

## Essay Tests

You can be more successful on an essay test if you follow these guidelines:

- **Read the question carefully. If you don't understand it, ask your teacher** for clarification.
- Change the question to a statement to create your thesis (5 paragraph essay) or topic sentence (1 paragraph essay)
- In the margin or on scratch paper, write a rough outline with at least three main points.
- After your thesis or topic sentence, write an essay answer that follows your outline. Include supporting details for each point.
- Summarize your answer by rewording your thesis/topic sentence.
- Reread, revise, and edit essay answers before turning it in.

# CHARACTER *defining character*

## C H A R A C T E R

What's **CHARACTER** all about?

*"Character is power."* ~ BOOKER T. WASHINGTON

*"What lies behind us and what lies before us are small matters compared to what lies within us."* ~ RALPH WALDO EMERSON

As you wind your way through this world, you inevitably come to a fork in the road: You can either be noted *for* your character – or be known *as* a character, to paraphrase a high school principal's advice to his graduating class.

Your character determines whether your friends, classmates, and family members see you as a leader, respect you as a role model, and ultimately, feel their interactions with you help them become better people.

But what values and personal attributes comprise character? To name just a few, character is defined by:

**C** **CARING** Caring and concern for others are at the root of the Golden Rule – "Treat others as you want them to treat you."

**H** **HONESTY** Be honest with yourself and with others in every interaction. Honesty and integrity are the core values that make respect, courage, and trustworthiness possible.

**A** **ACTIONS** Your actions – not your intentions or words – are what define your character. Often, these become acts of courage, such as taking a stand against injustice, prejudice, cruelty, and other inhumane behaviors.

**R** **RESPONSIBILITY** Your sense of responsibility is what compels you to do the right thing, follow through on your promises, and be accountable for your actions. Personal rights are only possible if they're accompanied by responsibility.

**A** **ACCEPTANCE** Character demands that we accept others' differences and appreciate how diversity strengthens our society.

**C** **CITIZENSHIP** People of strong moral character don't sit on the sidelines. Contribute your "fair share" – participate fully as a concerned student, volunteer, and voter.

**T** **TRUSTWORTHINESS** Trust can't be granted; it can only be earned. Deliver on your promises. Act honestly at every turn.

**E** **EMPATHY** When you empathize with others, you go beyond kindness and caring; you truly begin to see the world from someone else's perspective.

**R** **RESPECT** Respect for yourself and for others is an integral component of character. Without respect, caring and empathy are empty expressions. Respect is what enables us to accept and appreciate others' differences.

## Leadership Qualities

### Load Up on What Leaders Need

Heard the phrase, “born leader?” Don’t believe it. Good leaders learn and then practice their skills, just like everyone else.

True, there’s a boatload of skills that go into spelling “Leadership.”

#### THEY INCLUDE:

L

**LISTENING** ▶ Everyone deserves their say. Good leaders share the floor and carefully consider what others suggest.

E

**EXAMPLE** ▶ Showing is always more powerful than telling, so your actions speak louder than words. Pitch in and model what you want others to do.

A

**ATTITUDE** ▶ Believing you and your group can accomplish something is the biggest part of the equation. Be positive, encouraging, and optimistic. It’s contagious!

D

**DIALOGUE** ▶ Anyone can talk at someone. It’s a special skill to make it a true give-and-take dialogue, a discussion that includes everyone and all points of view. Good leaders know the value of dialogue.

E

**ENERGY** ▶ Effective leaders are often described as tireless. Although you can get some rest, the energy you bring to your group will be a motivator and component in your success.

R

**RESPONSIBILITY** ▶ The buck stops here, good leaders know, meaning they’ve got to do what’s expected, keep their word, and follow through every step of the way.

S

**STANDARDS** ▶ This one’s especially tough. You’ve got to raise the bar, rise to the occasion, and go beyond the norm. Good leaders set and achieve high standards.

H

**HUMILITY** ▶ With all your success as a leader, shouldn’t you get to brag a bit? No. Good leaders give credit to the workers, volunteers, the whole team. Humble pie, you’ll find, is pretty tasty!

I

**INTEGRITY** ▶ With so many looking up to leaders, expectations are high. That’s where integrity comes in. Be true to yourself, your group, your cause. The highest ethics and truthfulness will serve you well.

P

**PASSION** ▶ Good leaders do more than care. They passionately care. They go the extra mile. And passion inspires other to act and stay committed.

# SUCCESS SKILLS *listening & homework skills*

## LISTENING SKILLS

Listening (unlike hearing, which is a physical process that does not require thinking) gives meaning to the sounds you hear. It helps you understand. Listening is an active process that requires concentration and practice. In learning, the teacher's responsibility is to present information; the student's responsibility is to be "available" for learning. Not listening means you will be unable to learn the material.

### To help develop listening skills:

- *Approach the classroom ready to learn;* leave personal problems outside the classroom. Try to avoid distractions.
- *Even if you do not sit close to the teacher,* focus your attention directly on him/her.
- *Pay attention to the teacher's style* and how the lecture is organized.
- *Participate;* ask for clarification when you do not understand.
- *Take notes.*
- *Listen* for key words, names, events, and dates.
- *Don't make hasty judgments;* separate fact from opinion.
- *Connect what you hear* with what you already know.

## HOMework SKILLS

- *Keep track of your daily assignments* in this datebook so you will always know what you have to do.
- *Homework is an essential part of learning.* Even though you may not have written work to do, you can always review or reread assignments. The more you review information, the easier it is to remember and the longer you are able to retain it. Not doing your homework because you do not believe in homework is self-defeating behavior.
- *It is your responsibility to find out what you have missed when you are absent.* Take the initiative to ask a classmate or teacher what you need to make up. You need to also know when it needs to be turned in. If you are absent for several days, make arrangements to receive assignments while you are out.
- *Have a place to study that works for you* – one that is free from distractions. Be honest with yourself about using the TV or listening to music during study time. Make sure you have everything you need before you begin to work.
- *Develop a schedule that you can follow.* Be rested when you study. It is okay to study in short blocks of time. Marathon study sessions may be self-defeating.
- *Prioritize your homework* so that you begin with the most important assignment first: study for a test, then do the daily assignment, etc.
- *Study for 30–40 minutes at a time,* then take a 5–10 minute break. Estimate the amount of time it will take to do an assignment and plan your break time accordingly.



# SUCCESS SKILLS *plan for success*

## PLAN FOR SUCCESS

SUCCESSFUL PEOPLE DON'T BECOME SUCCESSFUL BY LUCK. THEIR SUCCESS IS THE RESULT OF SETTING GOALS AND WORKING TO ACHIEVE THOSE GOALS. IN OTHER WORDS, SUCCESSFUL PEOPLE PLAN TO SUCCEED. YOU, TOO, CAN PLAN TO SUCCEED. DON'T PROCRASTINATE. GOOD INTENTIONS WILL NOT HELP YOU SUCCEED. START PLANNING FOR SUCCESS TODAY!

{1} **Organization** – Getting organized is the first step to success.

- Remember that you are responsible for knowing about and completing your assignments and special projects.
- Use your datebook to write down your homework, extracurricular activities, community activities, and home responsibilities.
- Make sure you have all the materials you need when you go to class and when you do your homework.



{2} **Time Management** – Managing time wisely will help ensure that you have the opportunity to do both the things you need to do and the things you want to do.

- Plan a definite time to do your homework.
- Plan time for extracurricular and social activities, as well as home responsibilities.
- Commit yourself to your time plan, but be flexible. For example, if something happens that makes it impossible for you to do homework during the regularly scheduled time, plan an alternate time to do the homework.

{3} **Set Priorities** – If you have lots to do, it is important to set priorities.

- Rank each task in 1, 2, 3 order. Start with #1 – the most important task – and continue on down the list.
- When doing homework, start with the subject in which you need the most improvement.
- Check off finished tasks.
- If you frequently find that you cannot finish all the tasks on your list, you may need to prioritize your optional activities and eliminate some that are low on your priority list.

{4} **Set Goals** – Just wishing to get better grades or to excel in a sport accomplishes nothing. You need a plan of action to achieve your goals. Setting goals will result in better grades and higher self-esteem. Best of all, setting goals will make you feel in control of your life. Some hints for setting goals:

- Be specific. List specific goals for each academic subject. Also list goals for other school and home activities.
- Set time limits. Your goals can be both short-term (within a month or on the next quiz or test) and long-term (within the semester or within the school year).
- Set realistic goals. For example, if math has always been difficult for you, don't aim for an "A" in Algebra at the beginning of the year. If you usually get a "C-" in math, you may want to begin by setting a short-term goal of "C+" or "B-". Reaching that first short-term goal will give you the confidence to raise your goal for the next test or the next grading period.
- Draw up a step-by-step plan of action for reaching each goal; then go for it!
- Write your goals down, and put them in several places (your locker, your datebook, your bulletin board) so you will see them several times a day.
- Share your goals with others – your parents, teachers, good friends, etc. They can give you encouragement.
- Keep at it! Be determined, and keep a positive attitude. Visualize yourself achieving your goals.
- Reward yourself when you reach a goal.