Louisa Muscatine Student Handbook

2026 - 2027 School Year

INTRODUCTION

The handbook has been written to inform students and parents of policies currently in effect at L-M Junior/Senior High School. We are hopeful that you will take a few minutes to read and become familiar with the contents and that you will continue to support us in providing a quality education.

You are encouraged to contact the junior/senior high school when you have questions or concerns whether it is for general information, checking on your child's academic progress, or in regard to a discipline concern. We are confident that with the school, your child, and you working as a team, the benefits a student receives from attending L-M will be increased.

Finally, a committee consisting of parents, students, teachers, and administrators recommended the information contained in this handbook.

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DISTRICT WEBSITE

The school district's web site can be reviewed using the address below. Information listed includes information on lunch menus, school calendar, school activities and curriculum. Access the web site at: http://louisa-muscatine.k12.ia.us

SCHOOL HOURS

Normal school hours are from 7:55 A.M.-3:18 P.M. Students arriving at school prior to 7:55 A.M. must be with a staff member or remain outside until the 7:55 A.M. bell. Between 7:55 – 8:05 a.m. students should report to the gym or cafeteria. Students may not be in the building past 3:30 P.M. unless they are under direct supervision of a staff member. All doors will be locked during the school day.

STUDENT PLANNERS

Students will be issued a 2026-2027 L-M planner to be used for organizational purposes.

PASS PROCEDURES

During each period, you are responsible to your attendant teachers. You are expected to comply with the directives of your teachers. If you receive permission to leave your assigned room, YOU MUST HAVE A TEACHER PASS. Students will not be allowed to sign out to the office until the last 5 minutes of class or study hall. Three minutes have been allotted between classes. During this time, you are asked to go to the restrooms and get a drink. Do not ask to leave class for these reasons unless it is absolutely necessary. If you have 2 classes in succession at the same end of the building, books and supplies should be carried for both classes.

TELEPHONE

The telephone in the office is for school business and for limited student use. Students may use the telephone during passing time (or the last 5 minutes of a class if the teacher gives them a pass) by requesting permission from the office secretary. All calls must be essential and limited to essential conversation. Students will not be called from class to receive phone calls unless the call involves an emergency. Students are not to make telephone calls from classroom phones.

DELIVERIES

Deliveries for students are not accepted. Please do not send flowers, balloons, etc. to the school.

VISITORS

Students will not be permitted to bring visitors to school with them. If you feel the circumstances warrant a student needing to bring a visitor to school, see the principal. Alumni planning to visit staff should call ahead and make an appointment. Former students should plan to come when classes are not in session in order to avoid interrupting teaching and learning of current students. All visitors approved by the principal must sign in and out through the main office. Teachers must come down to the office to escort the visitor. All visitors must wear a visitor badge given to them by the office.

LOST AND FOUND

Lost and found items should be turned in to the office. Items will be stored in the office area. Students who have lost an item should check the lost and found. Items will be available during Parent Teacher Conferences. The lost and found contents will be disposed of or donated quarterly.

STUDENT PUBLICATIONS

Students under the direction of a faculty advisor may produce official school district publications. Official school district publications include, but are not limited to, the school yearbook. No student shall express, publish, or distribute in an official school publication, material which is obscene, libelous, or encourages students to commit unlawful acts, violate school rules, cause the material and substantial disruption of the orderly operation of the school, or infringe on the rights of others. A complete copy of the policy can be reviewed by contacting the school yearbook advisor.

LOCKERS/BACKPACKS/BAGS School Board Policy Policy 502.08

All lockers in the school buildings are the property of the Louisa-Muscatine Community School District and remain school property even though they are temporarily assigned to students. Students are to use the lockers only for storage of school books, school materials, and other possessions ordinarily used in day-to-day school activities and outerwear clothing. The lockers will be subject to inspection by authorized officials at any time for cleanliness, missing school property, or evidence of vandalism. Periodic inspections of all lockers or a random selection of lockers shall either occur in the presence of the student whose locker is being inspected or the inspection shall be conducted in the presence of at least one other person. Any contraband discovered during such inspections will be confiscated and may be turned over to law enforcement authorities**.** All students assigned a locker are responsible for it and may be charged for damage done to it.

Each student is responsible for ensuring that other students do not learn their locker combination. Students are responsible for the contents of their assigned locker. Students are not allowed to share lockers. Students are not allowed to switch lockers without office approval.

Lockers are available in the locker rooms for use during P.E. classes. Students can bring locks to lock their possessions in the locker during P.E. periods; however, because numerous students may want to use the locker, the lock must be removed at the end of the period.

Backpacks/bags will be allowed to be taken into classrooms. IF backpacks/bags become a problem, students may be required to leave their backpacks/bags in their lockers.

SEARCHES School Board Policy Policy 502.08 and Regulation 502.08-R(1)

A student or a student's possessions, clothing, locker, etc., may also be searched if the school official has reasonable suspicion to believe that illegal, unauthorized, or contraband items will be found.

SECURITY CAMERAS School Board Policy 804.06 (R1)

The Louisa-Muscatine Community School District Board of Directors has authorized the use of video cameras on school district property including hallways, buses, and parking lots. The video cameras will be used to monitor student behavior to maintain order on school grounds, as well as promote and maintain a safe school environment. The content of the video may be used in a student disciplinary proceeding. The content of the video is confidential student records and will be retained with other student records. Video will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration.

VEHICLE POLICY School Board Policy 502.10

Students with proper state authorization will be permitted to drive to school provided they follow the regulations listed below:

1. During school hours, you shall not be in the parking lot area or move your car unless you have authorization from the office.
2. At dismissal time, you shall not pull out in front of the buses.
3. Students are requested to not drive your vehicle around the elementary building before, during or after school.

PARKING

All students driving to school must have a parking tag. All students must fill out a Parking Tag Registration Form prior to driving to school. A new form must be filled out each school year.

There may not be enough parking spaces in the high school parking lot for all students. If the high school parking lot is full, students will be required to park at the elementary.

Seniors will be issued a parking tag that will designate a specific numbered parking spot. This will be determined by a lottery system at the beginning of the school year.

Once all seniors have their designated spots, juniors, sophomores and freshmen who have completed and turned in their Parking Tag Registration Form will be issued parking tags that will designate a specific numbered parking spot allowing them to park in the high school parking lot. If students are required to park at the elementary, they will be issued a different color of parking tag.

In the event that a parking spot is not being used, that spot may be issued to another student.

Students may not park in front of the school building on either side during any part of the school day. These spots are reserved for staff, buses and visitors to the building.

Students are responsible for their tags and must have them hanging from their rear-view mirror. Students may not let anyone else use their tag or spot for any reason. All tags must be turned in to the office at the end of the year. Students will be required to pay $5 for a lost or stolen tag.

All students must park appropriately in marked spaces. Students must drive carefully, cautiously, and in the right direction. Students should not drive on any grass or through any ditches at any time.

Any careless driving or parking violations may result in disciplinary action and/or loss of driving privileges on school grounds.

SOCIAL EVENTS School Board Policy 504.06

1. The student council is responsible for planning social events for the year. In doing so it attempts to spread the activities throughout the year and plan them according to the varying interests of the students.
2. All plans for social functions must be approved by the principal and will be under the direction of the Student Council Advisor.

3. Students who are not currently enrolled in classes at L-M (i.e., who graduated early or are in a transition program) are not allowed to attend social events as a student. They must attend as an out-of-school guest. The same applies for students in the fifth year of high school.
4. The following guidelines must be followed in the event that an out-of-school date is invited to a school sponsored activity:

    - Guests must be registered in the office prior to the activity
    - Guests must be under the age of 21
    - Guests attending another school will be required to have a form filled out by that school showing that the student is in good standing
    - Guests not enrolled at another school will be required to show identification to verify age
    - You are responsible for your own behavior as well as the behavior of your guest.

Junior High Dances are only for students in 7th and 8th grade from Louisa-Muscatine.

FIRE DRILL INSTRUCTIONS School Board Policy 507.05

The fire alarm is a recording that alerts you that a fire has been reported in the building. Upon hearing the alarm, observe the following instructions:

1. All personnel shall evacuate the building when the alarm sounds.
2. Instructors shall see that all windows are closed before evacuating the building.
3. Students shall walk to the nearest hall exit in evacuating the building. Students should walk away from the building on the sidewalks. If it becomes necessary to clear the sidewalks, you will receive further instructions from school or fire personnel.
4. Pass through the driveway and parking lots to the grassy areas.
5. Although each classroom has windows that can be used for exits under emergency conditions, do not use windows for fire evacuation unless directed to do so by the instructor.

SEVERE WEATHER School Board Policy 507.05

If weather conditions exist that may result in severe weather, teachers will be notified. During this time, you are to follow normal classroom procedures. If it appears that the approaching storm requires evasive or protective measures, the following actions will be taken immediately:

Normally the announcement of a "storm warning" will be given over the inter-communications systems to all classes and departments. If an electricity outage exists, runners will be sent to each of the classes and departments giving the "storm warning".

Personnel will immediately move to the areas in the building which have been designated as most safe by a representative of the Area School Branch, Civil Defense. These locations are posted in each classroom.

INTRUDER IN BUILDING School Board Policy 804.02

If there is an intruder in the building, Louisa-Muscatine will use the ALICE plan.

A-Alert	Use plain and specific language. Avoid code words.
L-Lockdown	Barricade the room. Silence mobile devices. Prepare to evacuate or counter if needed.
I-Inform	Communicate the intruder's/shooter's location in real time.
C-Counter.	Create noise, movement, distance and distraction with the intent of reducing the shooter's ability to shoot accurately.
E-Evacuate.	When safe to do so, remove yourself from the danger zone.

TECHNOLOGY RESOURCES School Board Policy 712 and 605.06

The purpose of the L-M Internet Network is to support research and education in and among academic institutions in the US and the world by providing access to unique resources and the opportunity for collaborative work.

An Acceptable Use Policy form must be signed by both students and parents.

Acceptable Use - The use of your account must be in support of education and research and consistent with the educational objectives of the Louisa-Muscatine Community School District. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmissions of any material in violation of any US, state, or foreign regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets. Use for commercial activities, product advertisement, or political lobbying is also prohibited.

Accessing non-district issued email accounts, music, or games on school computers is prohibited unless specifically directed to do so by an L-M staff member.

Privileges - Internet usage is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Based upon the acceptable use guidelines outlined herein, the system administrator(s) will deem what is inappropriate use, and such decisions will be considered final.

You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following: 1) Be polite. 2) Do not write or send abusive or harassing messages to others. 3) Use appropriate language-vulgarities or other inappropriate language will not be tolerated. 4) Do not use the network in a way that will disrupt the work of others.

Laptop Checkout - Laptops may be checked out from the library. They can be checked out anytime during the school day. Laptops are due the next morning **before 8:10 a.m.** If you are taking the laptop home, you MUST check out one of the school-provided cases to transport it to/from your home. Any problems or issues with the laptop must be reported when the unit is returned to the library. Laptops cannot be checked out over breaks or if you have an overdue book.

Vandalism - Vandalism will result in cancellation of computer and internet privileges. Vandalism is defined as any malicious attempt to harm or destroy equipment, data of another user, Internet, or any of the agencies or other networks. This includes, but is not limited to, uploading and creation of computer viruses.

Failure to abide by the conditions under which this privilege is granted will result in the following penalties:

First violation - Up to a 30-day suspension from computers or the Internet and notification of parents.

Second violation - Suspension from computers or the internet for the remainder of the school year and notification of parents.

Other consequences may apply under other discipline areas.

The school may refer violations to the appropriate federal, state, or local authorities.

VIRTUAL LEARNING School Board Policy 712 and 605.06

Students at Louisa-Muscatine Secondary regularly use technology for learning both in the classroom as well as guided learning for home instruction. To ensure quality learning, as well as the safety of the students, all students grade 7 - 12 will be expected to abide by the following guidelines.

1. Students should use only school issued devices while at school. Administration must approve if/when it would be appropriate to use a personal device brought from home at school. If a student needs to contact parents/family, they will go through the classroom teacher or school office.
2. Students will stay on school appropriate websites or teacher directed sites and search only appropriate topics.
3. Students will report to staff should they accidentally end up on a website with inappropriate content or that they feel is inappropriate for school. The district monitors our website filtering, and we need to ensure that inappropriate sites are blocked.
4. Students will use technology for school assignments and learning. Inappropriate messaging with friends is not allowed. Students will not message others unless the teacher gives permission, or instructs a student, to do so. Sending disrespectful messages and using inappropriate language will result in disciplinary actions.
5. 5. Students will be responsible for having their device charged for class each day.

At times designated video conferencing platforms for class gatherings will be used. The following are **Falcon PRIDE** student expectations during online learning sessions:

DURING ONLINE MEETINGS STUDENTS ARE EXPECTED TO:

- Wear school appropriate clothes.
- Use school appropriate language.
- Join the meeting promptly at the designated time.
- Contribute to the class meeting in a positive way -- come prepared to participate.

- Be a respectful listener to your classmates and teachers.
- Find a quiet place so others can hear you and you can hear them.
- When possible, locate yourself in a place where there is a wall behind you, so others are not interrupting your meeting.
- Silence your other devices.
- Make yourself visible during the meeting (you cannot hide yourself).
- Mute yourself on the designated video conferencing platform until appropriate, necessary time to talk.
- Stay in one place during the meeting. (Do not walk around with your device.)

NATIONAL HONOR SOCIETY

Students are elected to the National Honor Society based on scholarship, leadership, service, and character. Students in grades 10 -12 with a minimum cumulative grade point average of 3.3 are eligible for election to the National Honor Society. Applications are collected by current NHS members then given to the entire faculty who rates each applicant on the four pillars of NHS- leadership, service, character, and scholarship. Leadership refers to taking a constructive lead in classroom and school activities to the benefit of the school. Service refers to showing respect to others and works without personal gain, but for the group as a whole. Character refers to maintaining high personal standards toward fairness to others and demonstrating cooperation. Scholarship reflects a student's achievement in the classroom. A faculty council appointed by the high school principal then makes the final selection. There is no set number of annual inductees.

SCHEDULE

The L-M daily schedule consists of eight periods. Students in grades 7-11 will be required to enroll in eight periods and 12th grade students in a minimum of five classes per semester at least 2 of which must be L-M high school courses. To view the 2026 - 2027 Bell Schedule, CLICK HERE.

FLIGHT TIME

Louisa-Muscatine High School supports a daily bell schedule to provide more opportunities for students to receive support, enrichment and other areas of learning. The schedule includes Flight Time, which was developed from a foundation of providing all of our students with an opportunity to soar to new heights here at LM. Flight Time was created to provide a multi-tiered system of support (MTSS), during the school day, for all students enabling collaboration with teachers on current course work, participation in enrichment activities, access to academic support, or other services provided by staff and community. For more information on Flight Time, please visit www.lmcsd.org or contact the JH/HS office.

HOMEROOM

Students will be required to participate fully in homeroom activities which include:

- Weekly grade check
- Weekly FLIGHT time sign up
- Any announcements from the office

Other homeroom activities may include, but are not limited to:

- Book studies
- Team building
- Learning activities as determined by teacher/homeroom/building principal

HONOR ROLL School Board Policy 505.03

To qualify for the honor roll, 12th grade students must be enrolled for a minimum of five full time courses and all other students must be enrolled for 7.5 full time credits. Honor roll students must have earned a minimum 3.00 grade point average at the end of a semester. Any student earning a "D" or an "F" for either quarter for any course will be ineligible for the honor roll. GPA/Honor Roll is calculated by adding the total of the grade points divided by the total amount of credits.

Grade points for classes are as follows:

4 Pt Classes

A	**=**	**4.00**	**C**	**=**	**2.00**
A-	**=**	**3.67**	**C-**	**=**	**1.67**
B+	**=**	**3.33**	**D+**	**=**	**1.33**
B	**=**	**3.00**	**D**	**=**	**1.00**
B-	**=**	**2.67**	**D-**	**=**	**0.67**
C+	**=**	**2.33**	**F**	**=**	**0.00**

RECOGNITION AT GRADUATION

At graduation, seniors will be recognized for their Cumulative GPA accomplishment through their high school career as follows:

Honor	Cumulative GPA
Honor Graduate	3.5 - 3.749
High Honors Graduate	3.75 - 3.999
Superior Honors Graduate	4.0

GRADE REPORTS

Each teacher notifies students of the class grading procedures early in the learning session. Midterm reports will be sent to all students at 9 weeks. Progress reports will be given to students about one week after a grading period ends. Final grades will be issued at the end of first and second semesters. If you have not received these reports by: **November 2, January 18, March 28, or June 15**, please contact the JH/HS office.

GRADING SCALE

100% - 93%	=	A	76% - 73%	=	C
92% - 90%	=	A-	72% - 70%	=	C-
89% - 87%	=	B+	69% - 67%	=	D+
86% - 83%	=	B	66% - 63%	=	D
82% - 80%	=	B-	62% - 60%	=	D-
79% - 77%	=	C+	59% and below	=	F

INCOMPLETE POLICY

Students may receive an "I" grade for a course if extenuating circumstances exist (as determined by administration) that prevented the student from completing assigned work.

The “I” grade will remain as an Incomplete until determined by administration. If the student is involved in activities that follow the eligibility policy, he/she will be ineligible until the grade becomes a passing grade.

ON-LINE GRADE ACCESS

Upon request from the JH/HS office, students and parents will receive a login code and password for the PowerSchool site. This login and password will grant you access to your child’s grades, assignments, and attendance. This will also be a tool for you to help guide your child in the selection of classes for the following year.

TERM EXAMS

Comprehensive term exams will not be required for each course. Classroom teachers may assign comprehensive or culminating exams at their discretion depending on the course.

PARENT-TEACHER-STUDENT CONFERENCES

Parent-teacher-student conferences will be scheduled during the school year. Conference dates are currently scheduled for November 3, 2026, November 5, 2026, March 2, 2027 and March 4, 2027. Please attend, meet your child's teachers, and check on your student's progress. Students are encouraged to attend conferences with their parents.

EMERGENCY INFORMATION

Please notify the school office anytime your home address, telephone number, email address or place of employment changes. This information needs to be current in case we need to contact you for an emergency, for our automated phone notifications or to send mailings to you.

SCHOOL CLOSINGS

School cancellations will be communicated through an automated phone system. ***It is very important to communicate any change in your phone numbers to the office as soon as possible to keep our automated system updated and current.***

The cancellations will also be broadcast on radio stations KWPC (AM 860) in Muscatine, KUUL (FM 101.3) and WLLR (103.7) in Davenport, and KBOB (99.7) in Muscatine as well as TV stations KWQC, WHBF and WQAD in the Quad Cities. Parents can also register on-line with Iowa School Alert to receive email notices on their computer or phone. *PLEASE DO NOT CALL THE SCHOOL.*

RELEASE OF STUDENT INFORMATION School Board Policy 506.01

In accordance with the Family Educational Rights and Privacy Act of 1974, the following policy concerning release of student information has been adopted: "Any student, parent, or guardian who objects to the release of student's name, address, telephone number, date, and place of birth, information related to participation in school activities, statistics related to participation, weight, height, grade level, dates of attendance, awards, honors, schools previously attended, date of graduation, and photographs must submit objections in writing to the principal of the school attended by the student.

If parents/guardians have joint custody, both parents/guardians must agree and notify the school in writing to have additional access granted to other parties (ex: stepparent, grandparent, etc.).

Bus, hallway or cafeteria video access will be reviewed by administration only.

Discipline records will not be released to anyone except that student's parent/guardian.

Students and/or parents/guardians have the right to review the appropriate student folder at any time. We ask that you call the Junior/Senior High School, 319-726-3421, and set a time with the school counselor or building principal to do so.

STUDENT RECORDING School Board Policy 804.06

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

SPECIAL EDUCATION

Parents who suspect their child has a disability requiring accommodation or special education are encouraged to contact the junior-senior high counselor's office or the Mississippi Bend Area Education Agency (1-800-947-2329) for additional information and a copy of the booklet entitled Parental Rights in Special Education.

The Mississippi Bend Area Education Agency provides for a process to aid parties in resolving differences. This service is called the Resolution Facilitator Process. This involves using a Resolution Facilitator (impartial person) who is trained in mediation. The process may be requested to address issues between educators (district or AEA) and parents of general education, Section 504, or special education students. It can also be used between other parties involved with the district. The Resolution

Facilitator will assist you in resolving differences by talking them out. The process helps make clear what the problems really are and helps everyone involved work toward an agreement that is acceptable to all. The Resolution Facilitator may be someone from within the AEA who is considered impartial to the conflict or may be selected from outside the AEA. Additional information can be requested by contacting the director of special education at the Mississippi Bend Area Education Agency by calling 1-800-947-2329, ext. 6201.

The Iowa Department of Education provides a process for issues involving special education called the Pre Appeal Conference. Instead of a due process hearing or formal mediation, this mediation option is designed to be a less stressful, less formal process. It is voluntary for all parties and involves the use of a trained, impartial mediator who contracts with and is assigned by the State Department of Education. The process helps make clear what the problems are and helps everyone involved work toward an agreement that is acceptable to all. For more information, contact DeeAnn Wilson at 1-515-282-5766. A copy of the model form is available in the Procedural Safeguards Manual for Parents, or you may view the manual on the Iowa Department of Education website at http://www.state.ia.us/educate/ecese/cfcs/pr.html.

STUDENT SERVICES

Guidance: The purpose of guidance services is to help each of the students in their social, educational, vocational, and personal development. Conferences with students receive first consideration of the counselor's time. The counselor may assist students and parents:

1. By providing assistance to students with academic difficulties.
2. In planning student's schedules and the school program.
3. In making realistic curriculum selections and suitable plans for the future for students
4. In offering aid in problems of adjustment or to listen to students discuss their problems.

Health: The school nurse heads the health program of the school. He/She identifies those children with health needs, gives them temporary immediate aid, and makes referrals for treatment. The nurse is not always in our building, and the office will assist students if he/she is not available.

SPECIAL STUDENT NEED PROGRAMS

In addition to classroom teachers, the L-M Jr. / Sr. High School has several individuals who are available to help students. We have school counselors, principals, a nurse, school psychologist, school social worker, speech pathologist, occupational and physical therapist, teacher of the visually and hearing impaired, special education teachers and an educational consultant. Your student's classroom teacher may contact any of these professionals if there is a concern about your child's educational progress. They may also be asked to observe your student in the classroom or visit with him/her if the need should arise.

These professionals may be involved in discussions about your student and may suggest ways to improve his/her performance in school.

FEE WAIVER AND REDUCTION PROCEDURES School Board Policy 503.03

Students whose families meet the income guidelines for Free and Reduced Lunches, the Family Investment Program (FIP), Supplement Income (SSI), transportation assistance under open enrollment, or are in foster care are eligible to have their student fees waived or reduced. Students whose families are experiencing a temporary difficulty may be eligible for a temporary waiver of student fees or students

who believe they may qualify for temporary financial help should contact the high school office for a waiver form. This form is also available at registration and on the school website. This waiver does not carry over year to year and must be completed annually.

Based on your household income, your child(ren) may qualify for free or reduced lunches. Every child is given an application form for free/reduced lunches the first day of school. However, whenever there is a significant change in your household income, you may submit an application for free/reduced lunches.

TEXTBOOK AND MATERIAL FEES School Board Policy 503.03

A $110.00 fee for books and materials will be charged to each high school student and junior high student. Students are expected to use school property in a manner that will keep it in the best possible condition. This includes books, uniforms, instruments, and other equipment that students are loaned throughout the year. Students will be assessed the replacement cost for each item that is lost or destroyed beyond reasonable use. Students may be charged additional fees for damaged items. If students break their school-issued chrome books, they may not be allowed the use of a school chrome book and they will not be allowed to take their chromebook home until they have paid for any damages.

BAND INSTRUMENT RENTAL FEE School Board Policy 503.03) and (School Board Policy 704.01

Students who play school-owned instruments will be charged a $50 per year rental fee. Students who play school-owned percussion instruments will be charged a $25 per year rental fee. Fees are waived for students who qualify for free meals and are reduced to ½ the fee for those who qualify for reduced price meals. The fee will be non-refundable after the first 4 weeks of school.

MEAL INFORMATION School Board Policy 710.04

The JH/HS uses a number debit system for payment of breakfast and lunch for all students and staff. Current daily meal prices are available on the L-M website or by calling the office if you do not have internet access. Ala carte menu items are also available using the number debit system. ***No cash will be accepted in the lunch or ala carte line.*** Students must have a positive balance in their accounts before purchasing Ala carte items. Monies may be added to student accounts through electronic payment options (online through In Touch) or pay at the school office.

The district has implemented a new meal charge policy. Under this policy, students may not accumulate more than $20.00 in unpaid meal charges. If a student's account balance exceeds this limit, an alternative meal will be provided until the balance is reduced. This new approach is designed to prevent families from falling into large amounts of school meal debt and to encourage timely communication and planning.

FOOD/LIQUID ITEMS

No glass bottles are allowed to be brought into the building. Students will only be allowed to purchase food or drinks from the cafeteria during breakfast and lunch. The Ala Carte line will not be open at any other times during the day for purchases.

MEDICATIONS

In accordance with a directive from the Iowa State Board of Health, only medically qualified employees may dispense medication. In this case, the junior high and high school secretaries are qualified.

Prescriptions must be brought in the original container with the label affixed, along with written permission from the parents/guardians to dispense the medication and physician's signed and dated authorization

including name of the medications, dosage, administration route, time to be given at school, and reason receiving.

Students are to leave the medication and permission slip with the secretary. No medication may be dispensed without permission from home. Students with medically prescribed inhalers must notify the offices that they have the inhaler, but the student will keep the inhaler with them.

Non-prescription medication (aspirin, etc.) is to be brought to the office, in the original container, with a note from a parent/guardian authorizing dispensing the medication.

INSURANCE

The district does not purchase insurance to cover students while taking part in school-sponsored activities.

A. Families that **qualify** for free and reduced lunch may also qualify for the Iowa free or reduced HAWK-I Comprehensive Health Insurance. Call 1-800-257-8563 to determine if your family qualifies and to request a brochure/application form.

B. For families who **do not qualify** for, or do not wish to take part in, the HAWK-I Comprehensive Health Insurance, the district is making available at your cost Student Accident Insurance. For families with no other insurance, this Accident Insurance Plan would be primary and pay according to the benefits of the plan. For families with deductibles and co-insurance, this would help pay those charges not covered by the family's primary plan. Student Accident Insurance brochures and forms are available in the office.

STUDENT ACTIVITY TICKETS

Student activity tickets are sold in the JH/HS office for admittance to L-M home activities. Student activity tickets (K-12) sell for $50.00 and admit the student to ALL home activities. Student tickets are non-transferable, non-refundable and non-replaceable if lost or damaged.

Senior Citizens (65+) are admitted FREE with a senior pass that they may pick up in the main office at the Junior High/High School building.

GRADUATION REQUIREMENTS School Board Policy 505.05

To qualify for graduation, a student must have earned a total of 52 credits. Students are also required to complete a civics test and a CPR course prior to graduation. Specific graduation requirements are listed below:

English	8		Econ/Financial Lit	1
Social Studies/Civics Test	6		PE	4
Math	6		Health/CPR	1
Science	6		Electives	20

To be eligible to walk in the graduation ceremony, the student must have completed all academic requirements by 8:00 a.m. on the Friday before graduation.

Per school board policy 603.06 a student may be excused from the physical education courses IF the student is enrolled in academic courses not otherwise offered or available. Administration will determine if extenuating circumstances exist and apply to each student on a case by case basis. This usually only applies to graduating seniors.

In addition to the academic requirements, a student must have all bills paid, all school property returned (including rented items and uniforms), and all discipline matters fulfilled. If a student has met the above requirements, they will be considered a graduate upon being given his/her diploma.

No more than 8 computer based credit recovery courses may be taken to meet graduation requirements for a regular diploma.

Refer to Page 18 for more information on Summer School/Credit Recovery.

The Board of Education will grant requests for early graduation if the student has met all requirements for graduation. If a student has met all requirements for graduation, and opted for early graduation, the student is not eligible for any student activities. The individual may only participate in L-M events as a community member when the entire community has been invited (ex: band concerts, but not assemblies). Students interested in early graduation should contact the school counselor in writing by November 4th to begin the process. If a student fails to complete a class or classes, the student will receive failing grades in those courses.

SUMMATIVE/FORMATIVE ASSESSMENT GRADE WEIGHTING

Grades will be listed as either Formative or Summative in Power School. Formative tasks are designed to give feedback to teachers and students about student understanding so that interventions can be made. Summative Assessments represent a final demonstration of student understanding and often include things like tests and essays. Summative and Formative Assessment weighting will be determined by each school department, such as English or Social Studies, and may differ by grade level/course.

HIGH SCHOOL GRADE CLASSIFICATION

Freshman: first year of high school

Sophomore: second year of high school ***AND*** at least 13 completed credits

Junior: third year of high school ***AND*** at least 26 completed credits

Senior: fourth year of high school ***AND*** at least 37 completed credits

Student credits will also determine which grade students will be placed for class activities during the school year. Any student with less than 37 academic credits upon entering their senior year may not be eligible for graduation. Any deviation must have administrative approval.

SEQUENTIAL COURSES

Some high school courses are sequential. These courses must be followed sequentially to meet graduation requirements unless administrator/counselor approval is obtained.

REPEATING COURSES ALREADY SUCCESSFULLY COMPLETED

Students may not repeat an academic course they have already completed successfully. Students may still retake a course for credit but their GPA will remain the same.

COLLEGE LEVEL COURSES THROUGH L-M

The purpose of college level courses through Louisa-Muscatine is to promote rigorous educational pursuits and to provide a wide variety of options for students. In order for a student to attend concurrent enrollment courses through Louisa-Muscatine Schools (CCIR or 28E), the student must:

- Meet state proficiency requirements on the most recent Iowa State Assessment of Student Progress (ISASP) in English Language Arts, Math and Science tests. ***If seniors do not meet this criteria, please see the school counselor for options.***
- Career & Technical Education (CTE) courses do NOT require ISASP proficiency
- ALL students must meet the criteria established by MCC
    - Must successfully complete English III to take MCC Comp I
    - Must successfully complete Comp I to take MCC Comp II and MCC Lit
- We encourage Career Academy classes during a student's senior year, but could be approved earlier on a case-by-case basis.

Those students, who in 10th grade, met all of the above requirements for their 11th grade year, but were not proficient on the ISASP in 11th grade for their 12th grade year, and were successful in their 11th grade concurrent enrollment classes (received B or above), would be allowed to take concurrent enrollment courses through Louisa-Muscatine High School if their most recent ISASP Scores were within 5 points of proficiency.

Freshmen, Sophomores and Juniors taking college level classes will not have an open campus option when their class doesn't meet. They will be required to stay on campus, either in the classroom if there is a substitute teacher, the library or other designated place.

CCIR ENROLLMENT OPTIONS

The school district pays the college or university for the cost of tuition, textbooks, materials and fees; the student furnishes their own transportation unless an alternative arrangement is made through the school. The high school principal will determine the amount of high school credit to be awarded for a completed course. Students who want more information should contact the college and career counselor.

Freshman or Sophomore students are encouraged to enroll in no more than 1 online CCIR course at Muscatine Community College (MCC) per semester. Juniors are encouraged to enroll in no more than 2 online or on campus (MCC's campus) CCIR course at MCC per semester. Seniors are allowed to enroll in multiple online or on campus (MCC's campus) CCIR courses at MCC per semester.

A withdrawal grade from the college will result in a failing grade at Louisa-Muscatine High School. The college will report high school student's grades to Louisa-Muscatine High School and those grades are listed on report cards, transcripts, and permanent records. **These courses count toward eligibility.**

All books for the CCIR courses must be returned to the College & Career Counselor at L-M at the completion of the course.

28 E COURSES

The 28E Courses are courses offered through an agreement with Muscatine Community College. These courses are taught at L-M by an instructor from or approved by MCC. These courses are free to L-M students and will be taught during the regular school day. All 11th and 12th grade students who meet proficiency requirements based on state law and 9th & 10th grade students who are identified as Talented & Gifted and meet those same requirements are eligible to enroll in 28E courses.

28E course grades will be included when calculating GPA for honor roll and for determining eligibility for activities if the instructor is an L-M teacher. ***All books for the 28E courses must be returned to the College & Career Counselor at L-M at the completion of the course.***

CTE CLASSES FOR COLLEGE CREDIT

Louisa-Muscatine also has the option of Career and Technical Education classes taught on our campus for college credit. These classes are through association with Muscatine Community College. L-M has CTE classes in the area of Business. These are open to 10th-12th grade students. These classes will appear on both LMHS (high school) transcripts AND MCC (college) transcripts.

CLASS CHANGES

High school students wishing to make a class change must make the request within the first three (3) days of the semester. Students enrolled in a dual credit class must meet the class change requirements for both the high school and MCC. Any requested class changes after the first three (3) days of a semester must receive administrative approval.

FIELD TRIPS School Board Policy 606.05

Field trips within twenty-five (25) miles will NOT require parent permission because they are considered local field trips. Attendance on the field trip is mandatory because of the educational value of the trips and in many cases will be taken during a class period. The supervising teacher will give students a field trip notification statement for parents.

The principal may authorize field trips and excursions when such events contribute to the achievement of the education goals of the school district. The school district will provide transportation for field trips and excursions.

In authorizing field trips and excursions, the principal will consider the financial condition of the school district, the educational benefit of the activity, the inherent risks or dangers of the activity, and other factors deemed relevant by the superintendent. Written parental permission will be required prior to the student's participation in field trips and excursions. *The superintendent's approval will be required for field trips and excursions outside the state. Board approval will be required for field trips and excursions which involve unusual lengths or expenses.*

Field trips and excursions are to be arranged with the principal well in advance. A detailed schedule and budget must be submitted by the employee, and a plan for lunch if applicable must be worked out with the food service department, which includes checking for student food allergies. The school district will be responsible for obtaining a substitute teacher if one is needed. Following field trips and excursions, the teacher may be required to submit a written summary of the event, as well as a list of students who did and did not eat the school-provided lunch if applicable. Students who eat the school-provided lunch will be charged on their lunch account. Teachers need to submit a list to the nutrition department at least three days prior to the field trip.

OPEN ENROLLMENT

Students wishing to exercise their option of attending school in another school district should contact their building principal or the superintendent. The bill reinstates the March 1 deadline for open enrollment requests. There are good cause exceptions.

SUMMER SCHOOL/CREDIT RECOVERY School Board Policy 604.10

Computer based credit recovery classes may be taken only if a student has failed a core class twice, or in some cases recovery may be possible with instructor approval. Data that will be considered by an instructor in determining eligibility for this recovery will include attendance data (15% or more absences will not be eligible), semester grades (55% - 59%), state assessment data, and overall effort in the class including number of missing assignments, behavior, and attitude. The course(s) must be taken during the summer following the failed class(es) and completed by July 1. E2020 classes taken during the regular school year must be after a student has failed a class twice or under extenuating circumstances determined by the school counselor and administration. These classes must be completed in the semester they are assigned.. These situations will be few and must meet the established criteria. ALL tests and quizzes must be completed at school in a proctored environment by qualified school personnel. **No more than 8 of these credit recovery courses may be completed to meet graduation requirements for a regular diploma.**

SILVER CORD SERVICE PROGRAM

It is our belief that students who interact positively within their community not only will benefit the community, but also will develop their own leadership and citizenship skills. To encourage and reward volunteerism and community service, the Silver Cord program will recognize students each year who have made significant contributions to the community through their service.

Seniors who have completed a minimum of 200 hours of approved volunteer service during their six years of junior high and high school will be awarded a silver cord and will be recognized at graduation exercises. While it is suggested and highly encouraged that students complete 50 hours of approved service activities each year during their four years of high school to reach the 200 total hours, students may accumulate their 200 hours in varying amounts during their six years of junior high/high school. Junior high students are able to complete up to 50 hours of approved volunteer service during their two years in junior high that will count toward their silver cord hours.

A log of student completion of approved service activities will be maintained for all students by the counselor's office. The building leadership team will review periodically those activities that constitute "approved" community service. To constitute an "approved" area of service, the following criteria must be met:

- The approved service hours must be attained during non-academic time.
- The approved service hours must be completed for "non-pay."
- The approved service hours from any one project or area may not exceed 20 hours.
- The approved service hours must be approved by the counselor or administration BEFORE being undertaken.
- The approved service hours must be submitted to the counselor with appropriate documentation which will be recorded on the individual student's service log sheet.

Any questions as to the approval of service hours will be referred to a team of the secondary administrators and counselors who will render a final decision about any issues.

OPEN CAMPUS School Board Policy 501.10

Open Campus is a privilege that will be made available to seniors to earn it. Open campus means eligible seniors may leave campus during three of the eight academic periods if they do not have a scheduled class. Remember: Open Campus is a privilege, not a right. The following rules and guidelines apply to open campus:

1. Students who earned an "F" as a final grade of Quarter 4 or Semester 2 of their junior year, will not be granted open campus privileges at the start of their senior year. This applies even if a student recovers the credit over the summer.
2. If a senior earns an "F" for a midterm or final grade (end of each quarter and end of the semester), he or she will lose open campus privileges until the end of the next grading term (9 weeks).
3. If a senior loses open campus, they will be scheduled into a Homeroom class. While assigned to a Homeroom class, the senior must eat lunch in the cafeteria and participate fully and appropriately in homeroom.
4. In order to qualify for open campus, students are required to have a 2.667 (B- average) simple GPA at the end of the previous quarter.
5. Students with open campus are expected to be on time to every class, including when they return from an open campus period. If a senior with open campus earns a detention for tardies or has excessive tardies, this may result in the loss of open campus privileges until the end of the grading term (up to 9 weeks).
6. Students with open campus are expected to act respectfully and be responsible. Open campus privileges will be lost if a student earns an OSS and may be lost if a student earns an ISS. If this occurs, he or she will lose open campus privileges until the end of the grading term (up to 9 weeks).
7. Students with open campus are expected to have good attendance. Open campus privileges may be lost due to poor attendance or unexcused absences, including study halls. If this occurs, he or she will lose open campus privileges until the end of the grading term (up to 9 weeks).
8. Attendance and discipline referrals could contribute to gaining/losing open campus privileges.
9. Students on open campus may stay in the school building, but must report to the high school library or senior study hall room and follow normal school procedures. Students are not allowed to be at their lockers or in the hallways during their open campus.
10. Seniors determined to be ineligible for extracurricular activities based on the weekly eligibility report will also lose open campus privileges for that week. Those losing open campus privileges will be required to report to study hall for each open period AND attend homeroom each day.
11. Any senior that will be losing open campus privileges for the next quarter will be officially notified of the beginning date of the loss by the office. Any senior that will have their open campus privileges reinstated for the next quarter will be officially notified of the beginning date of the reinstatement by the office.
12. Students coming to or leaving school are to operate their vehicles in a responsible manner. Students are required to park in the high school parking lot when returning from open campus. Parking in front of the building may result in loss of open campus privileges as determined by the administration.

13. Students on open campus privilege who permit students who are not on open campus to accompany them away from the building without authorized permission risk suspension of their open campus privilege.
14. Seniors are required to be enrolled in a minimum of 5 classes per semester, at least 2 of which must be L-M high school courses.
15. Parents **AND** students must sign the Open Campus permission form in front of the school secretary or administrator before a student leaves school during an open period.
16. Special considerations may be made for seniors who have jobs requiring them to leave school early to report to jobs on time.
17. ***Any violation of this policy or other guidelines established by the administration may result in loss of open campus privileges***.

ATTENDANCE

Regular attendance at school is essential for students to obtain the maximum opportunities from the education program. In accordance with Iowa Law, it is the parent's/guardian's responsibility to ensure their student is attending school. (Code of Iowa Chapter 299).

Excused Absences **School Board Policy 501.09**

Student absences approved by the principal are excused absences. Excused absences will count as days in attendance for purposes of the truancy law. These absences include, but are not limited to, illness, family members' death or family emergencies; student court ordered appearances with documentation; recognized religious observances; appointments that cannot be scheduled outside the school day (Verification may be required); school-sponsored or approved activities (see activities section of the handbook); college visits (see college visits section in the handbook); or school sponsored field trips.

After 10 excused absences from a class, medical verification for absences due to illness may be required.

Unexcused Absences/Truancy **School Board Policy 501.10**

Unexcused absence is when a student is absent for a reason not approved by the school. Unexcused absences turn into truancy when students fail to attend school for the minimum number of days established in the school calendar by the board.

Truancy is the act of being absent without a reasonable excuse. These absences include, but are not limited to, tardiness, shopping, hunting, concerts, preparation or participation in parties and other celebrations, and employment.

Truancy will not be tolerated by the board. Students are subject to disciplinary action for truancy including suspension and expulsion. It is within the discretion of the principal and/or superintendent to determine disciplinary action. Loss of privileges that are outlined in the "Excessive Absences" section of the handbook may be enforced as well as any other disciplinary actions the administration sees fit.

1st offense: 2 days ISS, principal/student conference, parent contact

2nd offense: 2 days ISS, principal/student conference, parent contact

Subsequent offenses-Minimum of 2 days ISS or OSS, principal/student/parent conference

Each period skipped will result in a 30 minute AM or PM detention in the office.

Chronic Absenteeism/Truancy School Board Policy 501.10

Due to recent legislative changes on how school districts in Iowa are required to respond to student absenteeism, we have updated our policies to reflect the updated law.

SF 2435 Addressing Chronic Absenteeism:

Iowa's new law on school attendance and student absenteeism introduces several key changes aimed at improving attendance and addressing chronic absenteeism.

Major changes include: mandatory letters to parents, mandatory parent meetings, and mandatory letters to the county attorney.

This Senate File defines **Chronic Absenteeism** as: missing **10%** of school days or hours in a grading period. (**This is 9 days per semester.)**

- When a student becomes chronically absent, the school district must notify the county attorney and send a notice to parents of their child's absences.
- When a student is absent for **15% (14 days per semester of school days)**, a meeting with the student, parent, and school official is required if a student is not meeting academic expectations. The meeting will identify barriers to attendance and interventions to improve attendance.

This Senate File defines **Truancy** as: missing **20%** of school days or hours in a grading period. **(This is 18 days per semester.)**

- Truancy is filed with the county attorney when a parent does not attend the School Engagement Meeting, does not enter into an Absenteeism Prevention Plan, or violates the terms of the Absenteeism Prevention Plan

Open Enrollment: The bill reinstates the March 1 deadline for open enrollment requests. There are still good cause exceptions. If an open enrolled student is deemed truant, the receiving district can prohibit the student from remaining enrolled and prohibit them from enrolling.

Absence Categorization

Parents and guardians will still contact their child's building to notify them of any absence, but in alignment with the state's new law, the state has changed how we must record absences and how districts can categorize those absences. **The new legislation does not differentiate between excused and unexcused absences with the exception of:**

- Attendance at a school-related event like a field trip or participating in an extracurricular activity.
- Completion of graduation requirements or high school equivalency diploma.
- Excused for sufficient training reason by a court or judge.
- The student is a military applicant undergoing military entrance processing.
- Students are engaged in military service.
- Attendance at religious services or religious instruction (this includes weddings and funerals as well as travel time to and from)
- Inability to attend due to legitimate medical reasons.

- An individualized education program (IEP) affecting attendance.
- A plan under Section 504 of the Rehabilitation Act affecting attendance.
- Attendance at other approved institutions (college prep, accredited nonpublic school, homeschooling, etc.)

Reporting Absence

It is the responsibility of the parent/guardian to notify the office if a student is absent for any period of time during the school day. Call the school at 319-726-3421 before 10:00, press 1 for Attendance and leave your name, student name, grade, and specific reason for the absence. You may call and leave a message 24 hours a day/7 days a week.

- A student that is absent due to illness, should be free from fever, vomiting, and diarrhea for 24 hours before returning to school.
- A student that is planning to be absent (ex. vacation or hospitalization) and knows in advance will need to have a parent/guardian call in prior to the absence. The student will need to obtain the approval absence form from the office and have all necessary teachers sign it. All work provided to a student in advance of the absence or given to them to work on while gone is due the day of return.

Leaving the Building During the School Day

Students must come through the office in order to leave. If a student must leave school during the school day a note or phone call prior to leaving is r*equired.* The parent/guardian must call the JH/HS office, or the student must bring written permission from a parent/guardian to the JH/HS office. The student must:

- Come to the office at the beginning of the day and pick up an early dismissal slip.
- Show the slip to the teacher before leaving class.
- Give the slip to the office staff before leaving the building.
- A student who becomes ill during the school day must see the nurse or designee for assessment and must not call or message a parent. **If a student is ill, the office staff will contact the parent/guardian.**

If a student is sent home from school due to illness, they should be free from fever, vomiting and diarrhea for 24 hours before returning to school.

Turn in Policy/Procedures

It is the student's responsibility to communicate with their classroom teachers and to complete make-up work for their classes. All work that was assigned prior to the student's absence will be due the day they come back to school. This includes, but is not limited to, previously assigned work such as research papers, presentations, projects, etc.

All school work missed due to an absence (i.e. when the student was absent from class), OR simply not completing the assigned work, must be turned in to the teacher by the following Friday in order to receive credit. Credit will be determined by the classroom teacher. Please see the examples below:

Example 1: Work assigned prior to absence. Student Jerry was assigned a project in social studies that is due Tuesday, September 27. Jerry is absent on the day the project is due. Jerry needs to email his teacher and let him know he is absent. Jerry must turn in the project the day he returns in order to receive

full credit. Otherwise, he has until Friday, September 30 to turn it in for partial credit. The following Friday the assignment will be marked as a zero.

Example 2: Missing Work Due to Absence. Student Ann misses school on Wednesday, October 12. She has until Friday, October 14 to turn in the work she missed for full credit. If she does not, she has until the next Friday, October 21 to turn it in for partial credit. After Friday, October 21 Ann receives a zero in the grade book and can no longer make up the work.

Example 3: Late Work. Student Rob has an English assignment due Thursday, November 3. He does not turn it in. He can turn it in Friday, November 4 for partial credit. If he has still not turned it in by the following Friday, November 11, the assignment becomes a zero and he can no longer turn it in for credit.

- Instances when students are absent for multiple days will be evaluated by the classroom teacher and administration to determine when school work will be due.
- Schoolwork missed due to suspension or expulsion must be turned in on the day of returning to school, or as designated by the administration.
- The classroom teacher may allow additional make-up time at their discretion due to extenuating circumstances.
- Parents/Guardians may contact the teacher via email or phone to arrange for make-up assignments.

TARDIES

- Students who arrive late to school must sign in at the JH/HS office prior to being admitted to class.
- Students who arrive late to class must have a signed planner/pass from a staff member to be considered excused.
- A tardy is defined as being up to 10 minutes late to a class. Students who arrive 10 minutes late to any class, including 1st period, will be marked unexcused and will be considered to be skipping. Parents may call in 1st period if their child is stuck behind a train that prevents the student from arriving at school on time. This only applies to 1st period.
- For every 3 total tardies a student receives, students will receive a tardy detention to be served during lunch and homeroom. If two tardy detentions are acquired before they can be served the student may receive a 30 minute AM/PM detention in the office instead of the lunch detentions.
- **Excessive or repeated tardies may lead to additional disciplinary action as deemed necessary by administration**.

COLLEGE VISITS

Seniors are allowed up to three college visits per year with counselor approval. **Juniors** are allowed up to one college visit per year with counselor approval. College visits during ISASP testing week will not be allowed for juniors.

If you are going to do a visit to a college, apprenticeship, military, or trade school during the school day you will need to complete a Postsecondary Visit: College/Trade School/Apprenticeship/Military Field Trip permission form. Click here for an electronic copy of this form and have it signed by your parents and teachers ***BEFORE*** you go on your visit.

The new law in Iowa requires that students miss less than nine days of school. In the past, a college/postsecondary visit without the college/ps visit form would be considered an Excused Absence. With the new law, even an Excused Absence would count toward the 9 days missed.

Please be sure to always complete this for your visits. There are printed copies in the College and Career Counselor's office as well.

To complete the form:

- Write your name, grade, the date of the visit, and where you are going, and have your parent/guardian sign.
- Write your name, grade, date you are completing the form, and where you are going (leave approved by blank).
- Fill out your schedule in the numbered lines, then take the form to each teacher and have them sign to approve your absence.
- Bring it to the College and Career Counselor to approve ***2-3 days BEFORE*** you go (especially since she is shared with other schools!)
- Once all signatures are completed, turn it in to the office.

You are responsible for all work missed in your classes and responsible for making up any lessons/tests missed.

SCHOOL INITIATED/SPONSORED ACTIVITIES

Athletic/Activity - Team members not participating in the event that an L-M team or individual has qualified for will be allowed to attend a state event for 1 day as an Excused Field Trip Absence if proper parental/guardian notification procedure is followed. (See reporting an absence section).

STUDENT APPEAL (DUE PROCESS) FOR LOSS OF CREDIT

1) Administration will have copies of the appeal form available for students. The principal or the counselor will fill in the number of absences and the appeal due date at the time the form is given to the student.
2) Students have five school days from the time they receive the notice of exceeding the policy limit to submit a written request for appeal to the attendance committee. The attendance committee will include teachers and one administrator.
3) Students will have the opportunity to explain and validate their attendance record on the remainder of the form, which then must be signed by the student and a parent/guardian.
4) The student will return the form to the principal prior to, or on the due date for committee consideration.
5) When the appeal form has been appropriately completed, the attendance committee will review it and make a decision within three days of receiving the completed appeal form from the student.
6) If the appeal is accepted, the student's grade will be returned to the earned grade.

CHARACTER COUNTS!

LOUISA-MUSCATINE Junior/Senior High School has set the following expectations for student behavior. Each student is expected to be responsible for his/her own actions and should recognize the relationship between achieving academic success and developing positive social and interpersonal skills. Louisa-Muscatine School District will teach and focus on the Character Counts Pillars of Success as a guide and expectation for appropriate behavior. These will help to create a positive school atmosphere.

We also believe that all adults who work or visit our school have the responsibility to model the same expectations that we are developing in our students. They look to us for examples of how to be positive citizens through our actions, behavior, language, and dress. We, as adults, must teach by example.

Character Counts Pillars for Success:

Trustworthiness

- Be honest.
- Keep your promises.
- Be reliable — do what you say you'll do.
- Be loyal — stand by your family, friends, and country.

Respect

- Treat others with respect and follow the Golden Rule.
- Be tolerant and accepting of differences.
- Don't threaten, hit or hurt anyone.
- Deal peacefully with anger, insults, and disagreements.

Responsibility

- Do what you are supposed to do.
- Persevere.
- Do your best.
- Use self-control.

Fairness

- Play by the rules.
- Be open-minded; listen to others.
- Don't take advantage of others.
- Don't blame others carelessly.

Caring

- Be kind and compassionate.
- Express gratitude.
- Forgive others and show mercy.

Citizenship

- Do your share to make your home, school, community, and world better.
- Cooperate.
- Stay informed; vote.
- Be a good neighbor. Help people in need.

DISCIPLINE GUIDELINES

A consistent and fair disciplinary system is an integral part of a successful school. Disciplinary measures will attempt to serve as a deterrent and/or modify inappropriate behavior and encourage acceptable behavior. Discipline infractions vary in their degree of seriousness. Therefore, a corresponding degree of latitude will be given to school personnel in disciplining those involved. STUDENTS ARE RESPONSIBLE AND ACCOUNTABLE FOR THEIR BEHAVIOR. The following disciplinary measures will be used:

A. Before/After School Detention:

Students may be issued an AM/PM detention from any staff member for any unacceptable behavior.

1. Students will be given 3 school days to complete assigned detentions.
2. Students must bring study materials.
3. Students who fail to serve an assigned detention will be reported to the office AND teachers will double the detention time. A Saturday detention will be assigned upon a 2nd failure to serve a detention.
4. Teachers who assign detention will give the location the detention is to be served.
5. Students who miss detention AND go to an extracurricular activity practice will be ineligible for the next regular contest on the schedule.
6. Should there be a reasonable justification for changing the time/date of the detention, prior approval must be received from the teacher and principal.

When a student accumulates 3 AM/PM detentions in a semester, a Saturday detention will be assigned. An additional Saturday detention will be assigned for every 2 additional detentions after 3 in a semester.

****Saturday detentions** – One Saturday per month will be designated for assigned office consequences (ex. Tardy detentions or other policy violations). Students, whose behavior is inappropriate and goes beyond the scope of a regular detention, will serve a 3-hour detention on the next scheduled Saturday.

The Saturday detention program will operate from 8:00 AM to 11:00 AM. Students are expected to bring all necessary materials and show up on time. Failure to do so will result in the loss of credit.

If the student does not report for Saturday detention or leaves early, they will be suspended from school for a minimum of one day. A parent or guardian is required to meet with the principal before the student will be readmitted to school. The student will be required to serve the next scheduled Saturday detention.

Saturday Detention, In-School Suspension and Out-Of-SchoolSuspension are considered major consequences. Multiple major consequences within a semester will result in a Discipline Sequence Plan and a student, parent and principal meeting. The Discipline Sequence Plan will include a Superintendent and School Board hearing.

B. In-School Suspension: Goal

The goal of the in-school suspension (ISS) program is to provide a disciplinary program that retains the student in the school setting and is an alternative to out-of-school suspension. Students assigned to ISS must cooperate with the coordinator and complete assigned work. If problems occur during ISS, the student may be suspended from school and be required to make up the ISS days. ISS is an attempt to keep students in school and on an academic route. Repeatedly being assigned to ISS could result in OSS (Out-of-School Suspension).

Overview

- In-school suspension may be assigned only by the principal or his/her representative.
- Days assigned will be at the discretion of the principal or his/her representative.
- In ISS the student reports to the designated ISS classroom with books, writing materials, and paper, and remains there for the entire day closely supervised by the ISS monitor. Students are required to complete all classroom work as assigned by teachers or the building principal. Bathroom breaks are allowed once in the morning and once in the afternoon at the discretion of the ISS monitor. Under the supervision of the ISS monitor, students will take lunch at a time

designated by the principal. Lunch will be collected from the lunchroom (by individual students and under the supervision of the ISS monitor) and eaten in the ISS classroom. ISS students are not to interact with the general student population.

- In order to receive credit for the entire day the student must remain in the room for the day and comply with the ISS guidelines. The student must bring all textbooks and necessary study materials when reporting to ISS. If absent on the assigned ISS day, the student will report to the office on the day he or she returns to school prepared to enter ISS. If ISS is not in session that day the student will be given a new date to report. Students are to report to ISS no later than 8:15 A.M. If a student is significantly late to ISS, he/she remains in ISS for the assigned day and make up the time missed as designated by the building principal. An unexcused tardy may result in additional discipline measures.
- Students involved in extracurricular activities attend the activity as required but may not compete or perform on the day of their assigned ISS.
- Violation of the ISS rules (or behavior rules generally expected while in school) will result in additional days of ISS being assigned. OSS may also be assigned.
- Students assigned to ISS will be notified of the rules and regulations of ISS. The ISS guidelines and rules will be posted in the ISS classroom.
- ISS will be operative as scheduled by the building principal and will begin at 8:10 A.M. and conclude at 3:18 P.M. or as designated by the building principal.

C. Class Suspension: If a student demonstrates unacceptable behavior in a class, he/she may be removed from the class for a period of days. The principal will determine the number of days of a class suspension. Repeated class suspensions could lead to removal from the classroom or expulsion.

D. Out-Of-School Suspension: The principal has the authority to suspend a student out of school for up to ten days for disciplinary reasons. These actions could also result in expulsion. In any suspension matter, there will be an attempt to notify the parents of the suspended child. Also, all suspensions will follow the legal requirements of due process. Students will not be allowed on school grounds or at school activities while serving an out of school suspension. Suspensions will be considered excused absences. Students earn credit for assignments missed during this time according to the excused absence policy. Repeatedly being assigned to OSS could result in being recommended for Expulsion.

E. Expulsion: A student may be recommended for expulsion by the principal if, in his/her estimation, the student's behavior or pattern of behaviors warrants it. The expulsion hearing would be conducted before the Board of Education who has the authority to bar a student from school attendance for up to one year. If a student is being recommended for expulsion, his/her guardians will be notified, and the expulsion proceeding will follow the legal requirements of due process.

CELL PHONES AND ELECTRONIC DEVICES IN THE HIGH SCHOOL School Board Policy 503.09

Board Approved on 12/16/24 & Implementation Date on 1/2/25

We value instructional time at Louisa-Muscatine. Numerous studies have shown that cell phone availability and usage deter student learning and school culture (Banning Smartphones at School) and may contribute to student anxiety (https://jonathanhaidt.com/anxious-generation/). Countries, states, and schools are implementing no-cell phone policies. Louisa-Muscatine's top priority is the education of the students. With that goal in mind, during the school hours of 8:10 a.m. and 3:18 p.m. (1:52 on Fridays), all phones and smart devices must be put in the student-issued locker with ringers turned off. A student may

have a phone with them due to an individual school plan approved by the administration. Still, it is only to be used within the plan's parameters. It would be preferred that students leave their phones/smart devices in their car or at home. If that is not possible, the phones must remain in the student's locker. Students will have access to their phones during the passing times at their lockers if it is not disruptive or causes tardiness.

There is to be NO cell phone usage in bathrooms or locker rooms at any time.

Anyone needing to contact a Louisa-Muscatine student is asked to call the main office, and messages will be delivered as time permits.

The only exception to this rule is if a class requires phone use, the office must be notified, and the teacher must have approval. If needed for something particular in that classroom, they can be used and placed in a container for the remainder of the class and then returned to the student's locker before their next class.

If a student's phone or smart device should happen to be seen, heard, or used outside of personal locker proximity during the school day without permission, the student will be directed to the office, and the cell phone will be confiscated without student complaint or refusal. A student's refusal to relinquish their cell phone/smart device will be considered insubordination.

Headphones which plug into the computer may be used with teacher approval. Wireless Headphones and Air pods are not allowed in the school from 8:10 a.m. until after 3:18 p.m. or the end of the school day. The only exception to this is if students are required by the instructor with administration approval to use these on a school assignment.

<u>The consequences for failing to comply with the cell phone policy will be as follows:</u>

1st Offense- Warning, and the cell phone remains in the office for the day and will be returned to the student at the end of the day.

2nd Offense- The student will receive a lunch detention to be served in the office. The confiscated cell phone will be turned in to the office each day and returned to the student at the end of each day for three total school days. The parent/guardian will be contacted by email that the student had their second offense.

3rd Offense- The student will receive an after-school detention to be served in the office. The confiscated phone will be turned in to the office each day and returned to the student for three school days at the end of each day. The parent/guardian will be contacted by email that the student had their third offense.

4th Offense- The student will receive a one-day in-school suspension. The confiscated cell phone will be turned in to the office each day and returned to the student at the end of each day for 3 days. The parent/guardian will be contacted by email that the student had their fourth offense.

Subsequent Offenses- Consequences will be given at the discretion of the administration, which may include in-school or out-of-school suspension and/or a phone banning. A parent meeting will be required at the time of the 5th violation.

If the violation includes inappropriate photos, videos, or messages on the cell phone or smart device, the infraction will be reported to local law enforcement immediately. This infraction may result in a phone banning.

The senior room is an extension of the open campus, and cell phone usage is permitted. This privilege can be removed at any time.

The cell phone policy will carry over through the whole year.

UNAUTHORIZED USE OF DISTRICT NETWORK

Any student found viewing or changing information deemed for teacher/staff use only will be subject to disciplinary action. Penalties may include ISS, OSS, and/or parent contact. Any infraction may be reported to law enforcement.

ASSERTIVE DISCIPLINE CLASSROOM PROTOCOL

*Handbook protocol is still applicable when appropriate

Assertive Discipline is developing a clear classroom discipline plan that consists of classroom expectations (rules) which students must follow, positive recognition that students will receive for following expectations, and consequences that result when students choose not to follow the rules. These consequences should escalate when a student breaks the rules more than once in a period. But usually, the slate starts anew the next day. At L-M students receive verbal praise, Falcon Cards, and privileges when following expectations. Students receive consequences when not following classroom expectations through a consistent school wide system, which involves the staff, parents, and administration.

L-M ASSERTIVE DISCIPLINE SYSTEM FOR NEGATIVE BEHAVIOR

One strike	**Students are warned when the teacher tells them to stop disrupting the class. The teacher will say "This is your warning."** *IF Behavior Continues:*
Two Strikes	**Student receives a lunch detention for continuing to disrupt the class.. The teacher will say "You have a lunch detention." A noon hour detention to be served with the office. The teacher will notify the parents**. *IF Behavior Continues:*
Three Strikes	**The student must leave the classroom and report to the office immediately if they continue to disrupt the class. The Principal/SAM will determine the consequence. The Principal/SAM will contact the parents of the student. The teacher notifies the office immediately. The student will sit in the office for the rest of that period and the next day during the class in which they were kicked out.**

If a student owes more than one noon hour detention on a given day, the location of the detention will change accordingly:

1. Noon Hour Detention Room
2. In the Building/Principal's Office
3. In the Central/Superintendent's Office

If a student earns more than one detention, the length of the detention will change accordingly:

1. 30 Minutes or more detention
2. 45 Minutes or more detention
3. 60 Minute Detention

It is possible to owe a noon hour and an after-school detention on the same day.

Warning (One Strike)

The teacher will fill out the assertive discipline form the same day as the incident occurred.

Noon Hour Detentions (Two strikes)

Office personnel will be notified of students that owe a noon hour detention by 8:15 am the next school day. Teachers will contact home that a lunch detention was issued. Office staff will let students know when they will serve the lunch detention.

The Principal, SAM and Detention Supervisor are provided a list of students owing noon detentions.

Students are called to the office three minutes prior to the lunch/HR hour and escorted to the detention room (Study Hall Room). The students should bring their personal items (including their work and AR book) with them.

Students are escorted to the lunch line by the detention room supervisor and return to the detention room to eat. Students are escorted to scrape at the same time towards the end of the lunch/HR period.

Office Referral (Three Strikes)

The teacher will inform the office that a student is being removed from the class and sent to the office. The Principal/SAM will determine consequence(s) for the behavior. The student must leave the classroom and report to the office immediately if they continue to disrupt the class. The Principal/SAM/ will determine the consequence. The teacher may choose to have the detention served with themselves. The Principal/SAM will contact the parents of the student. The student will sit in the office for the rest of that period and the next day during the class in which they were kicked out.

Office personnel will be notified of students receiving a detention by 8:15 am the next school day. Parents/Guardians will be notified by the office.

Students are called to the office three minutes prior to the end of the school day and escorted to the detention room (Library). The students should bring their personal items (including their work and AR book) with them.

Detentions start at 3:20 and students are dismissed at 3:50 for a 30+ minute detention, 4:05 for a 45+ minute detention, and 4:20 for a 60+ minute detention.

Students can serve their detention prior to 3:20 the next day, if it is arranged by the student with the Principal/SAM, but not after.

A discipline sequence plan may be established for students who have shown continual disregard for school/classroom rules, policies and/or protocols. If a student has been sent out of the same class three times (3 strikes) in a semester they must have a conference with the teacher and the principal before returning. The principal and the teacher may determine that the student will complete the course in another location. It will be the student's responsibility to finish the course work required by the teacher. The teacher is responsible for meeting with the student weekly to get them their work and grade it.

Student sent to office (non-referral)

A student may be sent to the office/counselor to cool down and it will not be considered a referral. The teacher needs to communicate with the office to let them know that they need the student to cool down but there will be no additional consequences.

Skipped Detentions

Students who fail to serve an assigned detention will be reported to the office AND the detention time will be doubled. A Saturday detention will be assigned upon a 2nd failure to serve a detention.

Staff Expectations/Recommendations

- Classroom expectations/Rules posted
- Substitute Assertive Discipline (Warning then sent to office)
- Meet with students during detentions if possible
- Assertive Discipline Form filled out the same day
- Parents contacted by teachers for lunch detentions
- Parents contacted by office for after school detentions

STUDENT BEHAVIOR RUBRIC

Prohibited Behavior	Clarification/Description	Action/Consequence
Drugs, Alcohol, Controlled Substances, look-alike substances and drug paraphernalia ● Possession	The possession of beer, alcohol, controlled substances, or look-alike substances is prohibited on school property or at school sponsored events.	1st offense: 5 to 10 Days of OSS, parent contact, principal/student conference, superintendent hearing, and/ or possible recommendation for expulsion Subsequent Offenses: Long-term suspension, superintendent hearing, and/or possible recommendation for expulsion *Law enforcement will be notified for all offenses **Good Conduct Violation

• Use of alcohol, drugs, controlled substances or look-alike substances, including being under the influence of drugs or alcohol on school property or at a school sponsored event.	Consuming alcohol, drugs, controlled substances or look-alike substances; Attending school or a school-sponsored event under the influence of alcohol, drugs, and/or controlled substances is prohibited. Over-the-counter medications and drugs prescribed by a licensed physician are an exception to this statement when used in accordance with building policy.	1st Offense: 10 Days OSS, parent contact, principal/student conference, superintendent hearing Subsequent Offenses: Long-term suspension, parent contact, superintendent hearing, and/or possible recommendation for expulsion *Law enforcement will be notified for all offenses **Good Conduct Violation
Prohibited Behavior	**Clarification/Description**	**Action/Consequence**
• Sale or distribution of alcohol, drugs, controlled substances or look-alike substances.	The sale, distribution or transmittal of alcohol, drugs, controlled substances or look-alike substances is illegal and prohibited.	1st Offense: Long term suspension, parent contact, and/or possible recommendation for expulsion. *Law enforcement will be notified for all offenses **Good Conduct Violation
Possession, use or misuse of tobacco/tobacco products	The possession or use (including sale or distribution) of tobacco products by students on school property or at school-sponsored events is prohibited. Tobacco products may include, but aren't limited to, cigarettes, e-cigarettes or vape pens, chewing tobacco or any products routinely associated with tobacco use such as lighters or paper on school property or school event is prohibited.	1st Offense: Up to 5 Days ISS, parent contact, principal/student conference 2nd Offense: 5 up to 10 Days OSS, parent contact, principal/student conference Subsequent Offenses: Long-term suspension, superintendent hearing, and/or possible recommendation for expulsion

		*Law enforcement will be notified for all offenses (Minors 17 yrs. and under) **Good Conduct Violation
Disrespect for the rights of others ● Written and/or verbal disrespect toward another person	Conduct which disturbs the orderly and disciplined atmosphere of the school is prohibited: This includes use of profanity and obscenities, disturbing classes or meetings, verbal or physical behavior which disrupts the learning environment.	1st and Subsequent Offenses: Office Referral (3 strikes), AM/PM detention, 1-5 Days ISS, parent contact, 1-5 OSS based on severity of insubordination, principal/student conference
● Insubordination	Refusal to comply with reasonable requests or directions of school personnel	1st Offense: AM/PM detention, parent contact, principal/student conference 2nd Offense: 1-3 Days ISS, parent contact, principal/student conference 3rd Offense: 3-5 Days OSS and/or possible recommendation for expulsion

• Acts of intolerance or bigotry, including actions or statements directed toward another student or staff member	Racial, ethnic, religious, sexual or cultural slurs, and derogatory or disrespectful statements, images or acts are prohibited.	1st Offense: 1-3 Days ISS, parent contact, principal/student conference 2nd Offense: 1-3 Days OSS, parent contact, principal/student conference 3rd Offense: 5-10 Days OSS and/or possible recommendation for expulsion Possible Technology Violation for up to 30 days or Cell phone violation and possible cell phone violation
• Threats of harm or injury to student(s), district personnel or visitors	Intimidation or threatening to physically harm or injure another student(s), school staff member or visitor is prohibited. For more information, see Board Policy 503.08 (see link below): 503.08 Discipline of Students Who Make Threats of Violence or Cause Incidents of Violence.pdf	1st Offense: Up to 5 Days ISS, parent contact, student/principal conference 2nd Offense: Up to 5 Days OSS, parent contact, student/principal conference, superintendent hearing required for re-entry Subsequent Offenses: Long-term suspension, superintendent hearing, and/or possible recommendation for expulsion *Law enforcement may be notified Possible Technology Violation for up to 30 days or Cell phone violation and possible cell phone violation

• Threats to the lives of student(s), district personnel or visitors	These are premeditated in nature. Statements or threats of violence which put the lives of student(s), district personnel or visitors in jeopardy are strictly prohibited (Ex. Death threats, bomb threats, hit list, email/text/note indicating serious harm, or any threat of that nature) For more information, see Board Policy 503.08 (see link below): 503.08 Discipline of Students Who Make Threats of Violence or Cause Incidents of Violence.pdf	1st Offense: Up to 10 Days OSS, parent contact, superintendent hearing, possible recommendation for expulsion Subsequent Offenses: Long-term suspension, with probable recommendation for expulsion *Law enforcement will be notified for all offenses **Good Conduct Violation Possible Technology Violation for up to 30 days or Cell phone violation and possible cell phone violation
• Physical attack or aggression 1. To student(s)	Fighting/combat with, or assaulting another student, is prohibited. Students who encourage or promote an altercation may receive consequences under this policy. Students that record fights and/or altercations on school property will also receive consequences under this policy.	1st Offense: 1-5 days OSS, parent contact, principal/student conference 2nd Offense: 5-10 Days OSS, parent contact, principal/student conference Subsequent Offenses: Long-term suspension, superintendent hearing, and/or possible recommendation for expulsion *Law enforcement may be notified for all offenses. **Good Conduct Violation

2. To district personnel or visitors	Using physical aggression toward or attacking a school staff member or visitor is prohibited.	1st Offense: Long-term suspension (5-10 days OSS), superintendent hearing, and/or possible recommendation for expulsion *Law enforcement may be notified for all offenses. **Good Conduct Violation
● Possession and/or use of weapons	Student possession and/use of knives, firearms, chemical substances, chains, or any other dangerous instrument/object that resembles a weapon is prohibited.	1st Offense: 1-5 days OSS, parent contact, principal/student conference 2nd Offense: 5-10 Days OSS, parent contact, principal/student conference Subsequent Offenses: Long-term suspension, superintendent hearing, and/or possible recommendation for expulsion *Law enforcement may be notified for all offenses
Disrespect for the property of others ● Minor malicious damage to the property of others	Purposely damaging the property of the school or of individuals is prohibited; this includes writing/marking/drawing on walls, furniture, fixtures, etc. It also includes not cooperating with or assisting those who clean and maintain the school.	1st Offense: Detention, possible ISS, principal/student conference, parent contact, restitution 2nd Offense: 1-5 Days ISS, possible OSS, principal/student conference, parent contact, restitution Subsequent Offenses: 1-5 Days OSS, principal/student conference, parent contact, restitution, possible expulsion hearing

		*Law enforcement may be notified for all offenses. **Possible Good Conduct Violation
● Vandalism	Malicious destruction of school and/or the property of others is prohibited.	1st Offense: Long-term suspension, restitution, superintendent hearing, and/or possible recommendation for expulsion **Good Conduct Violation
● Theft	The taking and/or possession of property belonging to the school, or another person is prohibited.	1st Offense: 1-5 Days ISS, possible OSS, principal/student conference, parent contact, restitution 2nd Offense:1-5 Days OSS, principal/student conference, parent contact, restitution Subsequent Offenses: Long term suspension, superintendent hearing, and/or possible expulsion hearing *Law enforcement may be notified for all offenses. **Good Conduct Violation

Public display of affection and/or sexual inappropriateness	Includes any type of physical affection not appropriate for a school setting or possession of material(s) that may be viewed as sexually explicit/offensive.	1st offense: Detention, ISS, OSS or possible expulsion depending on the severity of the infraction. *Principal/student conference and parent contact
Unauthorized items at school	Laser pens, gaming devices, etc. may NOT be allowed in the classroom	1st Offense: Possible detention, object will be confiscated until the end of the day 2nd Offense: Detention or possible ISS, object will be confiscated until the end of the day or returned to a parent/guardian Subsequent Offenses: ISS, possible OSS, student/parent/principal conference, object will be confiscated and must be claimed by a parent/guardian
Unauthorized Recording of students/staff	Recording students or staff during the school day without prior administration approval is prohibited.	1st Offense: Detention, possible ISS, principal/student conference, parent contact, School Technology Violation for up to 30 days or Cell phone violation and possible cell phone ban. 2nd Offense: 1-5 Days ISS, possible OSS, principal/student conference, parent contact, School Technology Violation for up to 30 days or Cell phone violation and possible cell phone ban. Subsequent Offenses: 1-5 Days OSS,

		principal/student conference, parent contact, School Technology Violation for up to 30 days or Cell phone violation and possible cell phone banpossible expulsion hearing

***Multiple violations in different behavior rubric categories may result in more severe consequences and/or advancement in the discipline rubric for a given offense. A discipline sequence plan may be established for students who have shown continual disregard for school/classroom rules, policies and/or protocols.**

Outside of the Good Conduct Rule, the behaviors within the Student Behavior Rubric generally start again at the onset of each school year. Prior severe offenses will be considered in determining the need for long term suspension and/or expulsion consideration. Transfer students will have their records reviewed to determine the appropriate level of consequences.

BULLYING/HARASSMENT (School Board Policy 502.11)

Definition of Harassment/Bullying:

Harassment and bullying mean any electronic (including Facebook and texting), written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student, and which creates an objectively hostile school environment. Harassment on the basis of race, creed, color, religion, national origin, marital status or physical or mental ability or disability, physical attributes, ancestry, political party preference, political belief, socioeconomic status, or familial status means conduct of a verbal or physical nature that is designed to unreasonably embarrass, distress, agitate, disturb or trouble students when such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, offensive or hostile learning environment.

Harassment as set forth above may include, but is not limited to the following:

- Verbal, physical or written harassment, bullying or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, achievements, etc;
- demeaning jokes, stories, or activities directed at the student.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. The harassment meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Reporting Procedures (Initial):
Individuals who feel that they have been harassed should:

Communicate to the harasser that the individual expects the behavior to stop. If the individual wants assistance communicating with the harasser, he/she should ask a teacher, counselor or principal to help.

If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, he/she should:

1. tell a teacher, counselor or principal; and
2. write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
    - what, when and where it happened
    - who was involved
    - exactly what was said or what the harasser did
    - witnesses to the harassment
    - what the student said or did, either at the time or later
    - how the student felt
    - how the harasser responded

Complaint Procedure (Formal):
An individual who believes that he/she has been harassed or bullied will notify the building principal, the designated investigator. The alternate investigator is the school nurse. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint.

Investigation Procedure:
The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

1st offense – 1-2 days ISS, possible OSS, principal/student conference, parent contact.

2nd offense – 1-2 days ISS, possible OSS, possible expulsion, principal/student conference, parent contact.

Subsequent offenses – Minimum 2 days ISS, possible OSS, possible expulsion, principal/student conference, parent contact.

Any infraction may be reported to local law enforcement authorities.

DRESS AND GROOMING

Students are expected to dress appropriately for the school environment. While dignity, self-respect, and common sense will assist you in determining appropriate dress, when there is a dispute, the final determination will be made by the school administration.

1. Footwear must be worn.
2. Students are asked to keep themselves and their clothes clean.
3. Undergarments cannot be revealed.
4. Shirts and blouses should reach to the bottom of the belt loops. Shoulders must be covered with straps wide enough to cover undergarments. Halter tops, tube tops, backless tops and tops with spaghetti straps are not allowed. The student is in violation if the midriff can be seen when either walking or sitting. Upper garments must not expose cleavage.
5. Shorts, skirts, culottes, and skorts must be an appropriate length (guideline- no higher than approximately one-halfway between the knee and the hipbone).
6. Sunglasses or dark tinted glasses may be worn indoors only when prescribed for school by a physician or optometrist.
7. Any student whose clothing or grooming creates a health hazard, a potential disruption to the school program, is obscene or vulgar, advertises cigarettes, alcohol or drugs, will be asked to replace it, turn it inside out, or cover it. Hooters, Playboy and I ♥ boobies insignia are not allowed.
8. Attire, which may indicate gang affiliation, will not be acceptable.
9. Hats or head coverings, including bandanas, are not to be worn inside the school buildings before school dismissal.

Any faculty member has the authorization to request that a student modify their appearance so as to abide by this dress code. Disciplinary measures will be the following:

1st offense - correct the violation or the student is sent home with an unexcused absence to change clothes.

2nd offense - 1 detention and correct the violation or the student is sent home with an unexcused absence to change clothes.

3rd offense - 2 detentions and correct the violation or the student is sent home with an unexcused absence to change clothes.

4th offense - 1 day of In-School Suspension and correct the violation or the student is sent home with an unexcused absence to change clothes.

PLAGIARISM POLICY

Louisa-Muscatine Community School District is committed to academic integrity. The administration and faculty of this school expect that all students submit course work that reflects their original efforts. Plagiarism jeopardizes academic integrity and violates the school code. Instances that constitute plagiarism include:

1. Turning in a paper retrieved from an internet source as one's own.
2. Using another student's work in whole or part and submitting it as one's own.
3. Using information from an encyclopedia, book, textbook, web site, database, etc. without citing the source.
4. Using any facts, statistics, graphics, drawings, pictures, sounds, or other pieces of information without citing the source.
5. Paraphrasing another person's unique ideas without citing the source.
6. Letting someone else write portions of a paper.
7. Inventing sources.
8. Using someone else's words or ideas unintentionally as a result of poor research methods.
9. Knowingly allowing someone else to use your work as their own.
10. Using Artificial Intelligence to represent original student work

To foster students' good character and academic integrity, Louisa-Muscatine Community School District uses the following plagiarism policy:

1st offense- student may receive zero credit for the assignment, parents will be notified, and a Saturday detention will be served

2nd offense- any further act in any course may result in failure of that course; any further act in any course will result in progressive disciplinary action in concert with school policy, which may include an Academic Integrity Plan

If the instructor, department chair, or administrator deems the plagiarism to be unintentional, a different penalty may be imposed. The student may be asked to rewrite the assignment in keeping with proper scholarly practice and resubmit it for evaluation. The instructor may reduce the student's grade for the assignment. If a student disagrees with the teacher that plagiarism has taken place they may appeal to a panel of 3 teachers chosen by administration who will determine whether plagiarism has taken place. A majority will determine whether plagiarism has taken place and then consequences will be issued accordingly.

*****Each offense falls under the L-M Good Conduct Policy and will result in consequences laid out within that policy in relation to extracurricular participation and eligibility.***

CHEATING POLICY

The administration and staff of this school expect that all students submit course work that reflects their original efforts. Cheating jeopardizes academic integrity and violates the school code. Instances that constitute cheating include:

1. Getting test questions from previous classes.
2. Copying another person's paper.
3. Answers written on hands.
4. Cheat sheets.
5. Whispering during a test.
6. Looking at another person's test.
7. Doing another person's work.
8. Handing in a paper used in another class without permission.
9. Stealing tests or answers.
10. Plagiarism.
11. Knowingly allowing someone else to use your work as their own.

The consequences for cheating will be:

1st offense - student will receive zero credit for the assignment, parents will be notified, and a Saturday detention will be served

2nd offense - any further act in any course may result in failure of that course; any further act in any course will result in progressive disciplinary action in concert with school policy, which may include an Academic Integrity Plan

*****Each offense falls under the L-M Good Conduct Policy and will result in consequences laid out within that policy in relation to extracurricular participation and eligibility.***

WEAPONS POLICY School Board Policy 905.03 and 502.06

The board believes weapons and other dangerous objects in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on the school district premises or property within the jurisdiction of the school district.

Parents of students found to possess a weapon or dangerous object on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion. This includes students making comments about having a weapon in their possession, on school grounds, or in a locker. Local law officials will be notified.

Students bringing a firearm to school shall be expelled for up to twelve (12) months. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. The definition of firearm includes any weapon which is designed to expel a projectile by the action of an explosive, the flame or receiver of any such weapon, muffler or silencer for such a weapon, or any explosive, incendiary or poison gas. Local law officials will be notified. The principal may allow authorized persons to display weapons or other dangerous objects for educational purposes.

CONTROLLED SUBSTANCES School Laws of Iowa Section 279.9

Section 279.9 of the School Laws of Iowa prohibits the use or possession of tobacco, alcoholic liquor, beer, or any controlled substance in any form by students in elementary, junior or senior high school. Items specific to the use of chemicals (i.e.: pipes) are included in this policy. We will continue to make every effort to enforce this law. THE ABOVE LAW APPLIES ANY TIME A STUDENT IS IN OR ON SCHOOL PROPERTY. Any person who is willingly present during the use of or who assists another to possess or consume tobacco, alcoholic liquor, beer, or any controlled substance is subject to the same punishment as the user. Students who violate this policy will be reported to the law officials as well as receive school discipline. Any student who gives, sells or consumes any non-prescription medication (aspirin etc.) to another student(s) will be in violation of this rule. Students who violate this policy will be reported to the law officials as well as receive school discipline (ten day out-of-school suspension).

Section 123.46 of Iowa Law states that it is unlawful for any person to use or consume alcoholic liquors or beer upon public streets or highways, or to possess or consume alcoholic liquors or beer on any public school property or while attending any public or private school related function and no person shall be intoxicated or simulate intoxication in a public place. As used in this section "school" means a school or any school owned property, which provides teaching for any grade from Kindergarten through grade 12. A student who voluntarily seeks assistance for a substance abuse problem, prior to a violation, will not be subject to discipline measures from the school.

BUS AND SCHOOL TRANSPORTATION School Board Policy 711.02 and Policy 711.02 (R1)

The students are responsible for their behavior on the bus as their behavior affects the safe operation of the bus. Misbehavior results in the bus driver being distracted. Such distractions endanger the lives of all students being transported. Therefore, behavior infractions must be reported, and disciplinary action will be taken in accordance with these guidelines.

A. Parent Responsibilities

Parents or guardians are requested to explain the importance of proper behavior on the bus to their child. They are also expected to support disciplinary actions that are necessary to help their child change his/her behavior.

B. Student Responsibilities while waiting and loading the Bus

1. Respect private property at the bus stop area.
2. Be on time according to route schedule
3. Stand at least ten (10) feet from the roadway, unless specifically provided otherwise.
4. Board the bus in an orderly method - single file.
5. Load at their specific stop on the route.

C. Student Responsibilities while riding the Bus

1. Go directly to their seat and not block the aisle.
2. Face forward and converse quietly with students around them and not to annoy other riders.
3. Remain in the same seat unless permitted to move by the driver.
4. Do not eat, drink, strike matches, smoke, or chew tobacco on the bus.
5. Students must respond promptly to the driver's instructions and observe all rules.

D. Student Responsibilities during and after unloading

1. Depart the bus only at designated stop.
2. Remain in seat until the bus has come to a complete stop.
3. Leave the bus-unloading area promptly.
4. When the bus's stop arm is used, the students should cross in front of the bus upon instructions from the driver.

E. General Courtesy

1. Drivers should be notified in advance of students being required to bring rakes, shovels, fishing poles, or other cumbersome items. Show and tell items, such as live animals, bulky and fragile items, etc. would be more properly transported by parents to and from school.
2. Musical instruments or large parcels should be stored as the bus driver requests.
3. Firearms, knives, and other potentially harmful items *shall not be carried* on school buses.

F. Driver Responsibilities

1. The bus driver is responsible for the bus, the immediate conduct of the pupils and the safe transportation of the riders. He/she has the authority to assign seats.
2. Drivers may give a one-day suspension. If a bus driver gives a one-day suspension to a student, he/she must contact the parents/guardian of the student, before the student is refused transportation.

3. The driver will report behavior infractions on the forms provided. I.e., building principals, and parents.
4. The driver shall be responsible for discipline on his/her bus and the reporting of infractions of discipline.

G. Bus Referrals

Students may receive a bus referral for: hitting, spitting, profanity, name calling, blocking aisles, making loud noises, hanging out windows, throwing items, fighting, vandalism, possession of weapons/tobacco/drugs/alcohol, etc.

BUS REFERRAL PROGRESSION

If a referral is given, parents will be contacted.

Level 1 Referral (Bus Driver)	Students may receive any of the following consequences: · Warning · Assigned seat · Noon hour/recess detention · One-day removal from the bus · Other applicable consequences Substitute bus drivers will turn in referrals to the Transportation Director.
Level 2 Referral (Transportation Director, SAM or Designee)	Students may receive any of the following consequences: · Warning · Assigned seat · Detention · Conference with parent, student and driver · Maximum of 10 days off the bus · Other applicable consequences
Level 3 Referral (Building Administrator or Designee)	Students may receive any of the following consequences: · Warning · Assigned seat · Detention · Conference with parent, student, driver and administrator · Maximum of 30 days off the bus · Saturday school · In-school suspension · Out-of-school suspension · Other applicable consequences

Level 4 Referral (Superintendent)	Students may receive any of the following consequences: · Maximum of total loss of riding privileges up to one year from date of infraction · Expulsion

H. Athletics and Activities and Bus Referral Progression

The loss of riding privileges will not impact the student riding the bus for field trip activities/ athletic trips unless deemed necessary by the activities director and/or building principal.

I. Dangerous Behavior Clause

If a student performs an act that obviously jeopardizes the safe operation of the bus or endangers the safety of others, the driver may suspend the student from riding the next morning. The driver must notify the parent/guardian and the appropriate administrator of this action upon the completion of the evening route. A written report shall also be filled out and delivered to the appropriate administrator immediately following the next morning's route detailing the incident. Riding privileges cannot be reinstated until a conference is held with the parent/guardian and the principal.

DUE PROCESS School Board Policy 503.01

It is the principal's responsibility to determine whether a violation of a rule has occurred. The principal will conduct the review in accordance with the informal aspects of due process by: a) Oral or written notice of allegations; b) the basis of fact for the charge; and c) the opportunity to respond to the charge.

Any violations that would result in the loss of academic credit will be handled under the disciplinary process established in the Student Handbook. Disciplinary decisions resulting in out of school suspension or expulsion may be appealed to the next level of authority by personally contacting or notifying in writing the desire to appeal within two days of being notified of the impending disciplinary action.

HIGH SCHOOL STUDENT ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

Louisa-Muscatine 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 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. The (principal/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, National Honor Society, all co-curricular clubs (e.g., Art Club, French Club), all honorary and elected offices (e.g., Homecoming King/Queen/court, Prom King/Queen/court, class officer, student government officer or representative), state contests and performances for cheerleading and drill team, mock trial, Academic Decathlon, or any other activity where the student represents the school (district) outside the classroom.

Students WILL be permitted to participate in instrumental and vocal music performances that will directly impact their grades.

ACADEMIC ELIGIBILITY:

At the beginning of each semester, the weekly eligibility list will become effective on the Monday of the 4th week of the semester. On that 4th Monday and at the beginning of each school week through the end of the semester, academic eligibility for participation in extracurricular activities will be determined. A weekly eligibility list will originate from the principal's office. Students who are determined to be ineligible will be ineligible for Tuesday through the following Monday (including any events on the following Monday night). It shall be the responsibility of the coaches/sponsors to see that ineligible students are not allowed to compete in sports or perform in other school activities. Academic eligibility is non-negotiable. Teachers can't change grades in order for students to become eligible before the next eligibility list is generated.

· If a student is receiving a failing grade in two or more classes, they will be notified that they are in a probationary period where they maintain eligibility

· If a student is receiving a failing grade in two or more classes for two or more consecutive weeks, they will be ineligible until they are failing no more than one class on a weekly grade check.

The state of Iowa Scholarship Rule 281-36.15(2) still applies to athletics and music, which requires that students pass all of their courses at the end of each semester to retain eligibility. Failure to pass all courses will result in a 30 day ineligibility period during the activity the student is in and/or in next. Additional information regarding the Iowa Scholarship Rule can be found at the Iowa Department of Education, Iowa High School Athletic Association, and Iowa Girls High School Athletic Union websites.

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 (staffing team) towards the goals and objectives on the student's IEP or accommodation plan.

ATHLETIC/ACTIVITY REQUIREMENTS:

Forms

Before any student is permitted to become a member of any L-M Jr./Sr. High School athletic squad or activity group, the following items must be on file with the activities director:

1. Physician's Certificate required for Athletics (Must be renewed every year-physicals are good for one calendar year.). The cost of the student physical examination is paid for by the athlete. Must be signed by a physician and parent/guardian and returned to the high school office.
2. Insurance Waiver signed by parent or school insurance required for Athletics.
3. Concussion Form required for Athletics (Must be renewed every year and signed by athlete and parent/guardian.)

Attendance at athletic/activity events

Students absent from any part of the school day for any reason, including illness, will not be allowed to participate in after school activities/athletics that night without administrative approval prior to the activity. The administration will evaluate any unusual circumstances. Students who go home sick will not be allowed to participate that night. Pre-set appointments (such as dentist), funerals, college visits, field trips, etc. are acceptable reasons for absences and the students may still participate in that night's activity.

Athletic/Activity Trips

All athletes/activity participants must ride the bus or school transportation to all school sponsored activities. Any exceptions must be cleared with the Activities Director/ Administrator and Activity Sponsor/Coach at least one day before the activity.

Students may ride home with their parents if he/she has the coach's permission, and the parent(s) has personally approved it with the coach at the event. Notes from parents stating that their child can ride home with another student's parent(s) must be cleared by the Activities Director/ Administrator at least one day before the activity.

Good Conduct Policy School Board Policy 503.04

To retain eligibility for participation in L-M Jr High and High School extracurricular activities, students must conduct themselves as good citizens both in and out of school at all times. 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 his/her side**GOOD CONDUCT POLICY**, is found to have violated the school's Good Conduct Rule, will be deemed ineligible for a period of time, as described below. Only reports from staff members or adult community members will be investigated. Anonymous reports will not be investigated.

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, wine, and hard liquor ("use" includes having the odor of alcohol on one's breath or being "under the influence of").***
- ***Possession, use, or purchase of illegal drugs or the unauthorized possession, use or purchase of otherwise lawful drugs ("use" includes being "under the influence of").***
- ***Being in attendance at a function or party where alcohol or other illegal drugs are being consumed by minors.***
- ***Initiating, or being a willing participant, in a fight***
- ***Making threats to the lives of others, physical aggression towards staff, vandalism, or theft***

- ***Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offense, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);***
- ***Being caught cheating or plagiarizing in any academic class including using AI in an assignment (Plagiarism/cheating policies will be followed in each instance/class as outlined in the handbook. A Good Conduct Violation will not be issued until a student has accrued three cheating/plagiarism violations in a junior high or high school career.***
- ***Inappropriate or offensive conduct such as hazing, bullying or harassment of others. Such harassment and bullying do not have to rise to the level of violating the school's anti-bullying/harassment policy, but rather may include inappropriate and/or disparaging comments to or about others, whether made verbally, in writing, or by electronic means (e.g., text messages, electronic mail, or posting on social networking sites.) Examples of such harassment include, but are not limited to, threats; inappropriate comments about the traits of an individual or group; creating parodies to make fun of others; posting or otherwise sharing potentially embarrassing photographs, drawings, video, or depictions of others without permission. NOTE: This could include group conduct. This rule is not intended to prevent a student from expressing his/her religious or political beliefs.***
- ***Gross insubordination (talking back or refusing to cooperate with authorities) and repeated classroom misconduct. A student will be considered for a Good Conduct Violation if they exceed 3 office referrals per quarter (or exceed 6 per school year).***
- ***Repeated violations or serious violation of any written rule or regulation approved by the Board of Directors of Louisa-Muscatine CSD at school or any school sponsored activity.***

If a student transfers in from 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 according to the previous district's guidelines. Good conduct Policy violations will not carry over from Junior High to High School and will start over in 9th grade.

Penalties

Any student, who, after a hearing before the administration is found to have violated the Good Conduct Rule at any time during the school year or summer, is subject to a loss of eligibility as outlined below. Additionally, once a good conduct violation has been founded, a meeting will be held among the student's coaches/advisors, student, parents, administrator, and activities director to establish reinstatement dates, and consequences. This meeting will occur no more than three working days after the finding.

<u>Activities Included in Good Conduct:</u>

Band (All Groups)	Color Guard	Golf	Speech
Baseball	Cross Country	Homecoming Court	Student Council
Basketball	Dance	Mock Trial	Swimming (MHS)
Bowling	Drama	NHS	Track and Field
BPA	FCCLA	Prom King/Queen	Volleyball
Cheer	FFA	Soccer (Wapello)	Wrestling

Choir (All Groups) Football Softball

***Any school sponsored extracurricular or co-curricular event/activity**

1st Offense	● **⅓ of scheduled competitions of ALL activities the student is currently involved in or next upcoming activities. For example if a student is not involved in any sports in the spring and they are in both football and cross country, they would miss ⅓ of both football and cross country.** **OR** ● **30 hours of school approved community service from an established list of community service options** ○ **These hours cannot be used for Silver Cord Hours** ● Postponed or canceled events (ex. Due to weather) do not count towards penalty ● Competition counts as one calendar day ● Must attend all practices and competitions (In street clothes) ● Non-attendance does not count towards the penalty ● Unexcused absence from five scheduled practices during the entirety of the season (post-season included) constitutes another loss in a competition date ● Students must finish all activities in good standing for it to count. **Example:** Before: Football - 9 games * (⅓) = 3 games sitting out Midseason: If 2 games left, that is 0.22 of the season (with no playoffs) So 0.11 would carry over to the basketball season. If the basketball season is 30 games, then they would have to sit out 3.3 games or 4 games when rounded up. ***<u>Non-Participant Penalty</u>:*** ● ***Students who do not participate in athletic, co-curricular activities or school clubs will be ineligible for participation in school social functions (dances, spectator at events) for 45 days or a minimum of one major social function, for example Homecoming or Prom. Specifics regarding penalty will be determined by administration.***

2nd Offense	● **⅔ of scheduled competitions of ALL activities the student is currently involved in or next upcoming activities. For example if a student is not involved in any sports in the spring and they are in both football and cross country, they would miss ⅔ of both football and cross country.** **AND** ● **30 hours of school approved community service from an established list of community service options** ○ **These hours cannot be used for Silver Cord Hours** ***OR*** ***<u>In cases involving drugs, alcohol or illegal substances</u>, the completion of a juvenile diversion program (12 hour course through ADDS) as approved by LM administration and to be paid for by the student/parent/guardian.*** *****A professional evaluation, and possible treatment from a recognized and approved substance abuse facility, <u>may be required</u> by administration based on the nature of the good conduct violation.*** ● **Prior to regaining eligibility, students must provide a report to the school board regarding their actions and future change in behavior.**
3rd Offense	● Twelve (12) calendar months of ineligibility. The student must be approved by the school district officials for reinstatement at the end of the one-year period.
4th Offense	● Remainder of high school career

Please note: Coaches and activity sponsors (student council or NHS for example) may have additional consequences or procedures in place that work in conjunction with the Good Conduct Policy.

Self-Reporting

If a student comes forward to a coach, administrator, or activity sponsor to admit (self-report) a violation of the Good Conduct Policy **prior** to the **initial** finding and/or confrontation by the high school principal, coach, or AD, the student's penalty *may* be reduced. **Self-reporting must occur within 48 hours of the incident in violation of the good conduct policy.**

Reduction in Penalty

- Penalty reductions will only be allowed when a student **self-reports** within 48 hours violating the Good Conduct Rule **OR** on the 2nd Offense involving illegal controlled substances or alcohol in which an evaluation and/or treatment is sought out by the student and parents/guardians (See 2nd Offense above)
    - **1st Offense reduction** will require the completion of 20 required school-approved community service hours prior to participating in any activities.

Appeal Process

If a student wishes to appeal the decision of the principal and activity director, they may request a hearing with the superintendent. A student's punishment, however, begins immediately upon the findings of the good conduct violation and does not wait for the verdict of the appeal committee.

*IF the period of time between the date of the incident in violation of the good conduct policy and its discovery is twelve (12) calendar months or more, the student shall not serve an ineligibility period for the violation.

COMPLAINTS

Matters concerning an individual student, teacher, or other employee should be addressed to the teacher or employee. Unsettled matters should be directed to the building principal or the employee's immediate supervisor.

NON-DISCRIMINATION POLICY STATEMENT

It is the policy of the Louisa-Muscatine Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (Employment only), marital status, sexual orientation, gender identity and socioeconomic status (students/program only) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's Equity Coordinator: Amy Lantigua, Curriculum Director, 14478 170th St., Letts, IA 52754. Phone: 319-726-3541, x354. Email: alantigua@louisa-muscatine.k12.ia.us

GRIEVANCE PROCEDURE

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

Level One-Principal, Immediate Supervisor or Personnel Contact Person

(Informal and Optional-may be bypassed by the grievant*)* Employees with a complaint of discrimination based upon their gender, race, national origin, religion, age, marital status, or disability are encouraged to first discuss it with their principal or immediate supervisor, with the objective of resolving the matter informally. A student, parent of a student, or an applicant for employment with a complaint of discrimination based upon their gender, race, national origin, religion, age, marital status, or disability are encouraged to discuss it with the instructor, counselor, supervisor, building administrator, program administrator, or personnel contact person directly involved.

Level Two-The Equity Coordinator

If the grievance is not resolved at level one and the grievant wishes to pursue the grievance, they may formalize it by filing a complaint in writing on a Grievance Filing Form, which may be obtained from the Educational Equity Coordinator. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at level two must be within fifteen (15) working days from the date of the event-giving rise to the grievance, or from the date the grievant could reasonably

become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Equity Coordinator. A minor may be accompanied at that meeting by a parent or guardian. The Equity Coordinator shall investigate the complaint and attempt to resolve it. A written report from the Equity Coordinator regarding action taken will be sent to the involved parties within fifteen (15) days after receipt of the complaint.

Level Three-The Grievance Committee

If the complaint is not resolved at level two, the grievant may appeal it to level three by presenting a written appeal to the Superintendent within ten (10) working days after the grievant receives the report from the Equity Coordinator. The grievant may request a meeting with the Superintendent. The Superintendent may request a meeting with the grievant to discuss the appeal. The Superintendent will render a decision within ten (10) working days after receipt of the written appeal.

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

The **Educational Equity Coordinator is Amy Langtigua,** L-M Community Schools, 14478 170th Street, Letts, Iowa 52754. Phone: 319-726-3541 ext. 354. Office Hours: 8:00 AM-3: 50 PM.

HOMELESS POLICY School Board Policy 501.16

Definition of Homeless

The federal government's legal definition of homelessness based on the McKinney-Vento Homeless Education Assistance Act is anyone who...

- Is lacking a regular, fixed and adequate nighttime residence (substandard housing)
- Is sharing housing due to economic struggles (double-up)
- Is living in a shelter, hotel or motel
- Is living in a public place not designed for sleeping (cars, parks)
- Is an unaccompanied youth, a child or youth awaiting foster care placement
- Is a child or youth abandoned in a hospital
- Is a migrant child who qualifies under any of the above

The McKinney-Vento Homeless Education Assistance Act requires districts to ensure homeless students have access to education and other services they need to meet the same high academic achievement standards as all students. All local school districts must designate a Homeless Liaison. If you need further assistance/information, please contact Amy Underbakke, At-Risk Coordinator at 319-726-3421 or aunderbakke@lmcsd.org, Louisa-Muscatine Community School, 14354 170th St., Letts, IA, 52754.

ABUSE OF STUDENTS BY SCHOOL EMPLOYEES School Board Policy 402.03 (R1)

Abuse may fall into either of the following categories:

1. "**Physical abuse**" means non-accidental physical injury to the student as a result of actions of a school employee. Injury occurs when evidence of it is still apparent at least 24 hours after the incident. Physical abuse may occur as a 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 or Iowa Code Section 728.12(1). The term also encompasses acts of the school employee that encourage the student to engage in prostitution as defined by Iowa law, as well as inappropriate, intentional sexual behavior by the school employee toward a student.

The following people have been appointed by the Louisa-Muscatine Board of Education to be investigators to investigate allegations or reports of abuse of students by school employees:

Investigator	School Nurse at 319-726-3634 (Elementary) or 319-726-3421 (JH/HS)
Alternate Investigator	Superintendent at 319-726-3541
Building Principals	Elementary Principal at 319-726-3634 or JH/HS Principal at 319-726-3421

Any person who has knowledge of an incident of abuse of a student committed by a school employee may file a report with the designated investigator or alternate.

LOUISA-MUSCATINE JUNIOR HIGH HANDBOOK

All school-wide policies apply to junior high students. These Junior High policies offer more detail related to 7th and 8th-grade students and explain procedures that only apply to these students.

TARDY POLICY

Students will receive a tardy if:

1. s/he is not in his/her assigned seat in class when the bell rings.
2. s/he is not prepared for class (missing writing utensils, planners, missing free reading books, missing textbook, computer, etc.)
3. s/he needs a drink, uses the restroom, or go to locker their locker

There is no reason students should need to leave class once the class has started. All trips for drinks, restroom use, locker visits, etc. need to be done during passing time. If they must leave the classroom, they will be given a tardy.

ITEMS NOT ALLOWED IN CLASSROOMS

No backpacks, bags, or purses are allowed in the classrooms during classes. Students may bring their computer bags to class

ACADEMIC RECOVERY TIME

Each week, students who are failing classes will report to the Learning Center for Academic Recovery Time during their P.E. class period. Students will be given a copy of their grades and missing assignment reports. During this time students will get academic support to get caught up on missing assignments, organize assignments, and organize binders, and if a copy of a missing assignment is available the student will receive the extra copy so s/he can make it up.

HOMEROOM

Students will be required to participate fully in homeroom activities which include:

- Weekly grade check
- Weekly FLIGHT time sign up and/or academic support time
- Homework Support
- Online Learning Activities

Other homeroom activities may include, but are not limited to:

- Book studies
- Team building
- Learning activities as determined by teacher/homeroom/building principal

AAT (ACADEMIC ADVISORY TIME)

AAT is held once each day. Every student is assigned to an AAT. Some students will leave AAT on a regular basis to attend band or chorus rehearsals.

Student Expectations

- Use the time for learning
- Respect the time of each other person
- Remain silently working unless you have permission to speak/work in a group for a learning purpose
- Follow all policies in the Student Handbook/Planner

QUARTERLY REWARDS

Quarter Rewards happen at the end of each quarter as a reward and motivation for students to push for academic success. Along with the reward system, we have developed consequences for actions or loss of privileges when not following school policy or it is warranted as a teaching tool. Some consequences may be given for a period of time to all students in a grade level or they may be given to an individual for actions that require a consequence. Privileges can be taken away for not following school policies or classroom directions. The rewards happen at the end of the quarter and are for one to two periods of the day. Reward time is determined by the teachers and administration.

7th grade Quarter 1-4 Reward Policy:

> Students must be passing all classes including exploratories, have no ISS/OSS, have no bus suspensions, no Saturday School, and have less than 4 detentions during that quarter.

8th grade Quarter 1-3 Reward Policy:

> Students must be passing all classes including exploratories, have no ISS/OSS, have no bus suspensions, no Saturday School, and have less than 4 detentions during that quarter.

8th grade Quarter 4 Reward Policy:

> Students must pass both 3rd and 4th quarter classes including exploratories, have no ISS/OSS in the 3rd and 4th quarter, No Saturday school in the 3rd or 4th quarter, have no bus suspensions, and have less than 7 detentions during the second semester.

GRADING/HOMEWORK

Each day, the homework will be posted on each class's whiteboard or on the projector and on the JH Google Classroom. It is the student's responsibility to write it down in their daily planner. **It is also the student's responsibility to get the missing work from each teacher when they are gone.**

Once a quarter is completed, late work for that quarter is no longer accepted. Students with multiple late/missing assignments resulting in an F or a low grade will be assigned to Academic Recovery Time on Fridays during PE and will also lose the end of Quarter Rewards.

Turn in Policy/Procedures

It is the student's responsibility to communicate with their classroom teachers and to complete make-up work for their classes. All work that was assigned prior to the student's absence will be due the day they come back to school. This includes but is not limited to, previously assigned work such as research papers, presentations, projects, etc.

All school work missed due to an absence (i.e. when the student was absent from class), OR simply not completing the assigned work, must be turned in to the teacher by the following Friday in order to receive credit. Credit will be determined by the classroom teacher. Please see the examples below:

Example 1: Work assigned prior to the absence. Student Jerry was assigned a project in social studies that is due Tuesday, September 27. Jerry is absent on the day the project is due. Jerry needs to email his teacher and let him know he is absent. Jerry must turn in the project the day he returns in order to receive full credit. Otherwise, he has until Friday, September 30 to turn it in for partial credit. The following Friday the assignment will be marked as a zero.

Example 2: Missing Work Due to Absence. Student Ann misses school on Wednesday, October 12. She has until Friday, October 14 to turn in the work she missed for full credit. If she does not, she has until the next Friday, October 21 to turn it in for partial credit. After Friday, October 21, Ann receives a zero in the grade book and can no longer make up the work.

Example 3: Late Work. Student Rob has an English assignment due Thursday, November 3. He does not turn it in. He can turn it in Friday, November 4 for partial credit. If he has still not turned it in by the following Friday, November 11, the assignment becomes a zero and he can no longer turn it in for credit.

- Instances, when students are absent for multiple days, will be evaluated by the classroom teacher and administration to determine when school work will be due.
- Schoolwork missed due to suspension or expulsion must be turned in on the day of returning to school, or as designated by the administration.
- The classroom teacher may allow additional make-up time at their discretion due to extenuating circumstances.
- Parents/Guardians may contact the teacher via email or phone to arrange for make-up assignments.

PLAGIARISM POLICY (Subject to Change)

Louisa-Muscatine Community School District is committed to academic integrity. The administration and faculty of this school expect that all students submit coursework that reflects their original efforts. Plagiarism jeopardizes academic integrity and violates the school code. Instances that constitute plagiarism include:

1. Turning in a paper retrieved from an internet source as one's own.
2. Using AI
3. Using another student's work in whole or part and submitting it as one's own.
4. Use information from an encyclopedia, book, textbook, website, database, etc. without citing the source.
5. Using any facts, statistics, graphics, drawings, pictures, sounds, or other pieces of information without citing the source.
6. Paraphrasing another person's unique ideas without citing the source.
7. Letting someone else write portions of a paper.
8. Inventing sources.
9. Using someone else's words or ideas unintentionally as a result of poor research methods.
10. Knowingly allowing someone else to use your work as their own.

To foster students' good character and academic integrity, Louisa-Muscatine Community School District uses the following plagiarism policy:

1st offense - the student will receive zero credit for the assignment, parents will be notified, and a Saturday detention will be served

2nd offense - any further action in any course may result in failure of that course; any further act in any course will result in progressive disciplinary action in concert with school policy which may include an Academic Integrity Plan

If the instructor, department chair, or administrator deems the plagiarism to be unintentional, a different penalty may be imposed. The student may be asked to rewrite the assignment in keeping with proper scholarly practice and resubmit it for evaluation. The instructor may reduce the student's grade for the assignment.

****Each offense falls under the LM Good Conduct Policy and will result in consequences laid out within that policy in relation to extracurricular participation and eligibility.**

GRADE RETENTION

Data that will be looked at in determining student retention:

- Attendance Data
- Semester Grades
- State Assessment Data
- Teacher recommendation

Junior High students failing four or more semesters of core courses (math, science, social studies, and language arts/reading) may not be permitted to advance to the next grade level. Students may take summer school and complete course work to earn a "P" pass grade for courses and may advance on to high school if the staff and administration see that the student has demonstrated content knowledge and academic success in summer school.

In order to have the opportunity to participate in summer school for any core course, students must earn a passing percentage of 50 or higher as a final grade of the semester and be teacher approved. If the student earns a failing grade that is less than 50% in multiple classes for their final semester grade and cannot take those classes for summer school, they may not be permitted to advance to the next grade level if they have more than 3 failing semesters in core courses.

JUNIOR HIGH STUDENT ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

All junior high students participating in extracurricular activities must abide by the academic and conduct-based eligibility rules. ***(See the high school code of conduct section for more information).***

Conduct Based Eligibility

Coaches may set their own guidelines beyond the school's minimum policy for players that violate the student code of conduct and/or school policies.

Academic Eligibility

Grades are checked weekly on Mondays. Students/athletes must be passing in order to participate.

- If a student has one or more "F's" the first week, they receive a warning.
- If the student has an "F" the second week, they become ineligible until the "F" becomes a passing grade. Students can become eligible during the same week and participate in a game/meet later that week.
- Coaches may sit a player for the entire week due to an "F" on the ineligibility report.
- The above criteria are the minimum guidelines that coaches must use. Coaches have the discretion of having a stricter policy than the minimum set by the student handbook.
- Having an IEP or 504 does not exclude or exempt students from following the academic eligibility requirements.
- **Any junior high student who receives a failing grade for a full semester course will sit out 20% of their current activity season or their next season.** Semester 2 ineligibility will carry over to sitting out 20% of your first high school activity.