

Inspiring Excellence!



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

Lewis Central Middle School
2017-18

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Lewis Central Middle School Mission Statement

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

WELCOME TO LEWIS CENTRAL MIDDLE SCHOOL

Dear Parents/Guardians and Students:

Welcome to the 2017-2018 school year! If this is your first experience with Lewis Central Middle School, we intend to do **everything** we can to make the transition/adjustment for the entire family as smooth as possible. If you have been with us before, we welcome you back!

We at Lewis Central Middle School are excited about making your 2017-18 school year successful! In the interest of improving student achievement and creating a positive school experience for everyone, we adjust and modify some of our procedures and policies from year to year. This Middle School Student Handbook is the result of our efforts to outline our basic procedures and policies and is a reflection of our philosophy of how best to educate our community's youth.

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

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

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

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

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

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

Yours in Education,

Jim Dermody
Middle School Principal

School Office and Telephone Numbers

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

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

Our Faculty and Staff

Jim Dermody	jdermody@lewiscentral.org	Principal
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School Song, School Colors and School Mascot

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

Invitation to Parents

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

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

We invite and encourage you to help make the school a center of interest and involvement.

Non-Discrimination Policy

It is the policy of the Lewis Central Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Laurie Thies, 4121 Harry Langdon Blvd., Council Bluffs, IA 51503, 712-366-8311 lthies@lewiscentral.org.

Equal Educational Opportunity

The school district does not discriminate in its education programs or educational activities on the basis of sex, race, religion, color, national origin, marital status, sexual orientation, gender identity, physical attributes or disability. Students are educated in programs which foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the district Equity Coordinator. The Equity Coordinator is Laurie Thies and she can be reached at 366-8311. Inquires may also be directed in writing to the Director of the RegionVII Office of Civil Rights, U. S. Department of Education, Kansas City, MO, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5294. (*Reference Board Policy 505.4*)

Jurisdictional Statement

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

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

Students are expected to comply with and abide by the school district's policies, rules, and regulations. Students who fail to abide by the school district's policies, rules, and regulations may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

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

Definitions

In this handbook, the word "parent" also means "guardian," unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee, unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles, and chartered buses. The term "school facilities" includes school district buildings. The term "school activities" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

School Fees

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

2017-2018 Required Fees:	
Textbook	\$55.00
2017-2018 Optional Fees:	
ID Book (yearbook)	\$10.00
Activity Ticket	\$45.00
Band Rental of School Instrument	\$25.00/term
Band - Percussion	\$15.00/term
Band - Uniform	\$10.00
Breakfast	\$1.85/day
Lunch	\$2.85/day
Extra Milk	\$.55

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

Emergency Information

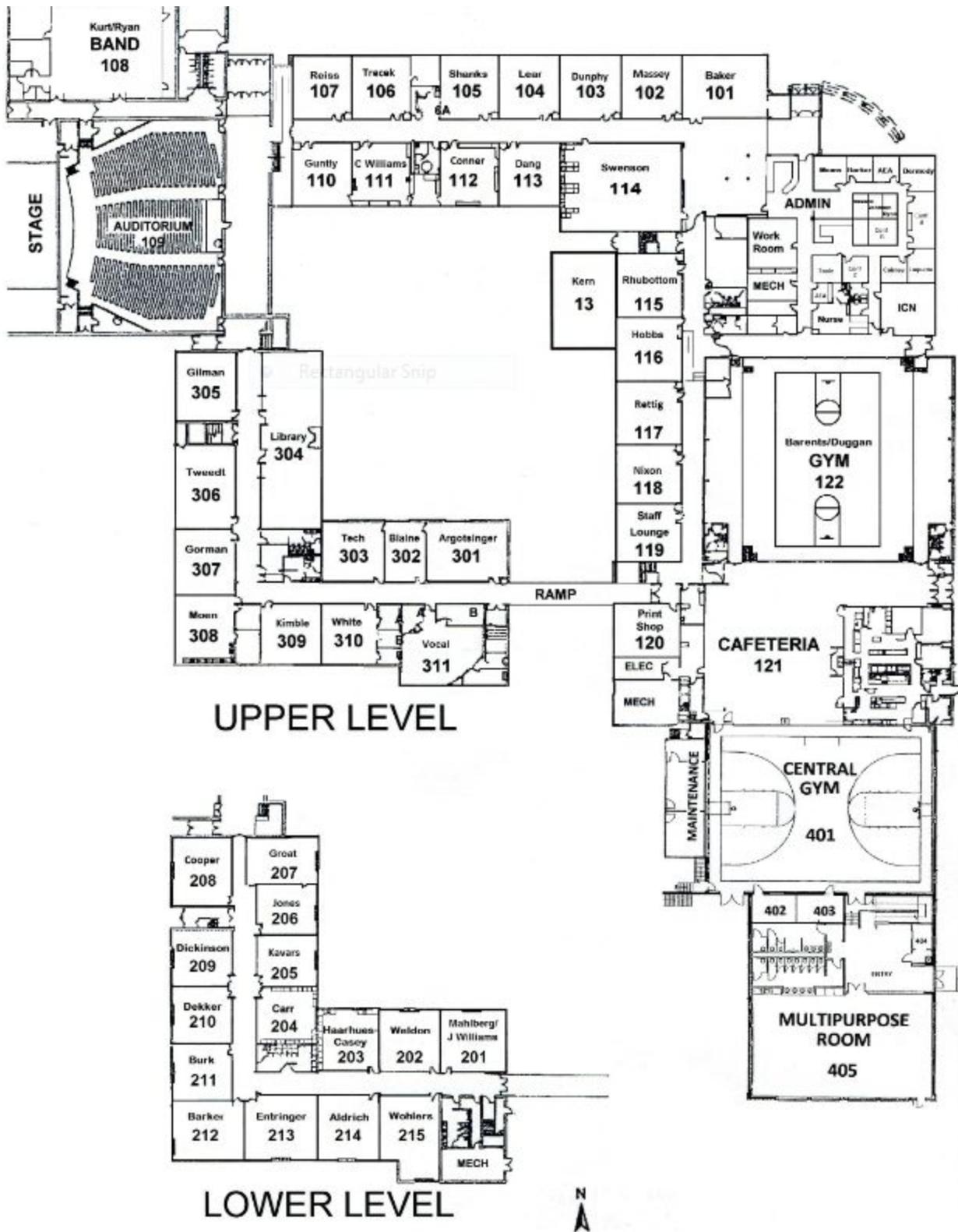
At the beginning of each school year, parents/guardian must file an emergency form with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that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

Complaint Procedures

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

Employees who have a complaint of discrimination based upon their gender, race, national origin, religion, age, or disability are encouraged to first discuss the problem and/or the alleged discriminatory event with their principal or immediate supervisor, with the objective of resolving the matter informally.

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



STUDENT ATTENDANCE

Student Attendance

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

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

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

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

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

If a student is absent from or tardy to school, a parent/guardian must call the attendance line at 366-8252 that day between 7:15 and 9:00 a.m. If notification is not received, the office attempts to contact the parent/guardian. If advance notification is possible, please notify the office before that date. Before the student is readmitted after an absence, the student must bring a note to the office, signed by the parents, explaining the reason for the absence.

Students who need to leave school during the school day must receive permission from the office and have a note signed by the student's parent/guardian, have their parents telephone the office, or have their parent/guardian pick them up. Students who return to class or arrive after the school day has begun, must present a signed note from their parent/guardian to the office for readmission. Students are not released to anyone other than their parent/guardian during the school day unless the office has a note signed by the student's parent/guardian.

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

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

Inclement Weather

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

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

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

STUDENT HEALTH, WELL-BEING AND SAFETY

School Day

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

Immunizations

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations or the student makes arrangements with the principal. Only for specific medical or religious purposes are students exempted from the immunization requirements. Students may also be required to pass a TB test prior to attending school. Parents who have questions should contact the office. (*Reference Board Policy 504.1*)

Student Physical Activity Requirement

In 2008, the Iowa legislature enacted the “Healthy Kids Act”, requiring all students in grades 6-12 be engaged in physical activity for a minimum of 120 minutes per week in which there are at least five school days. This requirement may be met in a variety of ways, including but not limited to: participation in PE classes, participation in school activities, participation in club activities and non-school activities, etc. The law also requires that we have on file a signed agreement stating the nature of the activities each student is engaging in to meet the required 120 minutes per week. Physical Activity Agreement forms are available at registration and in the middle school office throughout the school year.

Physical Examinations

Students participating in athletics are required to provide a school district physical examination form signed by the student's doctor stating the student is physically fit to perform in athletics prior to the start of the sport. Failure to provide proof of a physical examination makes the student ineligible. Students who cannot afford the cost of the physical examination should contact the coach of their sport.

Parents are encouraged to have their children receive periodic physical examinations even if they are not involved in athletics at LCMS.

Emergency Drills

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

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

Administration of Medication

Students may need to take prescription or non-prescription medication during school hours. Students may not carry prescription medication. The school must know the medication a student is taking in the event the student has a reaction or illness. Students must provide a written prescription from a medical provider as well as parental authorization to administer the medication.

Medication is held in a locked cabinet and distributed by the nurse or designee. Medication must be in the original container with the following information on the container: name of the student; name of the medication; directions for use, including dosage, times, and duration; name, phone number, and address of the pharmacy; date of the prescription; name of the physician; potential side effects; and emergency number for parents. (*Reference Board Policy 504.10*)

Student Illness, Injury or Medical Emergency at School

A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student is released to the student's parents or, with parental permission, to another person directed by the parents.

Students diagnosed with asthma or severe allergies and taking prescription medication for their condition will be required to have a school asthma/anaphylaxis action plan completed by their medical provider. If a student does not have an asthma/anaphylaxis plan and experiences life-threatening asthma or anaphylaxis, Lewis Central's asthma/anaphylaxis protocol

will be implemented. The protocol includes administration of epinephrine and nebulized albuterol. Emergency medical services will be summoned.

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

Student Insurance

Student health and accident insurance is available to students at the beginning of the school year. Parents may purchase insurance for their children at their discretion. Parents who would like more information about student health and accident insurance should contact the Principal's Office.

Student athletes must have health and accident insurance in order to participate in intramural or extracurricular athletics. Students must provide written proof of insurance prior to the start of the athletic activity. A letter from the parents stating that the student is covered is adequate proof of insurance. Student athletes who do not have and cannot afford insurance should contact their coach. (*Reference Board Policy 504.6*)

Health Services

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

For safety purposes, parents are required to phone the attendance line at 366-8252 between 7:15 and 9:00 a.m. if a child is going to be absent from school.

When a child has a skin condition, sore throat, persistent cough, fever, watery eyes or nose, it is often best to keep him/her home. The school nurse is responsible to the ethics of her profession and, therefore, is limited in her duties. She may recommend that students see a doctor, but shall not give a diagnostic opinion.

Students needing to take medication, including aspirin, must have it registered and kept in the nurse's office. All medication must be brought in the original container with the student's name, doctor, and dosage prescribed. Parents are required to send written permission requesting a nurse or school official to dispense the medicine. All medication is to be taken directly to the nurse's office. The school district will not assume any responsibility for medical treatment.

If a student's participation in PE is prevented or restricted by a medical condition, parents must supply written notification signed by a physician. (*Reference Board Policy 504.3*)

Communicable and Infectious Diseases

Students who have an infectious or communicable disease may attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without their medical provider's approval. Infectious or communicable diseases include, but are not limited to, mumps, measles, and chickenpox. (*Reference Board Policy 504.2*)

Administration of Injections

Injections may be administered by school nurses or designated trained staff.

Sexual Abuse and Harassment of Students by Employees

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

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

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior, as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile, or offensive educational environment. (*Reference Board Policy 104, 406.1, 406.2, and 502.5*)

Electronic Cigarettes

Electronic cigarettes, commonly known as E-cigarettes, have become increasingly popular in our society and among our student population. **Electronic cigarettes are considered an imitation of tobacco. The consequence for being in possession, use or distribution of an electronic cigarette and/or the oil they burn while on school grounds (or at any school activity) is exactly the same as being in possession of, use or distribution of tobacco products.** The consequence matrix found in this handbook outline possible consequences, including out of school suspension for violations of this policy.

STUDENT ACTIVITIES

Assemblies

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

Field Trips

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

While on field trips, students are guests and are considered ambassadors and representatives of the school district. Students must treat employees, chaperones, and guides with respect and courtesy.

Prior to attending a field trip, students must return a note signed by their parents.

School-Sponsored Student Organizations

School-sponsored student organizations are those that are recognized by the school district and board. School-sponsored student organizations include Band, Jazz Band, Chorus, Swing Choir, Leadership, Student Council, Football, Volleyball, Basketball (boys/girls), Wrestling, Cross Country (boys/girls), and Track (boys/girls). (*Reference Board Policy 503.2*)

Participation in school-sponsored student organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation may be suspended or canceled for violating individual coach or sponsor's rules, as well as for violation of school district policies, rules, or regulations. (*Reference Board Policy 502.9*)

Activity Bus

The school district may sponsor an activity bus to transport students to school activities. A fee may be charged to students riding the activity bus. Riding on the activity bus is a privilege that can be taken away.

Students who ride an activity bus must ride to and from the event on the bus. Students ride home on the activity bus unless prior arrangements have been made with the principal or the student's parents personally appear and request to transport the student home.

Student Funds and Fund Raising

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

Students may not solicit funds from teachers, employees, or other students during the school day. Students who violate this rule are asked to stop. Violations of this rule may result in future fundraising activities being denied. (*Reference Board Policy 1005.3*)

Use of School District Facilities by Student Organizations

School district facilities are available during non-school hours to school-sponsored and non-school-sponsored student organizations for the purpose of meetings or activities. School district policies, rules, and regulations are in effect during these meetings. (*Reference Board Policy 1004.13*)

Dances

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

Student Council

The student council provides for student activities, serves as a training experience for student leaders, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school district affairs, and helps solve problems that may arise. Members of the council are student representatives who have direct access to the administration.

Student Activity Tickets

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

STUDENT RECORDS

Educational Records

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

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

Procedures for Students who are Transferring to Another School District

The school district automatically transfers a student's records to a new school district upon receipt of a written request from the new school district for the student's records. Parents, notified that the student's records have been sent, are given an opportunity to view the student's records that were sent and a right to a hearing to challenge the content of the student's records that were sent. Parental consent is not necessary to forward a student's records to a student's new school district or for the school district to request them from a student's previous school district. (*Reference Board Policy 501.13*)

When a new student transfers into the school district, the student's records are requested from the previous school district. (*Reference Board Policy 501.10*)

Homeless Definition

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

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

STUDENT RIGHTS AND RESPONSIBILITIES

Student Search Rule

- I. Searches, Students, and Protected Student Areas
 - A. All searches of students or protected student areas¹ shall be reasonably related in scope to the circumstances which gave rise to the need for the search and shall be based upon consideration of relevant factors which include, but are not limited to, the following:
 1. the nature of the violation for which the search is being instituted,
 2. the age or ages and gender of the students who may be searched pursuant to this rule, and
 3. the objectives to be accomplished by the search.
 - B. A school official may search individual students and individual protected student areas if both of the following apply:
 1. The official has reasonable grounds for suspecting that the search will produce evidence that a student has violated or is violating either the law or a school rule or regulation.
 2. The search is conducted in a manner which is reasonably related to the objectives of the search and which is not excessively intrusive in light of the age and gender of the student and the nature of the infraction.
 - C. A search of a protected student area may be conducted without the student present; however, if a student is not or will not be present at the time a search of a protected student area is conducted, the student shall be informed of the search either prior to or as soon as is reasonably practicable after the search is conducted.
 - A. Any contraband discovered during searches of a student or a protected student area shall be confiscated by school officials and may be turned over to law enforcement officials.
 - B. A school official shall not conduct a search that involves: a) a strip search; b) a body cavity search; c) the use of a drug sniffing animal to search a student's body.
- II. School Searches, Lockers, Desks, and Other Facilities or Spaces owned by the School.
 - A. School officials may conduct periodic inspections of all, or a randomly selected number of, school lockers, desks, and other facilities or spaces owned by the school and provided as a courtesy to the student. The furnishing of a school locker, desk, or other facility or spaces owned by the school and provided as a courtesy to the student shall not create a protected student area and shall not give rise to an expectation of privacy on a student's part with respect to that locker, desk, or other facility or space. Allowing a student to use a separate lock on a locker, desk or other facility or space owned by the school and provided to the student shall also not give rise to an expectation of privacy on a student's part with respect to that locker, desk, facility or space.
 - B. Any contraband discovered during searches of school lockers, desks, and other facilities or spaces owned by the school and provided as a courtesy to a student shall be confiscated by school officials and may be turned over to law enforcement officials.
 - C. An inspection of a school locker, desk, or other facility or spaces owned by the school and provided as a courtesy to a student may be accomplished by using such methods including, but not limited to, a visual search of lockers, desks, or other facilities or spaces by school officials or the use, by school officials or others hired at their discretion, of a drug sniffing animal.
 - D. An inspection of a school locker, desk, or other spaces owned by the school and provided as a courtesy to a student shall either occur in the presence of the student whose locker is being inspected or shall be conducted in the presence of at least one other person.

Dress Code

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

The following guidelines foster a positive learning environment for our students. We believe the following attire is inappropriate for the school setting at the Middle School: pajama pants, slippers, sagging pants, exposed undergarments, tops that do not cover the shoulder area, tops that leave the midriff exposed, shorts with lengths that are disrespectful to the individual and/or others as determined by Administration, attire that is a safety hazard such as spiked arm bands or chains. Students who wear clothing outside the guidelines will be counseled by LCMS staff and parents will be contacted.

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, drugs, alcohol or tobacco; from wearing shoes with cleats, except for outdoor athletic practices; from wearing hats, bandanas, or other head coverings; from wearing sunglasses; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, or making reference to prohibited conduct or similar displays.

Under certain circumstances or during certain classes or activities a stricter dress code may be appropriate, and students must comply with the stricter requirement. The principal makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or leave the school. Repeat offenders will face disciplinary action. (*Reference Board Policy 502.7*)

Care of School Property

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

Student Aide Regulations

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

Acceptable tasks for aides:

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

Unacceptable tasks for aides:

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

Expectations for all aides:

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

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

Photography of Students By Students

In an effort to protect the rights and privacy of our students, photography and videography of students by students on school grounds during school hours is strictly prohibited unless under the direction of a staff member and the photography is for school purposes. Students who are acting as agents of the school on school-related and sanctioned projects, such as the yearbook, Students of the Month, or other school projects and who are using school-purchased equipment are exempt from this rule.

Gum/Candy Policy

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

Biking to School

Students wanting to ride a bicycle to school must have parents contact the principal's office by a note. Bicycles are to be parked in the specified area. It is recommended that all students lock their bikes. The school is not responsible for stolen or damaged bicycles.

1. Ride with traffic on the right side both to and from school.
2. Always signal your intent to stop or turn.
3. Ride ONE person to a bike.
4. Avoid acrobatics and clowning on your bike. (NO "wheelies", darting back and forth, etc.)
5. Stop and look both directions when crossing a street and only cross at intersections.

6. Bike riding is NOT ALLOWED ANYWHERE ON CAMPUS! That includes across athletic fields, parking lots, in front of the building, etc.
7. Bike riders are responsible for locking and securing their own bike.
8. Skateboards are not allowed to be brought to school. In addition, skateboarding on school property at any time is prohibited.

Not following any of the above rules may result in one or more of the following:

Conference with student and parent.

After school detention.

Loss of bicycle riding privileges to and from school. (*Reference Board Policy 504.4*)

Driving to School

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

PBIS – Positive Behavioral Intervention and Supports

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

Titan Honor Roll

The “Titan” Honor Roll is established to recognize students who are successful based on the criteria of being in regular attendance, being punctual, being prepared and citizenship/behavior. The following criteria will be used to identify students for the Titan Honor Roll:

- Students will demonstrate regular attendance by missing no more than one class period in any class per trimester.
- Students will be allowed no more than one unexcused tardy per class, per trimester.
- Students will be allowed no more than one late assignment per class, per trimester.
- Students will not receive any documented office referrals for inappropriate behavior.

Students who feel that they have not met the established criteria due to extenuating circumstances may appeal to the PBIS committee two weeks prior to the end of the trimester. (Examples of an appeal would include absences due to school activities, serious illness or injury.)

Students who qualify for the Titan Honor Roll will qualify for inclusion on the Wall of Fame, as they do for the Academic Honor Roll.

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

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

After School Detention

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

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

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

Lunch Detention

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

Office Referrals

If a student is noncompliant or disruptive to the point of needing to be removed from class, the office will consider the situation beyond the control of the teacher and under the jurisdiction of the Principal. Office referrals made by teachers and adult staff at LCMS will be responded to in the following manner, without exception:

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

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

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

Student Discipline

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

RUBRIC FOR STUDENT OFFENSES

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

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

Problem Area	Definition	Range	Action To Be Taken	
			<i>1st Occurrence</i>	<i>Repeated</i>
<i>Alcohol/Drugs</i>	The use, possession, or sale of alcoholic substances, narcotics, or illegal drugs	Min.	Out-Of-School Suspension. Drug/Alcohol Treatment Program	
		Max.	Expulsion	
<i>Arson</i>	Intentional burning of a building or structure (or the attempt to do so).	Min.	Out-Of-School Suspension	Out-Of-School Suspension
		Max.	Expulsion	Expulsion

Problem Area	Definition	Range	Action To Be Taken	
			<i>1st Occurrence</i>	<i>Repeated</i>

<i>Bicycle Misconduct</i>	Failure to comply with laws, rules, or guidelines for bicycle use.	Min.	Loss of Privilege	
		Max.	Loss of Privilege	
<i>Bus Misconduct</i>	Failure to comply with all rules of the bus or bus stops.	Min.	Personal Conference	Short (3-5 days) Bus suspension
		Max.	Short Suspension from Bus (3-5 days)	Suspension of all Bus Privileges
<i>Cafeteria Misconduct</i>	Failure to comply with all rules of the cafeteria.	Min.	Detention/Clean-up Personal Conference	Parent Involvement
		Max.	Loss of Cafeteria Privileges	
<i>Cheating</i>	The use or securing of information/responses inappropriately or assisting another to do so.	Min.	Personal Conference/ Detention/suspension	Parent Involvement/ Detention/suspension
		Max.	Admin. Conference/ Suspension	Admin. Conference/ Suspension
<i>Classroom Disturbance</i>	Any act which disrupts the normal educational process or violates any rules or procedures of a classroom.	Min.	Personal Conference Parent Involvement	
		Max.	Office Referral	Suspension
<i>Destruction- Defacement of Property</i>	Destroying or damaging objects or materials belonging to the school, school personnel, or other persons.	Min.	Detention/ISS/OSS Parent Involvement/ Restitution	
		Max.	Out-Of-School Suspension and Restitution	Expulsion
<i>Disorderly Conduct</i>	Conduct or behavior which is disruptive to the orderly education process and procedures of the school. This includes disruptive behavior, unreasonable noise, offensive language or gestures, refusing to obey a request or disperse, etc.	Min.	Detention/ISS/OSS Personal Conference/ Parent Involvement	
		Max.	Detention/ISS/OSS	Out-Of-School Suspension
<i>Display of Affection</i>	Any display of affection including holding hands, hugging, and kissing, etc.	Min.	Detention/ISS Personal Conference	
		Max.	Out-Of-School Suspension	
<i>Disrespect/ Defiance of School Personnel's Authority</i>	Refusal to obey class and school rules or to comply with reasonable request of school personnel.	Min.	Office Referral/Detention Personal Conference	
		Max.	ISS/OSS	Expulsion

Problem Area	Definition	Range	Action To Be Taken	
			<i>1st Occurrence</i>	<i>Repeated</i>
<i>Dress Code Violation</i>	Failure to comply with School's dress code.	Min.	Personal Conference	
		Max.	Parental Involvement	Out-Of-School Suspension
<i>Endangerment</i>	Recklessly endangering another person with a risk of imminent physical injury.	Min.	In-School Suspension/Detention	
		Max.	Out-Of-School Suspension	Expulsion
<i>Explosive Devices</i>	The use, possession, or sale of firecrackers or other explosive devices	Min.	Out-Of-School Suspension	Out-Of-School Suspension
		Max.	Out-Of-School Suspension	Expulsion
<i>Extortion</i>	Demanding money or something of value in return for protection or in connection with a threat to inflict harm.	Min.	Out-Of-School Suspension	
		Max.	Expulsion	Expulsion
<i>Fighting</i>	Mutual combat in which both parties contribute to the situation by verbal or physical action.	Min.	ISS/OSS	Out-Of-School Suspension
		Max.	Out-Of-School Suspension	Out-Of-School Suspension
<i>Forgery</i>	Writing or using the signature or initials of another person.	Min.	Parent Involvement/ISS/Detention and Restitution	
		Max.	Out-Of-School & Expulsion/Restitution	
<i>Gambling</i>	Participating in games of chance for the purpose of exchanging money or goods.	Min.	Parent Involvement	Out-Of-School Suspension
		Max.	Out-Of-School Suspension	Out-Of-School Suspension
<i>Initiation</i>	Any activities that can be considered any type of "initiation" of another student.	Min.	Parent Involvement/ISS/Detention	Out-Of-School Suspension
		Max.	Out-Of-School Suspension	Expulsion
<i>Lying</i>	Making an untrue statement with intent to deceive.	Min.	Parental Involvement Personal Conference	
		Max.	Detention/ISS	Out-Of-School Suspension
<i>Obscenity, Profanity or Abusive Language</i>	Use of obscene language or gestures in verbal or written form or in pictures.	Min.	Detention/ISS Personal Conference Parent Involvement	
		Max.	Out-Of-School Suspension	Expulsion
Problem Area	Definition	Range	Action To Be Taken	
			<i>1st Occurrence</i>	<i>Repeated</i>

			<i>1st Occurrence</i>	<i>Repeated</i>
<i>Sexual Misconduct</i>	Misconduct including, but not limited to, indecent exposure ("moonning", etc.) "depantsing" or attempting to "depants" or to remove clothing from another person, inappropriate touching of another, etc.	Min.	Out-Of-School Suspension	Out-Of-School Suspension
		Max.	Out-Of-School Suspension	Expulsion
<i>Tardiness</i>	Unexcused lateness to class.	Min.	Detention Personal Conference	
		Max.	Detention	ISS/OSS
<i>Theft</i>	Taking property or items from another person or from the school without permission. Unauthorized copying of copy-righted material.	Min.	Personal Conference/Restitution Parental Involvement	
		Max.	Expulsion/Restitution	
<i>Threats/Verbal Abuse of a Staff Member</i>	Statements (verbal or written) or actions which attempt to threaten or intimidate a staff member.	Min.	Out-Of-School Suspension	Out-Of-School Suspension
		Max.	Out-Of-School Suspension	Expulsion
<i>Unauthorized Areas</i>	Being in any area considered off limits to students, including teachers' lounge, teachers' work areas, off-limits campus areas, etc.	Min.	Personal Conference Parental Involvement	ISS
		Max.	Detention/ISS	Out-Of-School Suspension
<i>False Statements</i>	Knowingly making fraudulent, false or misleading statements.		Detention/Suspension 1-3 days	Suspension 1-5 days for 2nd Offense Suspension 3-10 day for 3rd Offense

Illegal Items Found in School or in Students' Possession

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs, or look-a-like substances; and possessing or using tobacco, tobacco products, or look-a-like substances. Weapons are not allowed on school grounds or at school activities; the exception being weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Parents of students found in violation of this policy may be contacted, and the students **will be** reported to law enforcement officials. (*Reference Board Policy 502.8, 502.12, and 1006*)

Notification From Police - Allows law enforcement to notify school official when a student is "taken into custody" for possession of alcoholic beverages.

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

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

Academic Integrity and Cheating

Academic integrity is a fundamental value of teaching, learning and behavior. Maintaining high standards of academic integrity ensures the sustainability of the educational process. Therefore, students are expected to commit to and be responsible for demonstrating fundamental values, even in the face of adversity. The following activities show a lack of academic integrity: cheating, collusion, falsifying records, lying, plagiarism (including electronic), alteration of materials, forgery, and providing or using external assistance relating to an examination, test, quiz or daily assignment, without the expressed permission of the teacher, including looking at another student's work, sharing answers, or copying another student's work or any act designed to give unfair academic advantage to the student. All technological device (e.g. cell phone, MP3 player, laptop) use is prohibited during exams in the classroom to reduce cheating.

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

Dual Enrollment Students

Home school or home school assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the building principal. (*Reference Board Policy 602.13*)

Backpack Policy

Students are not allowed to bring backpacks/bookbags to class with them. Students are expected to leave their backpacks and purses larger than the size of a spiral notebook in their lockers and bring ONLY necessary items to class. Smaller, soft-sided "sling bags" MAY be allowed to transport chromebooks.

Nuisance Items

Students may not possess radios, beepers, remotes, televisions, laptops, electrical devices, "heelies" on shoes, water guns, rubber bands, paper clips and paper clamps, balloons, music players, chains, toys, laser pointers, earbuds, mp3 players, or spiked jewelry including arm bands, bracelets, necklaces, and other similar items in the middle school building or at school activities, unless approved ahead of time by an administrator for a specific activity or project.

Cell Phones

In an effort to work with parents and guardians, students are allowed to bring cell phones with them to school. Cell phones may be useful for after school ride arrangements, but are not to be turned on or used during school hours (including text messaging, photography, videography, games, calculator, calendar, or any other feature of the phone) unless use is approved by a staff member. Because of the possibility of theft, for which the school cannot be held responsible, students are allowed to have their phone in their immediate possession and are not required to keep them in their lockers. However, any staff member who observes a student not following regulations will have the student surrender his/her cell phone immediately and turn it into Administration. Failure to cooperate will result in disciplinary action.

- First Offense--Student may pick up cell phone from Administration at the end of the school day. A parent contact will be made.
- Second Offense --Student may pick up cell phone from Administration at the end of the school day- parental contact will be made and an after school detention will be assigned by the Administration.
- Third Offense--Parent contact made by Administration-consequence assigned by Administration. Parent must retrieve phone from the office.
- Fourth Offense—Student will check-in phone upon arrival to school and will check-out phone at the end of the day.
- Fifth Offense and After--Suspension of some kind.

Student Behavior at School Events

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

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

Anti-Bullying/Anti-Harassment

Harassment, bullying and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Harassment and bullying in the law is: Any electronic, 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 that meets one or more of the following conditions.

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

"Trait or characteristic of the student" includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical, or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

Harassment and bullying behaviors can all interfere with our learning environment and we will have a zero tolerance for them. Unacceptable behaviors are not limited to harassment and bullying. Situations of unacceptable behavior may occur that do not meet the criteria defined by the four aforementioned conditions, but are still not acceptable for school or meet the expectations for student behavior at Lewis Central. These may include, but are not limited to, actions that might be commonly defined as unacceptable teasing.

Conflict is not Bullying. A conflict is a disagreement or antagonism between two or more people. All parties involved have some responsibility for the encounter. It is not bullying when two or more kids with no perceived power imbalance, fight, have an argument or disagree. Conflict resolution strategies can be employed to find common ground when both parties have a vested interest in resolving the conflict. Peer mediation may be appropriate in conflict situations. Bullying is peer abuse and needs to be reported and treated as such. Peer mediation is not appropriate in bullying

Student Reporting Procedures

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

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

Building Response to Reports of Harassment and Bullying:

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

- Will carefully review and investigate each complaint
- Will interview the student initiating the complaint
- May interview witnesses, parents, other adults, etc. to gain any additional information

- May refer any complaint directly to the District Level One Investigator or the Council Bluffs Police Department
- May require more teaching of skills, development of additional lessons, provide opportunities for counseling, take immediate action and impose consequences, or take any other actions that are designed to continue to provide a safe and positive learning environment.

Sexual Abuse and Harassment of Students

The school district does not tolerate any physical or sexual abuse or harassment of students. Students who are physically or sexually abused or harassed should notify their parents, teacher, principal, or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students. That procedure requires the school district to designate an independent investigator. The school district has designated the building principal at 712-366-8382 as its referral source to contact a Level I investigator. Lewis Central Community School's Level I investigator is Laurie Thies (712-366-8311). Level II investigations are handled by the Council Bluffs Police Department (712-328-5737).

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

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

Student Complaint Procedures for Sexual Harassment

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

- If an employee is involved, discuss the complaint with the employee within 10 days of the incident
- If unsatisfied with the employee's response or if there is no employee involved, talk to the principal within 10 school days of the employee's response or the incident
- If unsatisfied with the principal's response, talk to the superintendent within 10 days of the principal's response
- If unsatisfied with the superintendent's response, students may request to speak to the board within 10 days of the superintendent's response. The board determines whether it will address the complaint. (Reference Board Policy 505.5)

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

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

Student Publications

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

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

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

Students who believe they have been unreasonably restricted in their exercise of expression in an official student publication should follow the complaint procedure outlined in this handbook. (*Reference Board Policy 502.10, 503.3*)

STUDENT SCHOLASTIC ACHIEVEMENT

Grade Reports

The primary objective of the grading system is to provide feedback on the assessment of the student's relative mastery and application of the subject matter compared to the totality of the material studied and the student's own application and ability.

Report Cards

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

Grading Policies

Academic performance will specifically align with student achievement of standards in the Lewis Central Curriculum. Letter grades will continue to be an avenue of reporting student achievement in the classroom. However, the typical "definition" of each letter grade has changed. It is very important for all parties to understand the grade definitions and how the new definitions focus specifically on learning and proficiency of subject matter standards.

Grade Definitions

A+ = Consistent evidence of exceptional learning; student demonstrated superior knowledge, skill and application of content standards; all assessment data supports understanding of concepts above and beyond expectations.

A = Evidence of exceptional learning, student demonstrated superior knowledge, skill and application of content standards; all assessment data supports understanding of concepts above and beyond level of expectations.

B = Evidence of learning at grade level expectation; student approaching good knowledge, skill and application of content standards; assessment data approaching understanding of concepts at level of expectations.

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

D = Evidence of minimal learning; student demonstrated inconsistent knowledge, skill and application of content standards; assessment data supports inconsistent understanding of concepts.

IL (Incomplete Learning) = Incomplete evidence of learning; student demonstrated little/no knowledge, skill and application of content standards; assessment data supports little/no understanding of concepts; student needs further opportunity for learning to take place

I = Evidence not submitted; more student data is required from the student.

Homework

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

Middle School At-Risk Program

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

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

Promotion and Retention

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

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

Standardized Tests

Students are given standardized tests. These tests are used to determine academic progress for individual students, for groups of students, and for the school district. Students are tested unless they are excused by the principal. (*Reference Board Policy 605.2*)

Human Growth and Development

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction. (*Reference Board Policy 602.14*)

Open Enrollment

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Students wishing to open enroll to another school district must apply for open enrollment by January 1 of the school year preceding the school year in which they wish to open enroll. Students interested in open enrolling out of the school district must contact Central Office at 366-8202 for information and forms. (*Reference Board Policy 501.16 and 501.17*)

Honor Roll and Academic Honors

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

Academic Eligibility for Extracurricular Activities

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

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

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

Transition Celebration

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

Reach for Excellence Wall of Fame

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

MISCELLANEOUS

Telephone Use During the School Day

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

School Announcements

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

Visitors/Guests

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

Legal Status of Student

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

Food Service Guidelines

Lewis Central Schools has an electronic meal accounting system, which is designed to insure confidentiality among all family accounts. There is no way to determine which account is paid, reduced priced, or free by looking at the meal cards or the cafeteria cash register. Only the Nutrition Services office computer shows the family's meal status.

MEAL CHARGES POLICY

In accordance with state and federal law, Lewis Central Community Schools (LCCS) adopts the following policy to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent public knowledge of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

Payment of Meals

All meal purchases are to be prepaid before meal service begins. Families have use of a meal account. Payment methods to the family meal account include the following:

1. Credit and debit card payments online. Go to www.lewiscentral.org, under Quick Links click on e-Funds for Schools.
2. Credit and debit card payments over the phone at 712-366-8267 from 7:00 am – 3:00 pm.
3. Payments in cash, check, money order or cashier's check can be accepted through any of the following methods:
 - a. Drop off at any school office.
 - b. Drop off at Nutrition Services office located at Titan Hill.
 - c. Deposit money at the cash register in the cafeteria.
 - d. Send payment with student in an envelope to school.

When the family account balance reaches \$0.00 only meals may be charged to the account up to -\$25.00. Students who do not have a positive balance shall not be allowed to charge a la carte items until the negative balance has been paid. When the account reaches the negative balance limit of -\$25.00, a student shall not be allowed to charge further meals or a la carte items until the negative account balance is paid. In the event when a family account has reached -\$25.00, students should eat breakfast at home and bring a lunch until the account has returned to a positive status.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays cash for the meal when it is received.

Negative Account Balances

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified by an automated email system of a low balance once the family account balance reaches \$6.00. Families will be notified by letters sent home and phone calls to parents/guardians when the family account balance reaches -\$20.00. All negative balances not paid prior to the end of the school year will be charged a \$20.00 service fee. Nutrition services will work with the superintendent or superintendent's designee for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law.

Communication of the Policy

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

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

FREE AND REDUCED PRICED SCHOOL MEALS PROGRAM

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

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

USDA Nondiscrimination Statement

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

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

Communications to and from School

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

Library

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

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

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

Lost and Found

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

Guidance Program

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

Citizenship

Being a citizen of the United States, of Iowa, and of the school district community entitles students to special privileges and protections, and at the same time requires the students to assume civic, economic, and social responsibilities and to participate in their country, state, and school district community in a manner that entitles them to keep these rights and privileges.

As part of the educational program, students have an opportunity to learn about their rights, privileges, and responsibilities as citizens of this country, state, and school district community. As part of this learning opportunity, students are instructed in the elements of good citizenship and the role quality citizens play in their country, state, and school district community.

Inspection of Educational Materials

Parents and other members of the school district community may come to the office to view the instructional materials used by students. Copies may be obtained according to board policy. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the building principal. (*Reference Board Policy 603.5, 603.7*)

LEWIS CENTRAL COMMUNITY SCHOOLS TRANSPORTATION RULES AND POLICIES

Safety is our top priority, therefore, it is imperative that all students conduct themselves in an appropriate manner at all times while on a school bus. While school transportation is provided as a service to students, it is important to know that riding a school bus is a privilege not a right. Disruptions which lead to an injury of a student or which interfere with the driver's ability to concentrate on the task of operating the bus, will not be tolerated.

The following rules and policies have been approved by the Board of Education. Discipline policies regarding in school conduct and activities shall supersede transportation policies. In the event a student is suspended or expelled from school, that student will also be excluded from all transportation services. Rules and policies pertaining to transportation services include, but are not limited to 1-7 below. Such language prevents the claim from being made that 1-7 below is all inclusive.

- 1. THE SCHOOL BUS:** The school bus is considered an extension of the classroom. The driver is in charge of the bus and passengers at all times. The driver has the right to give instructions to passengers, assign seats, etc. The driver is entitled to be treated with respect. Poor conduct and/or disrespectful language will not be tolerated.
- 2.** Students will only be allowed to ride the bus to which they are assigned. This is to ensure all students have a seat on the bus. To obtain permission to ride a bus other than the one assigned, written requests must be submitted by the student's parent or guardian to the building principal and the transportation coordinator prior to the change.
- 3. BUS STOPS:** Students must be at their designated bus stop five minutes prior to their assigned time. Students will not be allowed to board or exit the school bus from any stop other than their own unless a written request for a change is submitted to the transportation coordinator. Each request will be reviewed and approval may be granted or denied based on the circumstances of the request.

While waiting for the bus, students are asked to remain at the bus stop, be respectful of property, conduct themselves appropriately, and for safety reasons, stay at least ten feet from the roadway.

Students are expected to board the bus in a safe, orderly, and timely manner and seat themselves immediately. Students must then remain seated, behave themselves appropriately, and respect the authority of the driver. Students who do not behave appropriately will be disciplined.

- 4. CAMERAS:** Our school buses may be monitored by on-board cameras. When available, videotaped documentation may be used to verify infractions of the bus rules.
- 5. DISCIPLINARY ACTIONS:** Drivers will instruct students on the school bus safety rules. All students are expected to obey the safety rules. When a student chooses to behave inappropriately, discipline action will be taken. During all disciplinary proceedings, students will be accorded the rights of due process. Depending on the severity of the infraction, drivers may verbally warn students. If after the driver has given a verbal warning, the student chooses again to behave inappropriately, a discipline referral will be issued by the driver and submitted to the proper school authorities.

Bus Matrix 6-12

The following is a table of guidelines in the disposition of disciplinary situations. This matrix is in addition to those contained in the discipline matrix found in the Student Handbook. Each situation will be dealt with based upon the circumstances related to the incident and school administration will determine the final decision for any discipline actions that may be appropriate for the incident. All expectations and discipline responses contained in the Student Handbook are in effect for school transportation, bus stops and other school related activities. The purpose of discipline is to modify individual behavior through positive and supportive actions whenever possible. **Depending on the circumstances of the offense and the history of the student, the action may vary at the building administrator's discretion.** Law enforcement may be contacted anytime "notification" is listed in the guidelines. In the event of police notification, any action taken by the court system will be in addition to the action taken by the school.

Rule Infraction	1 st Offense	2 nd Offense	3 rd Offense
<i>Bus Misconduct</i>			
<p><u>Disruptive Behavior</u>: verbal or physical actions that hinder or impair the driver's ability to provide safe transportation.</p> <p>May include, but not limited to: placing body parts out the window, horseplay, loud voices, standing, music, etc.</p>	<p>Detention to suspension 1-3 days.</p> <p>Possible suspension from bus 1-3 Days.</p>	<p>Detention to suspension 1-3 days.</p> <p>Possible suspension from bus 1-5 Days.</p>	<p>Bus suspension of 1-10 Days and Possible long term removal from the bus (To be determined by a hiring panel)</p> <p>Detention to suspension 1-5 days.</p>
<p><u>Insubordination</u>: disrespect toward, swearing at, failure to follow the request or directions of school bus personnel.</p> <p>May include, but not limited to: not sitting in your assigned seat, failure to follow the request or directions, not providing your correct name, etc.</p>	<p>Detention to suspension 1-3 days.</p> <p>Possible suspension from bus 1-3 Days.</p>	<p>Detention to suspension 1-3 days.</p> <p>Possible suspension from bus 1-5 Days.</p>	<p>Bus suspension of 1-10 Days and Possible long term removal from the bus (To be determined by a hiring panel)</p> <p>Detention to suspension 1-5 days.</p>
<p><u>Safety</u>: any action that imposes a direct threat to the driver and/or riders safety.</p>	<p>Bus suspension of 1-10 Days and Possible long term removal from the bus (To be determined by a hearing panel)</p> <p>Detention to suspension 5 days.</p> <p>Possible Police Notification</p>	<p>Bus suspension of 1-10 Days and Possible long term removal from the bus (To be determined by a hearing panel)</p> <p>Detention to suspension 5-10 days.</p> <p>Possible Expulsion</p> <p>Possible Police Notification</p>	
<p><u>Inappropriate Language and Gestures</u>: verbal, physical, or written language and/or gestures that may cause offense to others.</p> <p>May include, but not limited to: not sitting in your assigned seat, failure to follow the request or directions, not providing your correct name, etc</p>	<p>Detention to suspension 1-3 days.</p> <p>Possible suspension from bus 1-3 Days.</p>	<p>Detention to suspension 1-3 days.</p> <p>Possible suspension from bus 1-5 Days.</p>	<p>Bus suspension of 1-10 Days and Possible long term removal from the bus (To be determined by a hiring panel)</p> <p>Detention to suspension 1-5 days.</p>

In each of the above instances, the parent or guardian will receive a copy of the referral. Severe infractions of the safety rules may result in immediate suspension of bus riding privileges.

6. **STUDENT, PARENT/GUARDIAN CONCERNS:** Students encountering problems on the bus should report the problem to the bus driver. If the student wishes not to report to the driver, they should report the problem to the building principal. Parents or guardians who wish to discuss a discipline issue or procedure should contact the transportation coordinator at 366-8207.
7. **APPEAL PROCESS:** In case of issues that are not resolved to the satisfaction of all parties involved, appeals should be directed to the Hearing Panel at 366-8207. In the event the issue is still not satisfactorily resolved, appeals may then be made to the Superintendent of Schools at 366-8202. (Reference Board Policy 7

SCHOOL SUPPLIES

Supplies for CORE Classes

6th Grade Supplies: Scotch tape, invisible, w/dispenser – 1 roll
Sharpie, fine point, black – 1 ea
Eraser, set of 12 pencil cap
Pencil Pouch (3-hole) – 1 ea
6 Folders, 2 pocket, different colors – 1 ea of Blue/Red/Green/Yellow/Purple/Black
Single subject spiral notebooks, wide ruled, different colors – 8 (try to match folder colors)
Index Cards 3"x5", ruled, white – 2 pk
Filler paper, wide ruled – 3 pk
Scissors, 7" youth – 1 ea
Glue Stick – 2 ea
Pencils, mechanical .7mm lead - 24 ea
Red pens or pencils for checking – 3 ea
Pens – black and blue – 12 ea
Colored pencils, 12 ct - 1 pk
Markers, washable, classic colors, wide tip – 1 (set of 8)
Markers, washable, classic colors, fine tip – 1 (set of 10)
Ruler, 12-in. inch & cm – 1 ea
Facial Tissues (big box) – 3
Earbuds - 1 set

7th Grade Supplies: Earbuds – 1 set
Stick On (Post-It) Notes 3"x3" – 2 pads
Stick On (Post-It) Notes 1.5"x2" – 2 pads
Scissors, 7" youth– 1 ea
Sharpie, fine point, black – 5 ea
Highlighters, chisel tip, Yellow –4 ea
Folders with pockets - 5 ea - Blue/Rd/Gn/Yw/Pr
Single subject spiral notebooks, college ruled, 120ct (NO multi-subject) - 5 ea
Filler paper, college ruled, 200ct - 2 pkgs
Pencils, mechanical .7mm lead – 24 ea
Lead Refills .7mm (for mechanical pencils) - 1 pk
Pens – black and blue – 12 ea
Colored pencils – 2 pkgs (12 count)
Ruler, 12-in., plastic, inch & cm – 1 ea
Index Cards 3"x5", ruled, white – 2 pk
Markers, washable, classic colors, wide tip – 1 (set of 8)
Glue Stick .77oz – 8 ea
Block Eraser – 2 ea
Eraser, pencil cap - 1 pk
Calculator that does fractions (such as T136X, Scientific, 164 Functio) Solar
Facial tissues – 3 boxes
Composition Book, marble cover, wide ruled
Trapper (recommended) - 1 ea

Please do not prelabel folders, the teachers will direct students upon arrival to class.

8th Grade Supplies: #2 pencils – 4 dz
Pens, black – 18 ea

Colored pencils – 1 pk (12 count)
 Spiral notebooks, 1-subject, wide ruled – 5 ea
 Folders, 2-pocket with prongs – 6 ea
 (1 of each: blue, red, green, yellow, purple, black)
 Sharpie, fine point, black – 1 ea
 Highlighter, chisel tip, blue – 1 ea
 Earbuds – 1 set
 Calculator - scientific fraction recommended (such as T130XA, Scientific, 54 func, Battery)
 Please put child's calculator by engraving or using permanent marker.
 3 boxes of facial tissues to his/her 1st period core class

All textbooks will need to be covered.

PLEASE do not purchase the stretch book covers for textbooks, they cause the bindings on the books to come loose. Brown bags work best.

Supplies for EXPLORATORY Classes

P.E. Supplies:	White or gray T-shirt (plain) – with LAST name on front Athletic shorts – white, black, gray or blue White socks Tennis shoes
STEM Supplies:	Pencils
Bus-Tech Supplies:	Pencils/pens Folder
PLTW Engineering:	1” Binder (or larger), 3-Ring w/inside pocket
Art Supplies:	None needed unless specified by teacher during course
Choir Supplies:	1 box tissues 6 th Grade – plain red pocket folder 7 th Grade – plain green pocket folder 8 th Grade – plain blue pocket folder
Band:	1 box tissues
Spanish:	1” Binder, 3-Ring – 1

Bell Schedules

Regular Day

6th Grade

Period:	Time:
HR	7:35-7:41
1st	7:45-8:30
2nd	8:34-9:19
3rd	9:23-10:08
4th	10:12-10:57
Lunch	11:01-11:28
5th	11:32-12:16
6th	12:20-1:04
7th	1:08-1:52
8th	1:56-2:40
HR	2:44-2:52

8th Grade

Period:	Time:
HR	7:35-7:41
1st	7:45-8:30
2nd	8:34-9:19
3rd	9:23-10:08
4th	10:12-10:57
5th	11:01-11:45
Lunch	11:49-12:16
6th	12:20-1:04
7th	1:08-1:52
8th	1:56-2:40
HR	2:44-2:52

7th Grade

Period:	Time:
HR	7:35-7:41
1st	7:45-8:30
2nd	8:34-9:19
3rd	9:23-10:08
4th	10:12-10:57
5th	11:01-11:45
6th	11:49-12:33
Lunch	12:37-1:04
7th	1:08-1:52
8th	1:56-2:40
HR	2:44-2:52

Activity Day

6th Grade

Period:	Time:
1st	7:35-8:15
2nd	8:19-8:59
3rd	9:03-9:43
4th	9:47-10:27
5th	10:31-11:11
Lunch	11:15-11:42
6th	11:46-12:26
7th	12:30-1:10

8th Grade

Period:	Time:
1st	7:35-8:15
2nd	8:19-8:59
3rd	9:03-9:43
4th	9:47-10:27
5th	10:31-11:11
6th	11:15-11:55
Lunch	11:59-12:26
7th	12:30-1:10

7th Grade

Period:	Time:
1st	7:35-8:15
2nd	8:19-8:59
3rd	9:03-9:43
4th	9:47-10:27
5th	10:31-11:11
6th	11:15-11:55
7th	11:59-12:39
Lunch	12:43-1:10

8th	1:14-1:54	8th	1:14-1:54	8th	1:14-1:54
Activity	1:58-2:52	Activity	1:58-2:52	Activity	1:58-2:52

Early Release

6th Grade

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

8th Grade

Period:	Time:
1st	7:35-8:15
2nd	8:19-8:59
3rd	9:03-9:43
4th	9:47-10:27
5th	10:31-11:11
6th	11:15-11:55
Lunch	11:59-12:26
7th	12:30-1:10
8th	1:14-1:52

7th Grade

Period:	Time:
1st	7:35-8:15
2nd	8:19-8:59
3rd	9:03-9:43
4th	9:47-10:27
5th	10:31-11:11
6th	11:15-11:55
7th	11:59 - 12:39
Lunch	12:43-1:10
8th	1:14-1:52

2-Hour Late Start

6th Grade

Period:	Time:
1st	9:35-10:07
2nd	10:11-10:43
Lunch	10:47-11:14
3rd	11:18-11:50
4th	11:54-12:26
5th	12:30-1:02
6th	1:06-1:38
7th	1:42-2:14
8th	2:18-2:52

8th Grade

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

7th Grade

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