

# Estherville Lincoln Central High School

## Parent / Student Handbook 2022-23

**It is the policy of the Estherville Lincoln Central Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity and socioeconomic status 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, Tara Paul, Superintendent, 1814 7th Ave. S., (712) 362-2692, [tara.paul@elc-csd.org](mailto:tara.paul@elc-csd.org)**

# Estherville Lincoln Central High School

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Estherville, Iowa 51334  
(712)362-2659

Tara Paul, Superintendent

Brad Leonard, Principal

Shane Kalous, Activities Director

## **Estherville Lincoln Central Board of Education**

Tony Condon, Board President

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Kathy Beernink

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# **ESTHERVILLE LINCOLN CENTRAL HIGH SCHOOL**

## **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.

## **MISSION STATEMENT**

The mission of the Estherville Lincoln Central Community School District is to ensure that all students maximize their learning potential in becoming confident, independent productive citizens with good character.

## **PHILOSOPHY**

It is the philosophy of the Estherville Lincoln Central High School to provide learning experiences that will enable and encourage students to develop to the maximum of their ability. Estherville Lincoln Central High School will provide a positive learning environment which will encourage students to develop personal interests and skills, as well as develop educational and vocational goals. There shall be no discrimination against any student because of race, color, religion, handicap, national origin, sex, social class, or marital status.

To fulfill this philosophy, Estherville Lincoln Central High School will strive to:

- provide each student with a strong background in the liberal arts and emphasize math, science, English and social studies.
- provide opportunities to enhance and develop communication and higher order thinking skills.
- provide guidance experiences that will assist students in the development of their educational and vocational goals.
- develop self-discipline, personal responsibility, pride in work, a feeling of self-worth, and a positive attitude toward society.
- encourage individual development of good study habits, health habits, and use of leisure time.
- develop an appreciation for the fine and applied arts.
- recognize individual differences in students and to provide varied experiences to meet those needs.
- promote personal development by encouraging participation in extracurricular activities.

## FACULTY AND STAFF

### NAME

Janella Bodle  
Mindy Brechwald  
Molly Brinkman  
Sonja Christensen  
Frank Christenson  
Candie Cueva  
Kirsten Curry  
Holly Edlin  
Elizabeth Enderson  
Joan Enockson  
Charles Fandel  
David Finley  
Michelle Frideres  
Laura Giebler  
Sonya Gjerde  
Kyle Grems  
Nick Gruhlke  
Pete Haag  
Terri Hanson  
Maureen Hatland  
Jean Herrick  
Kameron DeMoss  
Nick Hogan  
Alison Johnson  
David Johnson  
Shane Kalous  
Angie Knutson  
Mitchel Krein  
Lizbeth Leal  
Brad Leonard  
Jolene Lutz  
Larinda Mueller  
Jenny Nitchals  
Amanda Paulson  
Chris Quastad  
Aaron Reetz  
Ryan Rezac  
Nicholas Rice  
Kevin Richardson  
Laura Rosendahl  
Matthew Schroeder  
Kim Sorbo  
Marlis Tribby  
Vanessa Van Slyke  
Carolyn Vargas  
Kris Weisman  
Stephanie Wheatley  
Cindy White  
Leslie White

### POSITION

Paraprofessional  
School Counselor  
Social Studies  
Special Needs Teacher  
Social Studies Teacher  
English Teacher  
Math Teacher  
ELL Teacher  
Business Education Teacher  
TAG Teacher  
Science Teacher  
Spanish Teacher  
Business Education Teacher  
Instrumental Music Teacher  
Success Coordinator  
Science Teacher  
Special Needs Teacher  
Math Teacher  
Paraprofessional  
Paraprofessional  
Special Needs Teacher  
Vocal Music Teacher  
Health Teacher  
Spanish Teacher  
Industrial Technology Teacher  
Activities Director  
Paraprofessional  
Social Studies Teacher  
Library Aide  
Principal  
Activities Secretary  
Paraprofessional  
Alternative Director  
Math Teacher  
Principal's Secretary  
Paraprofessional  
Physical Education Teacher  
Art Teacher  
Technology Director  
Science Teacher  
Vocational Agriculture Teacher  
English Teacher  
Attendance Secretary  
English Teacher  
Paraprofessional  
English Teacher  
HS Instructional Coach  
Paraprofessional  
Family & Consumer Science Teacher

## **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 and should refrain from public displays of affection.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school owned and/or school-operated buses or vehicles, or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district, or involves students or staff. School district policies, rules and regulations are in effect 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, seminars, 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 and parents are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the high school office for information about the current enforcement of the policies, rules, or regulations of the school district.

# POLICIES AND PROCEDURES

## HIGH SCHOOL ATTENDANCE POLICY

The ELC attendance policy is based on the fact that something important happens in class every day. Irregular attendance and tardiness both hinder the student's own studies and interfere with the progress of those students who are regular and prompt in their attendance. ELC expects all students, and more importantly guardians to appreciate the importance of the educational opportunities provided by the district.

### **PROCEDURES:**

1. Parents who know their child will be absent must notify the high school office in the form of a written note or a phone call from the guardian prior to the absence. The phone number is 362-2659 (24 hour voicemail is available).
2. If notification is not received, the student will be counted Absent Unexcused.
3. Any written note or telephone call MUST contain the following information:
4. (a) Name of student
5. (b) Date(s) of the absence or the class periods missed if for a portion of the day
6. (c) Exact reasons for the absence
7. (d) Signature of the parent/guardian (note only)
8. **MAKE UP WORK:** Students are responsible for arranging make-up work following their absences or in advance for absences that are anticipated. Students will receive full credit for schoolwork made up due to an *excused* absence and completed within the number of days missed plus one. For example, if a student missed three days of classes, provided the absences are *excused*, he/she will have four days to make up the work missed.
9. It is the discretion of individual teachers, and should be outlined in the grading section of the class syllabus if any credit will be given for days students are absent unexcused.
10. Those students who know of upcoming absences should work with instructors to get work prior to leaving.

### **Definition of Excused/Unexcused Absences:**

The Iowa State Department of Education has made it clear that the definition of what constitutes an excused or unexcused absence is left to each local school district. Each district is to create, publish, and implement a policy that contains guidelines in the area. Unexcused absence is defined to include any class period of absence for which no formal parent or guardian notification has been received within 24 hours of absence. Deduction in points or percentages for absenteeism is deemed a reasonable practice by the Iowa Department of Education Policy guidelines.

## **EXCUSED / UNEXCUSED ABSENCES (this is not an all-inclusive list):**

The following includes examples of excused absences but is not an all-inclusive list:

- An extended or chronic illness when verified by a doctor, a written note from a doctor may be required when a student misses more than 3 days
- Death, Funeral, serious illness of a relative
- Medical, dental, legal appointments which cannot be made outside the school day
- Up to two college visitation for seniors and one during second semester of junior year
- Participation in school and church sponsored activities
- Attendance at out of town school activities in which ELC is a participant
- Other reasons approved by the principal

The following absences from school are unexcused and result in disciplinary action. The following are examples of unexcused absences but is not an all-inclusive list.

- Work
- Shopping, hair appointments, tanning, senior pictures
- Oversleeping
- Missing the bus
- Family trips not approved in advance
- Birthday or other non-religious celebrations

### **Tardiness:**

Being on time is a part of being a responsible, mature person. Not being on time causes disruptions in the classroom that affect the learning of all:

- Tardiness extends up to 5 minutes late. Beyond that it will be considered an unexcused absence.
- Any student more than 5 minutes late will not be allowed to attend class to avoid the disruption they would cause. These students will be expected to sit in the office until the next passing period.
- Seminar will be assigned by classroom teacher for the 4<sup>th</sup> and each successive tardy after the 4<sup>th</sup> in any one class, failure to report to that seminar will result in a full day of ISS. Seminar will be a minimum of 20 minutes, extended beyond that at teacher's discretion.

Extra-curricular practices are not an excuse to miss detention.

- Upon the 10 total tardy for each semester students will earn day of summer school
- For every 5 total tardies after the 10th students will be assigned another day of summer school
- For example a student with 20 total tardies in one semester will have 3 days of attendance summer school

After 5 total tardy's students will be informed of the school's concerns and will be required to sign a warning letter. A copy of this letter will be sent home to the parent/guardian.

## **ADMINISTRATION INTERVENTION**

### **Excessive Absence Policy**

1. The ELC Board of Education has defined ten absences in a semester to be excessive (in accordance with Iowa Dept. of Education). Ten absences in a semester represents an absence rate of 11%. When absences become this frequent it diminishes the academic integrity of the course.
2. Upon the 8<sup>th</sup> absence from school for any one period in a semester, parents will be scheduled to meet. The meeting will include the Attendance Disciplinarian, Student Success Coordinator, student, parent(s), and possibly school counselor, principal, and/or teacher representative. The meeting will be a chance for the group to brainstorm possible remedies, discuss what the school will consider excused and unexcused for the remainder of the semester, and consequences of further absences up to and including removal from classes and loss of credit toward graduation. At this time a student wellness screening checklist will be signed off by all parties.
3. After 15 total non-school related absences in a semester for any one class of the school day, the student will be required to make up each additional day absence through Summer School, or they will not receive credit for that course. A letter may be sent to the county attorney for students who are of mandatory age.
4. Attendance letters will automatically be mailed when any student reaches 5 and 13 daily absences of any sort. The 5 day letter is intended to inform the parent/guardian that there is an attendance issue that needs to be corrected along with potential consequences, the 13 day letter will outline summer school expectations to complete the competencies of the course.

### **Consequences for unexcused absences**

1. For every unexcused absence students may be required to meet with school attendance personnel.
2. In each case of unexcused absence the students shall be required to make up time either before school, after school, during open campus, or during open lunch with administrator, or individual instructor.
3. After the 3<sup>rd</sup> unexcused absence, an attendance meeting will take place with the parent(s), student, administration, and attendance coordinator.
4. For the 4<sup>th</sup> unexcused absence of any one period a letter will be sent informing the parent(s) and student that the next unexcused absence will result in summer school.
5. Upon the 5<sup>th</sup> unexcused absence for any one period in a semester, the student will be required to make up each additional absence through Summer School or on one of the dates listed below, or they will not receive credit for that course. (For example, 7 total unexcused absences will require 3 days of Summer School to make up those days.)
6. Attendance Makeup Dates for the 2021-22 school year: September 20, October 25, November 29, December 20, January 3, January 31, March 7, March 21, April 19 and summer dates which will be determined at a later date.
  - a. Those students who fail to make up days during summer school will not receive credit for a course.
  - b. Seniors will not receive a diploma until summer school obligation is fulfilled.
  - c. Students who fail to make up summer school time will be ineligible to participate in all ELC activities.

- d. Students who fail to make up summer school time will be ineligible to take college coursework.
- e. Students may be assigned community service around the school, during summer school, to fulfill summer school obligation.

### **Procedures for Leaving School during the School Day**

Every attempt should be made by parents to schedule appointments before school, on Saturdays, or on vacation days. **For those appointments that cannot be scheduled at any other time**, it is recommended they be scheduled during lunch period or study halls so the student does not miss out on any instructional class time. The student must come to the office and sign out before leaving the building.

### **Considerations and Exceptions:**

1. Any extended absence or chronic medical condition accompanied by a doctor's note or a judge will not count against the student's maximum of 8 absences that initiate the initial parent, student, school attendance meeting. If a note is provided by medical professional extended absence will count as 1 day against the 15 allowable excused absences.
2. Any family going on an extended family trip must meet with school administration a minimum of one week prior to missing school to fill out a checklist ensuring school work will be done and steps will be taken to make sure the student does not fall behind. If this is done, and the checklist is completed, these days will not count against the student's maximum of 8 absences that initiate the initial parent, student, school attendance meeting. This absence will count as 1 day against the 15 allowable excused absences. School related absences will not count against the student's maximum of 8 absences that initiate the initial parent, student, school attendance meeting.

## **JUNIOR and SENIOR OPEN CAMPUS:**

### **QUALIFYING FOR OPEN CAMPUS YOUR JUNIOR AND SENIORS YEARS**

- No failing grades the previous quarter.
- Have 4 or less tardies the previous quarter.
- Have 2 or less unexcused absences for any one period the previous quarter.

### **SUSPENSION OF OPEN CAMPUS:**

Open campus privileges will be suspended based on the following criteria, but not limited to only these:

- Any student failing a course at quarter will be added a study hall for the following quarter.
- Any student with more than 3 unexcused absences for any period at the quarter will be added a study hall
- Any student with more than 5 total tardies for a quarter will be added a study hall.
- Skipping study hall will result in the same consequences as any unexcused absence

# **ESTHERVILLE LINCOLN CENTRAL HIGH SCHOOL GOOD CONDUCT POLICY (Effective September 1, 2007)**

## **STATEMENT OF PHILOSOPHY**

The Board of Directors of the Estherville Lincoln Central Community School District offers voluntary activities designed to enhance the classroom education of students. Students who participate in extracurricular activities serve as ambassadors of the school and the district throughout the 12 month calendar year, whether away from or at school. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participation in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and activity coaches and sponsors. The High School Principal or Activities Director shall keep records of violations of the Good Conduct Policy.

The following activities are covered by this policy:

Athletics, instrumental and vocal music performances, drama productions, speech contests, FFA, National Honor Society, all co-curricular clubs (e.g. Spanish Club, Drama Club, Key Club, Music Club, Pepper Club, etc.), all honorary and elected offices (e.g. Homecoming King/Queen/Court, class officer, student council officer or representative), performances and state contests for cheerleading and drill team, quiz bowl contests, and any other activity where the student represents the school district outside the classroom.

The following are NOT covered by this policy if the students are required to perform as part of their classroom grade (stated in class syllabus): district concerts, marching band contests, jazz festivals and contests, show choir festivals and contests, large group musical festivals, parade of bands and any other activity where the student is required to perform as part of the class grade.

## **Attendance Regulations**

1. A student shall be in school one-half day on the day of performance, practice, scheduled contest, program or trip. If the event is after school or in the evening, the half-day of required attendance shall be the afternoon (a minimum of the last 3 periods). Any exception must be cleared in advance through the administration. A student may compete on a non-school day even if they were not in attendance the prior day.
2. If a student will miss a class or classes because of a performance, scheduled contest, program, or trip, he/she must turn in assignments to teachers in advance or make special arrangements for such assignments with the teachers involved. The majority of the time the student will know in

advance (except in the case of make-up contests or events caused by inclement weather or other unforeseen circumstances) through their coach(s) or sponsor(s) when such activities will take place and the time in which they will be excused from their classes. It is the student's responsibility to notify their teachers well in advance to make arrangements for their assignments. Failure to do so may result in no credit given for the assignments not completed in advance.

### **Academic Requirements-High School**

1. All participants in the extra-curricular program shall be enrolled or dual enrolled as full-time students.(4 Classes) Matches State Rule
2. Students in athletics, music, or speech activities must be under 20 years of age.
3. Students in athletics, music, or speech activities must be enrolled in high school for eight semesters or less.
4. Students in athletics must not have been a member of a college squad nor trained with a college squad, nor participated in a college contest nor engaged in that sport professionally.
5. Students must meet all transfer requirements or be eligible under state law and regulations if the student is a transfer or open-enrolled student.
6. Quarter and semester grades will be used to determine eligibility as indicated below:
  - a. SEMESTER GRADES (Iowa no-pass/no-play law D.E. Rule 36.15(2) Any student earning a grade of "F" for the semester grade will be ineligible for 30 calendar days of participation from the first legal playing date/activity.
  - b. Summer school or college coursework taken during the summer may not be used to regain eligibility from failed coursework through the regular school calendar.
7. Special education students or students covered by a Section 504 plan that address specific academic goals shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by the student's staffing team, towards the goals and objectives on the student's IEP or accommodation plan. This provision applies to both the ELC Academic Requirements and the Department of Education Academic rule.
8. In addition to the above academic requirements of the ELC Good Conduct Policy, students are also subject to the requirements established by the Department of Education Academic Eligibility Rule [36.15(2)] (Also known as the NO PASS/NO PLAY RULE). The essential language of this rule is:
  - a. **-The No Pass – No Play Eligibility Rule** [Iowa Department of Education Rule 36.15(2)] became effective on July 1, 2008. This rule is in addition to the other academic eligibility
  - b. requirements stated in the ELC High School Good Conduct Policy. Application of this rule is: any student earning a grade of "F" for the semester grade will be ineligible for 30 calendar days of participation from the first legal playing date/activity.
  - c. Eligibility under the NO PASS/NO PLAY rule may NOT be regained by taking summer school. Special education students or students covered by a Section 504 plan shall not be denied eligibility if the student is making adequate progress, as determined by the student's staffing team, towards the goals on the student's IEP or accommodation plan. This provision applies to both the ELC academic requirements and the Department of Education Academic Eligibility Rule [36.15(2)] (No Pass/No Play).
9. Any student that is removed from a class for disciplinary reasons will receive an "F" for that semester and face ineligibility as a result.

## **STUDENT CONDUCT**

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

1. Possession, use, or purchase of alcoholic beverages, including beer and wine (use includes having the odor of alcohol on one's breath).
2. Possession, use, or purchase of tobacco and vaping products, regardless of student's age.
3. Possession, use, or purchase of illegal drugs/drug paraphernalia or the unauthorized possession, use, or purchase of otherwise lawful drugs.
4. Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system excluding minor offenses such as traffic or hunting/fishing violations, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s).
5. Exceedingly inappropriate or offensive conduct, such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), serious hazing or harassment of others (note: this could include group conduct), or violations of ELC Internet policy resulting in suspension of such privilege for a period of one year or more.
6. In situations where there are multiple violations or charges, the administration will determine the ineligibility period based on the number and type of violations or charges.
7. Adherence to District's Acceptable Use Policy.

## **LOSS OF ELIGIBILITY**

When the administration believes it is more likely than not that student violated the Good Conduct Rule any time during the 12 month calendar year, the student is subject to a loss of eligibility as follows:

### First Occurrence:

1. 5 events, reduced by 2 if you self report

.

### Second Occurrence (within one year of first occurrence):

1. 10 events, reduced by 2 if you self report

### Third Occurrence (within one year of the second occurrence):

1. Minimum of one (1) year suspension.
2. Student must appeal to the admin. to be reinstated after the one year has elapsed.
3. Minimum of three (3) letters of reference from parents/guardian, employer, counselor, or clergy.
4. Provisions of the appeal will include school attendance, behavior, and academic performance and in cases of substance abuse an outside agency's evaluation.

## REDUCTION IN PENALTY

1. (SELF REPORTING) Admission Prior to Determination: If a student comes forward to a coach, administrator, or activity sponsor to admit (self-report) a violation of the Good Conduct Policy prior to a finding of guilt by the administration and within FOUR (4) calendar days of the date of the violation, the student's penalty may be reduced by two (2) events.
2. Evaluation and Treatment (Drug & Alcohol Violations): A student who has a second violation of the alcohol or drug provision of the Good Conduct Policy may elect to seek an evaluation and, if recommended, treatment from a recognized substance abuse facility at the student's/family expense. If the student seeks the evaluation and agrees to waive confidentiality to allow the evaluating facility to report back to the Activity Director or designee regarding the recommendations for treatment or follow-up care, the student's penalty may be reduced by three (3) public performance dates.
3. Evaluation and Treatment (Drug & Alcohol Violations): A student who has a third violation of the alcohol or drug provision of the Good Conduct Policy may elect to seek an evaluation and, if recommended, treatment from a recognized substance abuse facility at the student's/family expense. If the student seeks the evaluation and agrees to waive confidentiality to allow the evaluating facility to report back to the Activity Director or designee regarding the recommendations for treatment or follow up care, the student's penalty may be reduced from 12 months to 6 months. The student will still need to complete the reinstatement process also;
  - a. The student must appeal to the administration to be reinstated.
  - b. Minimum of three (3) letters of reference from parents/guardian, employer, counselor, or clergy.
  - c. Provisions of the appeal will include school attendance, behavior, and academic performance and in cases of substance abuse an outside agency's evaluation.

Special Circumstances: A student who has not been convicted of a policy violation, but voluntary seeks help by entering an inpatient treatment program (i.e. 30 or 45 days) for substance use/abuse will be eligible for extracurricular activities immediately upon his/her return to school (first and second occurrence).

## **"MERE PRESENCE" PROVISION**

As a result of input from community members, activity sponsors, faculty, staff, administration, coaches, parents, and students, the following MERE PRESENCE provision has been added to the ELC Good Conduct Policy. A student's "mere presence" is defined as being at a function or party where alcohol or other drugs are knowingly being consumed illegally by minors. If a student fails to leave such a situation within a reasonable time, it would constitute a violation of the ELC Good Conduct Policy.

The following are valid educational reasons for such a rule.

- Rationale for a "mere presence" policy is: it would act as a deterrent to beer parties and driving around in cars drinking alcohol or using drugs, both common teenage activities that are unhealthy, illegal, and dangerous.

- It emphasizes the message that the school is concerned about the students' health, well being, and moral character.
- Educators know a great deal more about the dangers of adolescent experimentation or "dabbling" with alcohol and drugs than we did 25 years ago. We know more about addiction and we know more about the unhealthy impact on growing bodies that alcohol and drugs have, even in moderate amounts.
- This country now has a serious problem with drug and alcohol use by teenagers and even younger children.
- Federal and state laws now require schools to educate students about drug and alcohol use and abuse. Many laws have been passed, grant money made available, etc., to impress upon students the message against any type of chemical involvement.
- The message of approval that is "sent" when a student attends a party where drugs and alcohol are being used illegally by minors is one of approval, even if the student doesn't participate himself or herself. (This is even true for the so-called responsible activity of declaring a "designated driver" who will abstain from use while his/her peers engage in consumption of the chemicals.)

To violate the ELC "MERE PRESENCE" provision there must be some evidence that the student knew the drugs/alcohol were present and being used illegally, and the student must have failed to leave (after discovery of the drugs/alcohol/illegal activity ) within a reasonable time, assuming the student had an opportunity to leave.

If a student finds himself or herself in a situation where they have knowledge of alcohol or other drugs are being consumed illegally by minors, the student's options are:

- Leave immediately. Intention to leave is not a defense. Nor is being "designated driver."
- Apply "reverse" peer pressure to convince the persons responsible for bringing the contraband substances to leave the party and take the drugs/alcohol with them.
- Otherwise get rid of the offending substances. (Flush or pour, but do not consume!)
- Stay and risk loss of eligibility for extracurricular activities.

Note to Parents: Because a parent may condone a child's illegal activity [at the time or later] doesn't mean the school cannot proceed to apply the Good Conduct Rule.

### **VIOLATION OF MERE PRESENCE PROVISION**

The District believes that the student who represents our school is looked up to and emulated by other students, including younger children, and as a role model he or she should not appear to condone illegal, unhealthy, and dangerous activities or enable other students to engage in them. While the District believes MERE PRESENCE behavior is inappropriate for students involved in extra-curricular activities, it also believes the penalties for such should not be as severe as those for actually partaking in possession, consumption or selling of illegal drugs and alcohol. With this in mind the following, students violating the MERE PRESENCE provision will be subject to the following loss of eligibility for each offense:

1. Two (2) public performance dates.

Reduction in Penalty for Self-Reporting:

1. Admission Prior to Determination (SELF-REPORTING): If a student comes forward to a coach, administrator, or activity sponsor to admit (self-report) a violation of the Good Conduct Policy

prior to a finding of guilt by the administration and within FOUR (4) calendar days of the date of the violation, the student's penalty may be reduced by one (1) public performance dates.

Mere Presence Penalty Within one calendar year:

1st Offense- 2 can be reduced to 1 by self reporting

2nd Offense- 4 can be reduced to 3 by self reporting

3rd Offense- 6 can be reduced to 5 by self reporting

## **OTHER RELATED ITEMS**

- A. Violations Occurring During Ineligibility: If a student is ineligible (academically or occurrence) at the time of a violation (or becomes ineligible during a time when the student is "sitting out") of the Good Conduct Policy, the penalty for the violation will not begin (continue) until the student regains their eligibility.
- B. The period of ineligibility attaches immediately upon a finding of the violation if the student is currently engaged in an extracurricular activity and, if not or if not completed during the current activity, is begun or carried over to the time the student seeks to go out for the next activity or contest. Students will not be allowed to begin a season in progress in order to serve their ineligibilities.
- C. Any student suspended out-of-school for violation of school rules will be ineligible to participate in any extra-curricular or co-curricular practice or performance until reinstated by the principal or activity director. Student cannot be on campus per school board policy during the period of suspension. In-school suspensions will be handled administratively.
- D. All students entering ninth grade begin high school with a clean slate (except if they have an outstanding obligation for equipment/uniforms). The eligibility under the High School Good Conduct Policy begins the day after the last class day held for eighth grade.
- E. Students who go 365 days without violation will be placed back on step 1 (first occurrence). The date of a violation is determined by the date on which the violation actually occurred.
- F. If the period of time between the violation and the student's participation in any activity covered by this policy is twenty-four (24) calendar months or more, the student shall not serve an ineligibility period for their violation(s).
- G. If denial of a violation is followed by a later conviction, the denial serves as the first offense and the second offense penalty is instated.
- H. Each activity sponsor/coach shall retain a prerogative to add additional regulations pertaining to their activity. EXAMPLES: Training hours, attendance requirements at practices/events, dress codes, etc. These regulations shall be explained to the students and parents during preseason meetings or communications.
- I. An ineligible student shall attend all practices or rehearsals but may not "suit up" nor perform/participate. A student who is placed on suspension (ineligibility) must remain as a member of the activity, continue to practice throughout the duration of the suspension, and successfully complete the activity in good standing. Failure to do so shall be deemed as not to have served the prescribed period of suspension and the student shall remain on suspension until the ineligible period is properly completed. Scrimmages (as defined by the IHSA and IGHSAU) do not count toward contests or performances in which a student must sit out. "Showcases" in which the public is invited/encouraged to attend will not count toward their required public performances. ELC sponsored events that are outside of those published on the District's calendars/schedules and events in which the student is selected to represent ELC will

count as public appearances and ineligible students will not participate in such events but they will count as events that the student “sat out.”

- J. Unless the student violated the Good Conduct Policy while on school grounds or at a school event/activity off school grounds, there will be no academic consequences (e.g., detention, suspension from school, school/community service) for the violation unless the violation has a direct and immediate negative impact on the efficient operation of the school despite occurring off school grounds/time.
- K. A student is said to have violated the ELC Good Conduct Policy if:
  - 1. Found so by a court of law.
  - 2. Admits to violating one of the standards.
  - 3. Witnessed breaking one of the standards by one or more ELC staff members.
  - 4. Accused upon signed, sworn testimony of one or more citizens which must be made in writing at the principal's office or activity director's office within thirty days of said violations. If the accused claims innocence, the Appeals Committee will, within five school days, conduct a hearing to determine guilt or sustain innocence
  - 5. Upon a thorough investigation, the school personnel establishes a preponderance of evidence that the student committed the act.
  - 6. Participation in a diversion program or other educational programs required by Juvenile Court Services.
- L. Unauthorized Possession of School-Owned Equipment/Uniforms: No ELC student shall have in his/her possession any school-owned equipment/uniforms from ELC or any other school. At no time is school equipment/uniforms to be used/worn in public; except for practice, games/meets/performances, and at special times with the permission of the coach/sponsor. Students will be ineligible to practice or compete in any other extra-curricular activity until all obligations are satisfied which may include return of all equipment/uniforms and/or payment for lost or damaged equipment/uniforms. Equipment/uniforms stolen from other Districts will be deemed as a violation of the Good Conduct Policy. The District may also prosecute students for stolen equipment.

### **RUMORS**

If information comes via the “rumor route” about violations of the Good Conduct Policy, the appropriate administrator will investigate it. After the investigation has been completed by the appropriate administrator/authorities, the student(s) and parents will be informed of the situation and will be given the opportunity to explain his/her side of the story.

### **TRANSFER STUDENTS**

If a student transfers in from another school or school district and the student has not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school or school district, the student shall be ineligible until the full period of ineligibility has been completed if the administration determines that there is general knowledge (notoriety) in our district of the fact of the student’s violation in the previous district.

## **APPEAL PROCESS**

Any student who is found by the administration to have violated the Good Conduct Policy may obtain a review of the determination by following these steps: (NOTE: THE PENALTY WILL BE IN EFFECT UNTIL REVERSED).

Step I. A student or parent contesting the declared ineligibility based on these rules shall be required to schedule an oral hearing with the Appeals Committee within five days of receiving notice of declared ineligibility. The hearing will be held within five days of the request for the hearing. The student shall have in writing his/her objections to the decision at the time of the hearing. The Appeals Committee shall consider the evidence and make a decision within 24 hours of the hearing and shall forward in writing its finding and decision to the student and parent.

Note: The Appeals Committee\* may consist of, but not limited to, the following:

1. High School Principal
2. Activity sponsor(s)/coach of the activity in which the student is presently participating or will be next participating in
3. Faculty member (non-activity sponsor/coach)
4. High School Student Council President
5. High School Junior Class President
6. Representative of the Fine Arts Boosters
7. Representative of the Athletic Boosters

A minimum of four committee members must be present to hear an appeal.

\*If a conflict of interest is evident, the High School Principal may select an alternative representative.

Step II. If the students/parents are not satisfied with the decision of the Appeals Committee, they may appeal to the Superintendent of Schools in writing within three days of receiving the written notification from the Appeals Committee and the superintendent shall then schedule a hearing with two Estherville Lincoln Central Community School Board members present. This hearing will be held within five days of the request for the hearing. The committee shall consider evidence presented, including statements made by the student, and make a written finding of its decision within three days of the hearing, sending a copy to the student and parent.

## **Student Appropriate Use Policy**

Technology is a vital part of the Estherville Lincoln Central Community School District's curriculum; therefore, students will be given access to the Internet through individual network accounts. Email accounts will be issued to all high school students.

Expectation of Privacy: The District retains control and supervision of all technology including computers, networks, and Internet services owned or leased by the school. The District reserves the right to monitor all use of technology. Each person has no expectation of privacy in their use of the District technology, including email and stored files. All communications and information received via the district technology shall be considered the property of the district. Each person will respect the rights of others to the protection of the files they store on a computer and will not alter or damage such files.

### **Internet Safety and Access**

It is the policy of the Estherville Lincoln Central Community School District to (that):

1. Prevent user access and transmission of any inappropriate material via the Internet and other electronic communication devices
2. Prevent unauthorized access and unlawful online activity by forbidding violation of copyright laws, licensing agreements, or plagiarizing works they find on the Internet. Students shall cite all quotes, references, and sources.
3. Comply with the Children's Internet Protection Act (CIPA) [Pub. L. No. 106-554 and 47 USC 254(h)]
4. Users will not make deliberate attempts to degrade, vandalize, hack, disrupt or break equipment, software, or network performance.
5. Cameras or other recording devices are not to be used to take pictures or video without the consent of all persons being photographed or recorded.
6. Users will not attempt to gain unauthorized access to information resources, another person's materials, information or work folder, files, or use another user's network account.
7. Users will not use the school district system to post private information about another person or to post personal contact information about themselves or other persons including, but not limited to, addresses, telephone numbers, school addresses, identification numbers, access codes or passwords.
8. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official. Educational games may be utilized under direct authorization of a teacher.
9. Students will not be allowed to use non-school issued email, or chat rooms, forums, post boards, post logs, blogs, or other on-line communication services without the authorization of a teacher.
10. Students shall use all technology and communications responsibly and ethically with appropriate online behavior.

To comply with the Children's Internet Protection Act, we have installed security software that will filter and block offensive, obscene, pornographic, and any other inappropriate material deemed harmful to minors. Because information on the Internet changes constantly, it is not possible to predict, control, or

filter everything a student may locate and Estherville Lincoln Central School makes no guarantees as to the accuracy of content found on the Internet or specific websites. Parents and students will sign a form acknowledging that they have read and understand the Appropriate Use Policy and that they will comply with the policy and understand the consequences that could be invoked for violation of the policy.

### **Education, Supervision, and Monitoring**

It shall be the responsibility of all members of the Estherville Lincoln Central Community School staff to educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

Estherville Lincoln Central staff will provide age-appropriate training for students who use the district's Internet facilities. The training provided will be designed to promote the school's commitment to:

1. The acceptable use of the Internet services as set forth in the district's Appropriate Use and Internet Safety Policy
2. Student safety with regard to: Safety on the Internet, appropriate behavior while online, cyber bullying awareness and response, unauthorized access, including hacking and other unlawful activities by minors online, use and dissemination of personal information regarding minors
3. Compliance with the E-rate requirements of the Children's Internet Protection Act

### **Student Violation-Consequences and Notifications**

Consequences and Notifications of violations will be handled by building level administration. A verbal, or written notice will be issued to the student violating the Appropriate Use Policy. Additionally, students may be held financially responsible for any damages caused by their actions. Based on the severity of the offense, the consequence may also include, but will not necessarily be limited to one or more of the following:

- Suspension, or revocation of Local Area Network/Internet/E-mail access
- Suspension, or revocation of computer access
- School suspension, or expulsion depending on severity.
- Legal action and prosecution by authorities
- Violation of the Good Conduct Policy
- Others as deemed appropriate by the administration

A copy of the notice or letter will be mailed to the student's parent/guardian and a copy will be provided to the building principal for placement in the student's file.

## **STUDENT HEALTH, WELL BEING AND SAFETY EMERGENCY FORMS**

### **EMERGENCY FORMS**

At the beginning of each school year, parents 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 high school office if the information on the emergency form changes during the school year.

### **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 immunization or the student makes arrangements with the principal. Only for specific medical or religious purposes are students exempted from the immunization requirements. Parents who have questions should contact the office.

### **PHYSICAL EXAMINATIONS**

Parents are encouraged to have their children receive periodic 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 activities director.

### **EMERGENCY DRILLS**

Periodically, the school holds emergency fire and tornado drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms. Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules, and regulations, may be reported to law enforcement officials.

### **ADMINISTRATION OF MEDICATION**

Students may need to take prescription or nonprescription medication during school hours. Students may carry prescription or non-prescription medication only with the permission of the parents and the school nurse. The school must know the medications a student is taking in the event the student has a reaction or illness. Students must provide written instructions for administration of the medication as well as parental authorization to administer the medication.

Medication is held in a locked cabinet and distributed by the school nurse or qualified 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; and potential side effects.

Those students who are under a doctor's care are asked to comply with the following procedures so that the school may accommodate the student:

1. Notify the office or the nurse.
2. Register medication at the office. The medication will be kept in the office and taken under supervision.
3. Place on file with the office the doctor's note explaining the student's condition.

### **STUDENT ILLNESS OR INJURY AT SCHOOL**

A student who becomes ill or is injured at school must notify his/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. 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. No student should leave the building without signing out in the office.

### **STUDENT INSURANCE**

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. Parents are asked to sign a statement of insurance coverage.

### **STUDENT MEALS**

Estherville Lincoln Central Community School serves nutritious meals every school day, breakfast and lunch.

### **EXCLUSION OF STUDENTS WITH PEDICULOSIS/NITS**

Pediculosis capitis, commonly known as head lice, is an infestation of the hair and scalp with lice and nits (eggs). The communicable disease is highly contagious. Any student found to have lice and/or nits will be excluded from school until such time that the student is found to be "nit free" by a designated school health personnel. Oral and written instructions regarding pediculosis will be given to the parent/guardian and/or responsible adult when a student is excluded from school.

School health personnel will examine students who have been found to have pediculosis prior to readmission to school. The parent/guardian and/or responsible adult must accompany the student to the health office for examination.

After re-entry to school, students will be checked daily for lice and/or nits for two weeks then weekly for two more weeks. Children who have become re-infested with pediculosis will be excluded from school and will require further treatment.

Any absence related to lice or nits after notification and opportunity for effective treatment and nit removal (two days after notification) would no longer be considered an excused absence. Repeated unexcused absences will be followed by the building administrator and the truancy policy initiated.

## **COMMUNICABLE AND INFECTIOUS DISEASES**

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

## **HEALTH SCREENING**

Throughout the year, the school district sponsors health screening for vision, hearing, scoliosis, high blood pressure, and height and weight measurements. Students are automatically screened unless the parent submits a note asking the student be excused from the screening. The grade levels included in the screening are determined annually. Parents are notified prior to the health screening. However, upon a teacher's recommendation and with parental permission, students not scheduled may also be screened.

## **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.

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 affect the student; or the conduct has the purpose of effect of substantially interfering with a student's academic performance by creating an intimidating, hostile, or offensive education environment.

## **ASBESTOS NOTIFICATION**

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos management policies for the

schools. Asbestos has been used as a building material for many years. It is a naturally occurring mineral that is mined primarily in Canada, South Africa, and Russia. The Properties of asbestos make it an ideal material for insulating, sound absorption, decorative plaster, fireproofing, and a variety of miscellaneous uses. There has been over 3,000 different products manufactured using asbestos. The Environmental Protection Agency (EPA) began action to limit its uses in 1973. Most of the asbestos products used as building materials were banned by 1978. The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of asbestos management plan.

Certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the office.

## **GENERAL STUDENT INFORMATION**

### **SCHOOL SONG**

We're loyal to you Estherville,  
We'll ever be true Estherville,  
We'll back you to stand Against the best in the land,  
For we know you can stand, Estherville. Rah! Rah!  
So smash that blockade Estherville,  
Go crashing ahead Estherville,  
Our team is our fame protector,  
On team for we expect a victory from you Estherville.

### **SCHOOL MASCOT**

In 1927, the Estherville football team was extremely short. They played a team that was very tall and defeated them. When the newspaper printed the article for the paper they referred to the Estherville team as "Midgets". The nickname has stayed with the team and has been adopted as the school mascot.

## **EQUAL EDUCATIONAL OPPORTUNITY**

The Estherville Lincoln Central Community School District does not discriminate in its education programs or educational activities on the basis of sex, race, religion, color, national origin, marital status 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 that they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator.

The Affirmative Action Coordinator (Superintendent) can be reached at 362- 2692. Inquires may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 10220 North Executive Hills Blvd., 8<sup>th</sup> Floor, Kansas City, MO 64153-1367, (816)891-8156, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146, (515) 281-5294.

The school district, in its educational program, has a process to assist students experiencing behavior and learning difficulties. The (name of individuals or group, i.e. the building level problem solving team) is responsible for this process. Representatives from the area education agency may also assist the school district in this process. Parents wanting access to this process should contact Brad Leonard at 362-2659.

## **HOMELESS DEFINITION**

Homeless means individuals who lack a fixed, regular and adequate nighttime residence and includes:

- Sheltered/transitional houses – Children placed by the state or have accessed and are living in a public or private shelter or transitional housing project on a temporary basis.
- Doubled up – A child who lives with relatives or friends due to loss of housing due to disasters, lack of employment, parents will not allow child to live at home, abandoned children, or other similar situations.
- Unsheltered – Children living in cars, parks, public spaces, abandoned buildings, sub-standard housing, bus or train stations, or similar situations of public and private places not ordinarily used as a regular sleeping accommodation for human beings.
- Other – Abandoned children temporarily housed by hospitals, YWCA or YMCA organizations, etc.

## **SCHOOL FEES**

Students whose families meet the income guidelines for free and reduced price lunch are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship can find the waiver form on the ELC website. This waiver does not carry over from year to year and must be completed annually.

	PER YEAR
Book Rent	\$60.00
Choir Robe Cleaning Fee	\$10.00
Marching Band Uniform Cleaning Fee	\$20.00
Instrumental Rental Fee	\$25.00
Activity Ticket	\$40.00/year
Driver Education	Fees will be set annually by the School Board
ChromeBook Usage Fee	\$50.00
Student Lunch (7-12)	\$3.00
Breakfast (7-12)	\$2.00

Students pay book fees as listed above. Books must be returned at the end of the class. If books are not returned, students are charged a replacement fee. Damage to a book in excess of normal wear and tear is also charged to the student.

## **Lunch Open Campus**

During assigned lunch periods, students are allowed to leave the school grounds. This is a privilege that can be revoked at any time for any infraction of a school rule.

## **INCLEMENT WEATHER**

When school is canceled because of inclement weather prior to the start of the school day, students and parents are notified through local media, and the local school alert system. If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means. The missed day may be made up at a later date.

## **SCHOOL DAY**

Students may not be present on school grounds before 7:00 a.m. or after 3:45 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 10 minutes of dismissal.

## **EDUCATIONAL RECORDS**

Student records containing personally identifiable information, except for directory information, are confidential. 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.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. They are:

(1) The right to inspect and review the student's education records within 45 days of receipt of the request. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights.

Parents or eligible students may ask the district to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff, law enforcement unit, personnel and certain volunteers); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks. The school district reserves the right to release information, as defined below. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by September 1, to the principal. The objection needs to be renewed annually.

Directory information, as listed below, is also provided to the military recruiters. Any parent or student not wanting this information released to military recruiters need to make that request in writing to the principal. This objection needs to be renewed annually.

NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, E-MAIL ADDRESS, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED. THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

### **PROCEDURES FOR STUDENTS WHO ARE TRANSFERRING**

The school district will transfer a student's records to a new school district upon receipt of a written request to do so, signed by the parents. When withdrawing from this district, the student needs to notify the office of their intention to withdraw and complete appropriate forms. All school materials, chromebooks, books and unpaid fees must be accounted for at this time.

### **STUDENT PHOTOGRAPHS**

Student photographs are taken in the fall each year. No one is required to purchase pictures. The pictures are used by the school to create student I.D. cards. Every student must have their picture taken.

### **STUDENT LOCKERS**

Student lockers are the property of the school district. It shall be the responsibility of each student to keep the student's assigned locker clean and undamaged. Anytime damage occurs, the student needs to report it in writing immediately to the office personnel. The expenses to repair damage done to the student's locker are charged to the student.

A student's locker can be searched. Items in violation of school district policies, rules, or regulations found in the student lockers are confiscated. Illegal items may be given to law enforcement officials.

### **DRESS CODE**

Inappropriate appearance may cause disruption to the school environment or present a threat to the health and safety of all. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that does not disrupt the school or educational environment.

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to: alcohol or tobacco; and from wearing clothing displaying obscenity, profanity, vulgarity, racial, or sexual remarks, or gang affiliation. Under certain circumstances, or activities a more strict dress code may be appropriate, the 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 school. Hats/headwear of any sort is not to be worn in the building between 7:45 a.m. and 3:30 p.m.

## **CARE OF SCHOOL PROPERTY**

Students are expected to take care of school property. Students found to have harmed school property may be required to reimburse the school district, serve a suspension, or be referred for legal action.

## **STUDENT AUTOMOBILES**

Section 279.8 of the Iowa Code empowers a school district to develop rules and guidelines which includes the safe operation of vehicles. Students are expected to drive in a safe manner on school property. Careless driving, failure to stop at stop signs and excessive speed will result in the loss of driving privileges on school property. The posted speed limit is 10 mph for the school parking area (for the safety of the many young children who walk through our parking lot, please slow down).

Students driving cars to school are expected to park properly:

- No vehicle will be allowed in the staff/visitor lot without a hanging tag.
- Mopeds are expected to be parked in designated areas.
- All vehicles must be parked in designated/lined areas.
- Snowmobiles, or other recreational vehicles are not allowed in the school parking lot.
- School buses and pedestrians always maintain the right of way.

Consequences:

- Any illegally parked vehicle (including vehicle in staff lot without a hanging tag) may be towed.

## **HALL PASSES**

Students must have a hall pass to be in the halls when classes are in session.

## **TELEPHONE USE DURING THE SCHOOL DAY**

The office personnel will take a message and forward it to the student as soon as possible. Only in emergency situations are students removed from class 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. Students are not allowed to bring guests to visit during the school day.

## **LEGAL STATUS OF STUDENTS**

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.

## **OPEN GYM**

The gym, wrestling room, and adjoining locker room areas are used as classrooms during school hours and as a recreation facility after school hours. Students are only allowed to use these areas while under the direct supervision of school personnel. The gym is not to be used as a hallway or student lounge at any time.

## **BUSES AND OTHER SCHOOL DISTRICT VEHICLES**

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

Video cameras are in use on school buses for the safety of the students riding the bus. The content of the video tapes may be used to discipline students. Students are not informed when the video cameras are or are not in use. Persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor and chaperones are to follow the school district policies, rules, and regulations for student violations.

- Aisles must be kept cleared at all times.
- Riders shall load and unload through the right front door. The emergency door is for emergencies only.
- Riders may be assigned a seat by the driver.
- Riders who damage seats or other equipment will reimburse the school district for the cost of the repair or replacement.
- Riders are not permitted to leave their seats while the vehicle is in motion. -Permission to open windows must be obtained from the driver.

## **SCHOOL BUS SEAT POLICY**

It is the goal of the Estherville Lincoln Central Community School District transportation department to provide the safest transportation possible. Beginning in 2020-2021 the district will be purchasing a school bus equipped with lap/shoulder seat belts. The district requires that ALL students riding a school bus equipped with seat belts wear the seat belts while the bus is in motion.

Students will receive instructions on proper use of seat belts. Drivers are not responsible (liable) for students wearing seat belts while riding. Drivers are responsible for instructing students to put on seat belts prior to the bus leaving for a destination.

Students who may require assistance in using seat belts should ask the driver for help. So that all students are safely belted in their seat before the bus is in motion. Drivers will announce prior to leaving that each student needs to be in their seat with the seat belt fastened.

Students refusing to use seat belts create a safety concern for themselves and others, and are subject to school district disciplinary actions. Repeated offenders who do not wear the seat belts can result in suspension from bus riding privileges.

## **LIBRARY MEDIA CENTER**

### **Core Values:**

- Community of Diversity
- Equity in Access to Resources
- Student-Centered
- Continuous Growing and Learning

(Complete [ELC District Library Media information](#) is available on the school website and at each building).

### **General Information:**

- The library is open from 7:45a.m. to 4:30p.m. each day.
- Students have access to their online Destiny Library account, which includes the library card catalog, online databases, other digital resources and the ability to renew books and view their checkouts.
- Contact Ms. Brandi Glanzer, Teacher Librarian, with any questions or concerns.

Email: [brandi.glanzer@elc-csd.org](mailto:brandi.glanzer@elc-csd.org)

Ph: 712-362-2659

### **Checking Out Materials:**

- Most books are checked out for two weeks.
- All books may be renewed indefinitely unless another student is waiting for the book.
- Books may be borrowed from any of the libraries in the district.
- If a student loses a book or returns it damaged, they will be asked to pay a fine or work in the library to compensate for the cost of the book. ([Library Student Work List](#)).

### **Student and Parent Requests for Materials:**

Students and parents are welcome to request books for the library by using the [Materials Request Form](#). These forms are available in the library, through the link on the media center's [website](#), or by emailing [brandi.glanzer@elc-csd.org](mailto:brandi.glanzer@elc-csd.org).

## **INSPECTION OF EDUCATIONAL MATERIALS**

Parents and members of the school district community may view the instructional materials used by students in the office. Copies may be obtained according to board policy. Tests and assessment materials are only available for inspection with the consent of the superintendent. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the principal.

## **STUDENT ACTIVITIES**

### **ASSEMBLIES**

Throughout the year the school district sponsors school assemblies. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away.

### **FIELD TRIPS**

In certain classes, field trips are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences. While on field trips, students are guests and considered ambassadors and representatives of the school district. Make-up work must be completed in advance.

## **SCHOOL-SPONSORED STUDENT ORGANIZATIONS**

School-sponsored student organizations are those which are recognized by the school district and board. School-sponsored student organizations include those listed below.

### **ATHLETICS**

Football  
Volleyball  
Basketball  
Cross Country  
Golf  
Tennis  
Baseball  
Track  
Wrestling  
Softball  
Swimming  
Wrestling

### **ORGANIZATIONS**

Instrumental Music	Drama Club
FFA	Cheerleading
Student Council	Vocal Music
National Honor Society	Key Club
Thespians	Jazz Coir
Dance Team	Quiz Bowl
Jazz Band	
Individual & Large Group Speech	

Participation in school-sponsored student organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in the Good Conduct Policy. The privilege of participation may be suspended or canceled for violating an individual coach's or sponsor's rules as well as for violation of school district policies, rules, or regulations.

### **TRANSPORTATION FOR ACTIVITIES**

It is expected that students who participate in extracurricular events follow the transportation rules as set forth by activity coach, or sponsor. Students will not be allowed to drive themselves to an activity out of town. Those students who have special circumstances that cause them to request to drive to an activity event in another town must have a note from a parent/guardian and it must be approved by the activities director and coach involved.

## **PEP BUS**

The school district may sponsor a pep bus to transport students to school activities. A fee may be charged to students riding the activity bus. Riding on the pep bus is a privilege that can be taken away. Students must ride the pep bus to and from the event on the bus.

## **STUDENT FUNDS AND FUND RAISING**

Students may raise funds for school activities upon approval of the principal and the Board of Education. Funds raised are deposited with and remain in the control of the school district and the board. School-sponsored student organizations must have the approval of the principal prior to spending the money raised.

## **USE OF SCHOOL DISTRICT FACILITIES BY STUDENT ORGANIZATIONS**

School district facilities are available during non-school hours to school sponsored and non-school-sponsored organizations for the purpose of meetings and activities. Students wishing to use the school district facilities should contact their sponsor or the principal to reserve a room. School district policies, rules, and regulations are in effect during these meetings.

## **DANCES**

School district policies apply to students, as well as non-students at school dances. Students violating school district policies are asked to leave school grounds.

The following rules will be enforced:

1. ELC students with guests that do not attend ELC must have written permission by 12:00 (noon) on the day of the dance.
2. Once a student leaves the dance, they will not be allowed to return.
3. There will be no admittance after 11:00 p.m.
4. Students suspected of illegal activities will be turned over to the police, parents will be notified.

## **PROM**

Prom is a school sponsored event. ELC will be responsible for providing a facility, and supervision for the grand march, and the prom dance. If asked by the post prom committee, ELC will also provide a venue for a group meal, and a facility for post prom activities.

Following are the expectations for the ELC school Prom:

- Prom is reserved for junior and senior high school students and their guests up to 21 years of age.
- Each junior/senior can bring only 1 guest. Underclassmen will be allowed only as guest dates of junior or senior student.
- Grand March will include only prom attendees.

\*If the intent is to create a prom all on one site, an example of that capability would be to host a dinner in the MS gym. Have the grand march in the HS gym, and use the HS commons for post prom activities as has been past precedent. Another option would be to utilize the RWC for the event.

#### Timeline:

1. Meet with activities department, and make reservations at ELKS 1 year prior to ensure date (spring prior to next school year)
2. If post prom committee chooses to share theme there is a meeting in the fall, post prom has made that contact to request.
3. Fall of the school year DJ is lined up for prom date
4. First student meeting in after XMAS break, all juniors are invited to attend.
5. Theme / Decorations ordered by February 1 (Students go through catalogs to make choices for grand march and dance decorations). Students generate order, prom sponsor works with vendor to make orders.
6. Contact Hy-Vee month prior to prom to reserve supplies needed for punch.
7. Reserve gym for the week prior to prom to create theme for grand march / decorate gym.
8. Day before prom go to dance location to take punch and items needed for dance.

#### Prom Night

Grand March 7-9 PM (Doug Burton DJ)

Dance 9-12 pm

Post Prom

### **STUDENT COUNCIL**

The student council provides for student activities, serves as experience for leadership, gives students a voice in the management of the school, develops high ideals of personal conduct, seeks to engage students in school district affairs, and helps solve problems that may arise. Members are student representatives who have direct access to the administration. The membership shall include elected representatives from the respective four high school classes. Each class will select four members to represent their class, with juniors and seniors having one additional for president and vice president. Members will be elected in May prior to the new school year.

In order to qualify for student council membership, a student must meet the following qualifications:

1. Candidate must be in good standing with ELC Good Conduct Policy and 2.0 GPA or higher.
2. A candidate for student council must have a petition signed by 3 faculty/staff.
3. A candidate for student council must submit a typed reflection (50-100 words) explaining interest to serve on council.
4. The student body will vote for four candidates in the freshman/sophomore classes and five candidates for the junior/senior classes from a list of candidates.

### **STUDENT ACTIVITY TICKETS**

Students may purchase a student activity ticket for admission to certain school district activities. 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 activities director. Event prices are \$5.00 for adults and students (K-12).

## **ATHLETIC FORMS**

The following forms are required for students participating in any athletic program, cheerleading or drill team:

1. Parent's Report on Insurance Plan.
2. Health and Injury Information and Consent for Medical Treatment form; Good Conduct Policy, Acknowledgement; Warning, Agreement to Obey Instructions, Release Assumption of Risk, and Agreement to Hold Harmless.
3. Athletic Pre-Participation Physical Examination (picked up in Activities Office).
4. All athletes must have these forms completed and returned to the High School Activities Office before they will be allowed to participate.

## **REGULATIONS RULES & RESPONSIBILITIES**

### **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-alike substances: and possessing or using tobacco, tobacco products or look-alike substances.

Weapons are not allowed on school grounds or at school activities with the exception of weapons in the control of law enforcement officials. Parents of students found in violation of this policy will be contacted, and the students will be reported to law enforcement officials. A suspension of up to 12 months will be incurred.

### **CHEATING**

Cheating by looking at another student's schoolwork, copying others' work, copying from other sources or similar cheating is not tolerated. Discipline may include the loss of class credit, suspension, detention, or any other action as deemed appropriate by the principal. Students allowing others to copy their work will face similar consequences.

### **DUAL ENROLLED 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 principal.

## **INTERFERENCES IN SCHOOL/ELECTRONIC DEVICES/GAMES**

Students may not possess any device on school grounds (including buses) that disrupts with the normal flow of the school day. Examples would include, but not be limited to radios, video games, water guns, laser pointers, headphones, etc.

Cell phones will be allowed in passing and at lunch time. Teachers will have a stated cell phone policy within their syllabus that students are required to follow while in their classroom. Failure to follow those teacher imposed rules will result in consequences including, but not limited to: the items taken away to be returned at a later date, parents required to come to school to retrieve the device, device turned over to administration to deal with, detention, seminar, ISS, etc.

## **POSTING OF INFORMATION**

Students who wish to post or distribute information anywhere on school property must receive permission from the principal at least one day before the posting or distribution. This applies whether the information deals with school sponsored or non-school sponsored activities.

## **INITIATIONS, HAZING, BULLYING OR HARASSMENT**

Sexual harassment includes any unwelcome sexual advances, and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of race, color, religion, national origin, sex, physical or mental ability or disability, age, marital status, creed, sexual orientation, gender identity, physical attributes, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of a verbal, physical, or written nature that is designed to embarrass, distress, agitate, disturb, or trouble persons when:

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

Sexual harassment includes, but is not limited to:

- verbal, physical, or written harassment or abuse
- pressure for sexual activity
- repeated remarks to a person with sexual or demeaning implications
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment or bullying based upon factors other than sex includes, but is not limited:

- verbal, physical, or written harassment or abuse
- repeated remarks of a demeaning nature
- implied or explicit threats concerning one's grades, job, etc.
- demeaning jokes, stories, or activities.

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.

**Students who feel that they have been harassed or bullied should:**

-Communicate to the harasser or bully 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 reporting student said or did, either at the time or later
- how the student felt
- how the harasser or bully responded.

**Complaints of harassment or bullying are to be reported, and investigated by the Principal, Mr. Brad Leonard.**

**STUDENT COMPLAINTS**

Students may file a complaint regarding school district policies, rules, and 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; -If unsatisfied with the employee's response or if there is no employee involved, talk to the principal within 5 days of the employee's response or the incident; -If unsatisfied with the principal's response, talk to the superintendent within 5 days of the principal's response; -If unsatisfied with the superintendent's response, students may request to speak to the board at their next scheduled board meeting. The board determines whether it will address the complaint.

**STUDENT PUBLICATIONS**

Students may produce official school district publications as part of the curriculum under the supervision of a faculty advisor and principal. Expression made by students, 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 student unless the employees or board have interfered with or altered the content of the student speech or expression. Copies of the school district publication code can be obtained from the 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 which is;

- obscene;        -libelous        -slanderous        or -encourage students to:
- commit unlawful acts;        -violate school district policies, rules, or regulations;
- cause disruptions of the orderly and efficient operation of the school or school activity

### **STUDENT BEHAVIOR AND DISCIPLINE CODE**

Discipline infractions vary in their degree of seriousness. Therefore, a corresponding degree of latitude will be given to school personnel in disciplining those involved. Whenever appropriate, students will be referred to school counselors and/or outside agencies for assistance.

### **PROHIBITED BEHAVIOR**

#### **DISRESPECT FOR THE RIGHTS OTHERS**

- a. loud and boisterous conduct; written or verbal profanity and obscenity, name calling; horse play
- b. insubordination- refusal to comply with reasonable requests or directions
- c. show of intolerance or bigotry toward others; sexual harassment\*
- d. threats to another student; intimidation\*
- e. threats to district personnel or visitors\*
- f. physical attack upon another student\*
- g. physical attack upon district personnel or visitors\*
- h. possession or use of dangerous objects\*
- i. possession or use of firearms, pellet guns, knives, fireworks, explosives, laser pointers or dangerous weapons\*

#### **DISRESPECT FOR THE PROPERTY OF OTHERS**

- a. malicious damage to property of others.
- b. vandalism\*
- c. theft\*
- d. trespassing – students being in school buildings or on school property without proper authorization\*
- e. misuse and/or abuse of technology

#### **POSSESSION OR USE OF TOBACCO, ALCOHOL, DRUGS, CONTROLLED SUBSTANCES, AND ALL LOOK-ALIKE SUBSTANCES\***

#### **INTERFERING WITH TEACHING AND LEARNING – ANY ACTION THAT IMPEDES OR OBSTRUCTS THE SCHOOL’S PURPOSES.**

#### **GAMBLING ON SCHOOL PROPERTY OR AT ANY SCHOOL SPONSORED EVENT**

## **CONSEQUENCES**

Consequences to prohibited acts can include, but are not limited to:

- community service
- in-school suspension
- out-of-school suspension
- recommendation for expulsion.

In cases of habitual infractions of student behavior expectations, parent conferences may be necessary before the student will be allowed to return to classes. ALL unlawful acts will be reported to the local law enforcement agency for their further action.

## **THREATS OF VIOLENCE**

All threats of violence, whether oral, written, or symbolic, against students, staff or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school.

Students will face disciplinary consequences up to and including expulsion. The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior:

- the background of the student
- history of violence or prior threatening behavior
- student's access to weapons
- the circumstances surrounding the threat
- age of the student
- mental and emotional maturity of the student
- cooperation of the student and his or her guardian(s) in the investigation
- existence of the student's juvenile or criminal history
- degree of legitimate alarm or concern in the school community created by the threat
- any relevant information from any credible source.

## **DUE PROCESS**

Students accused of a violation of prohibited behaviors shall be entitled to constitutional due process or what the U.S. Supreme Court refers as "fundamental fairness". Provisions of school due process require that a student facing a serious disciplinary sanction be given: 1) Notice of the charges against him or her and the evidence supporting them, and 2) The opportunity of a hearing at which he or she can defend himself or herself. This hearing may be an informal discussion between the administrator and student where the student is told of what he is accused of doing and the student is given the opportunity to give his/her version of what happened.

## **STUDENT SCHOLASTIC ACHIEVEMENT**

### **GRADING SCALE**

To earn an A, a student must achieve	100-93 A 92-90 A-
To earn a B, a student must achieve	89-87 B+ 86-83 B 82-80 B-
To earn a C, student must achieve	79-77 C+ 76-73 C 72-70 C-
To earn a D, a student must achieve	69-67 D+ 66-63 D 62-60 D- below this is failing

### **GRADE REPORTS**

Students receive progress reports in the form of report cards at the end of each quarter and semester. Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance. Students who receive an incomplete in a class at the end of semester must complete the class within 2 weeks after the start of the next quarter. Extensions may be granted by the teacher with permission of the principal. Failure to finish an incomplete may result in a failing grade and loss of credit. Parent-Teacher Conferences are held twice each year after the completion of first quarter and after midterm of third quarter. Parents are encouraged to visit with each teacher to gain a perspective on the strengths and weaknesses of the student's performance in class.

### **HOMEWORK**

Teachers assign homework, or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to organize thoughts, to prepare for classroom activities, or to make up incomplete class work. Students are expected to complete homework on time. Plus, it is recognized that home involvement in a student's academic development further promotes the parent-school partnership in the education of our youth. All homework should have a specific purpose relative to the curriculum and previous instruction, and not be assigned as busy work. It is important that schools teach study skills, so students know how to be independent, self-directed learners.

### **STANDARDIZED TESTS**

Students are given standardized test periodically. 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.

## **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.

## **OPEN ENROLLMENT**

Students may request to enroll into another school district at any time during the school-year. The district to which the student wishes to open enroll may refuse the enrollment request based on insufficient space as defined in the receiving districts' school board policy.

Parents/guardians of open enrolled students whose income falls below 200% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend.

Restrictions on participation in interscholastic athletic contests and competitions. A pupil who transfers school districts under open enrollment in any of the grades 9 – 12 shall not be eligible to participate in varsity interscholastic contests and competitions during the first 90 school days of the transfer. This restriction also shall apply to transfers resulting from an approved petition filed by a parent or guardian to transfer to an alternative receiving district and when the pupil returns to the district of residence using the process outlined in DE Administrative Rules. The 90-school-day restriction does not prohibit the pupil from practicing with an athletic team during the 90 school days of ineligibility. The 90-school-day restriction is not applicable to a pupil who:

- participates in an athletic activity in the receiving district that is not available in the district of residence.
- participates in an athletic activity for which the resident district and receiving district have a “cooperative student participation agreement” in place as provided by rule 281-36.20(280).
- is requesting open enrollment due to a change in circumstances that meet the definition of good cause exemption from the 90-day waiting period in Iowa Code 282.18, subsection 11, paragraph 1, subparagraph 8, including:
  - change in child’s residence due to a change in family residence.
  - change in child’s residence from the residence of one parent or guardian to the residence of a different parent or guardian.
  - change in the state in which the family residence is located.
  - change in a child’s parents’ marital status, a guardianship or custody proceeding, placement in foster care, adoption, participation in a foreign exchange program.
  - participation in a substance abuse or mental health treatment program.
  - change in the status of a child’s resident district such as removal of accreditation by the state board, surrender of accreditation, or permanent closure of a nonpublic school, revocation of a charter school contract, the failure of negotiations for a whole grade sharing, reorganization agreement, or the rejection of a current whole grade sharing agreement or reorganization plan.

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Open enrollment rules do not apply to students crossing state lines. Parents/guardians of open enrolled students whose income falls below 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend. Parents should be aware that open enrollment may result in the loss of athletic eligibility. Students interested in open enrolling out of the school district must contact the superintendent for information and forms.

### **CLASS LOADS**

All students must be registered for at least 6.5 classes per semester unless prior permission is granted by the principal. Seniors who participate in extracurricular activities must take and pass 4.5 courses to remain eligible. Those not out for activities may opt for 4.5 classes semester one, and semester two can take as few courses as needed to graduate.

### **ADDING/ DROPPING COURSES**

Students who wish to add or drop a class must do so within 5 school days after the start of the semester. The parents' permission is necessary to drop a class. During those 5 days, students must have a note from their parent to drop a course. After that point the student must take an "F" for the course and permission must be given by the principal.

### **STUDY HALL**

While in study hall, students are expected to conduct themselves in accordance with the rules presented by individual classroom teacher. Students will either be working or reading (no exceptions). Once in study hall, students are only allowed to leave with the permission of the study hall monitor and with a hall pass. If a student is going to another classroom they must sign out of study hall, and upon arriving at destination sign into that teacher's classroom. Sign out/in sheets will be monitored to check for students not arriving at destination in a timely fashion.

### **HONOR ROLL AND ACADEMIC HONORS**

The school district honors students who excel academically. An academic honor roll will be determined at the end of each quarter and at the end of each semester. Students attaining a 3.00 G.P.A. for the quarter or semester are honored. Special recognition will be given to those attaining a 4.00 G.P.A. An A honor roll will list students earning a 3.50 GPA. The B honor roll students will honor students with a 3.00 - 3.49 G.P.A.

## **VALEDICTORIAN AND SALUTATORIAN**

The senior with the highest cumulative grade point average for all academic courses taken in the first 7 semesters of grades 9-12 will be named valedictorian and the senior with the next highest will be named salutatorian.

In case of a gpa tie, the first criteria shall be the total number of credits the students took over the first seven semesters of their high school career. If there remains a tie the second criteria to be used shall be the total number of core courses the student took during the first 7 semesters (math, english, science, social studies). Finally, if there remains a tie the final criteria will be a panel of HS teachers to evaluate each student's HS experience to choose a valedictorian, and salutatorian.

The students, so recognized, must have spent four semesters in Estherville Lincoln Central High School and must have attended Estherville Lincoln Central High School during their senior year. The student must have entered high school the same year as the class.

## **NATIONAL HONOR SOCIETY**

Membership in the National Honor Society is an honor bestowed upon students demonstrating outstanding qualities of leadership, service, and academic performance. Membership is limited to juniors and seniors possessing a 3.00 overall grade point average who have exhibited outstanding qualities of leadership and service.

## **ACADEMIC AWARDS**

Academic Awards are awarded to students who have achieved a grade point average of at least a 3.00 over the two semesters of the previous year while carrying at least five (5) full credit academic courses.

## **ACADEMIC RECOGNITION AT GRADUATION**

Students will be recognized at graduation for academic success over their first seven (7) semesters. Students with a GPA between 3.50 and 4.00 will wear a gold cord, those with GPA between 3.25 and 3.49 will wear silver, while those with GPA between 3.00 and 3.24 will wear a white.

NOTE: Students who have chosen to take any courses pass fail will not be included in this recognition.

# **ILCC / ELC SENIOR YEAR PLUS GUIDELINES**

## **POST SECONDARY ENROLLMENT OPTIONS**

Senior Year Plus General Provisions Iowa law requires students meet certain criteria to be eligible to participate in Senior Year Plus (SYP) programming. Students are required to meet all of the following conditions to be eligible to enroll in any postsecondary course:

1. To participate in SYP programming, students must meet the academic requirements of both the school district and postsecondary institution.
2. The student shall have taken appropriate course prerequisites, if any, prior to enrollment in the eligible postsecondary course.
3. The student shall have attained the approval of the school board or its designee and the appropriate postsecondary institution to register for the postsecondary course.
4. All contracted classes go as elective credits towards student graduation. Contracted classes cannot be used to meet specific graduation requirements. (Example: Students must take Composition at ELC for the composition requirement - they cannot use College Composition. College Composition would be an elective class).
5. The school district does not pay for the costs of summer school classes. However, summer school classes are eligible for credit.
6. Prior to enrolling in a course, students aged 18 or over, or the parents of the students under age 18 shall sign a form indicating they are responsible for all course management, and success in each course.
7. ELC does not recommend, or advise contracted courses for freshman, and sophomore students. However, a freshman or sophomore who has successfully completed, and has qualifying scores on the the Accuplacer test at ILCC are eligible for contracted courses. A few important points must be noted for this group of students:

\*Freshman, and sophomores are not included in college level academic advisory meetings unless they have completed the Accuplacer test on their own, and have provided those results to the school counselor.

\*All freshman, and sophomores must continue to be enrolled in 6.5 credits at the high school.

\*All freshman, and sophomores who choose to take an online contracted course must have a study hall every day at the HS to allow them to complete work.

## **CONTRACTED CLASSES**

### **Important Information**

1. Any course signed up under this agreement will affect high school grade point average, class rank and athletic /fine arts eligibility, as well as count towards a college transcript and grade point average.
2. All transportation is the responsibility of the parents/guardian.
3. Courses to be offered to high school students by community colleges through concurrent enrollment must be approved by the school board on an annual basis
4. All students must meet academic eligibility requirements as established by college entrance requirements, and the local school board.
5. Students are required to provide transportation to college course locations.

6. Students must meet the registration deadlines set forth by the high school to be eligible for classes.
7. Final approval must be given by the High School building principal.
8. Students are responsible for determining what books are required for their courses. Students are responsible for textbook/material charges for their courses. Students who are on free or reduced lunch who wish to have their book fees reduced/waived are responsible for completing a fee waiver available in the high school counseling office.
  - Students should work with the High School Counselor on the designated days to determine which courses they can take.
  - Students must complete the digital Iowa Lakes Community College registration form with the courses they wish to enroll in.
  - School Counselor must sign off on student's eligibility for the selected coursework.
  - Students must print the registration form and have it signed by a parent/guardian.
  - Students must get the principal's signature on the form.
  - Students must take the registration form to ILCC.
  - Students must go to the bookstore to order and pick up the required textbooks (if you have a fee waiver please take this to the school counselor to order books for you).

### **GRADING**

ELC High School does not track college grades. If a student takes a college level course, they assume the responsibility of a college student. The expectation is that parents are communicating with their child in terms of how they are doing in the college level courses they are taking.

### **DROPPING/WITHDRAWING FROM COLLEGE CLASSES**

The college drop period is listed on the calendar given to students when they sign up for a college level class. Typically there is a 10 day grace period where students can drop a college course without penalty. Any student who withdraws (drops) after the 10 days will receive an "F" on their high school transcript and a "W" on their college transcript for the course. The student incurs a 30 day period of extra curricular ineligibility in accordance with our State Scholarship Rule. These deadlines are given to students at the time they register for college classes.

### **CONCURRENT ENROLLMENT (COLLEGE COURSES OFFERED BY ELC STAFF)**

Concurrent enrollment courses are offered through contractual agreements between community colleges and school districts. Through the program, community college courses are offered to classes of high school students in grades 9 through 12. The classes are college classes — even if they are held in a school district classroom.



Personal Finance 1 semester (1 credit)  
Health 1 semester (1 credit)  
Fine Arts 1 semester (1 credit)  
Elective Courses 13 semesters (13 credits)      TOTAL CREDITS: 48

### **ELC Reading / Applied Math**

Students who have not demonstrated proficiency in reading and/or math district rubrics will be assigned these mandatory courses.

### **8<sup>th</sup> Grade Algebra option**

At the middle school, Algebra I is offered to 8<sup>th</sup> graders who demonstrate the ability and aptitude necessary to be successful. One measurement used is the Iowa Aptitude Test, which is administered during the spring of a student's 7<sup>th</sup> grade year. If an 8<sup>th</sup> grade student earns at least a C in both semesters he or she will receive 2 high school math credits. These students will continue to be required to take 6 math credits while in high school, graduating with a total of 8 high school math credits.

If an 8<sup>th</sup> grader does not earn at least a C in both semesters, he or she will receive no high school credit and be required to retake algebra in high school as algebra is a prerequisite for geometry.

**Notes:** Concert Choir, Varsity Choir, and Band will meet daily. Students successfully completing the defined curriculum will earn full credit each semester for these courses with their letter grade from these courses being calculated into the student's grade point average. Jazz Band and Swing Choir will be assigned a credit value of one-half (1/2) credit per semester. Grades from these two offerings will not be calculated into the student's grade point average.

In order for students to earn the Fine Arts credit, classes must qualify as appreciation or skill building in the areas of music, visual art or the performing arts.

All Physical Education classes will meet on an every other day basis. Students will earn one-half (1/2) credit each semester. Letter grades will be assigned to designate the levels of student achievement with those grades being calculated into the student's grade point average.

Graduation requirements for special education students will be in accordance with the prescribed course of study as described by the Individual Education Program (IEP). Prior to graduation, the IEP team shall determine whether the graduation requirements have been met. If necessary, other special situations will be considered and alternative requirements required.

### **SUCCESS CENTER FOR CREDIT RECOVERY**

1. A student must attempt any given class at the high school (with good faith effort) before being allowed any credit recovery options will be offered. A good faith effort will be determined by the teacher, guidance counselor and principal—not the student.
2. A student may not drop a class (and take a grade of an F) in order to attend the Success Center unless this is the decision of a problem solving team.
3. A student wishing to recover a credit through the Success Center will have one calendar year to finish the class. If he/she has failed to do so in that amount of time, he/she will be rescheduled into the class here at ELC.

4. Students and parents must be aware that many required classes are prerequisites to other classes and should be completed successfully before students will be allowed to continue on in the sequence of classes that they need or want.
5. Students and parents must be aware that the monetary cost of coursework at the Success Center is the sole responsibility of the student and his/her family.

**EXCLUSIONS TO PE EXEMPT**

The following exclusions will be applied to the PE Exempt guidelines:

- Any senior that has not previously lettered in a spring sport or
- Any student that is, or becomes ineligible, under the Good Conduct Policy (academically or behaviorally) during the time of the registration period will not be allowed to participate.

## **BELL SCHEDULE 2022-23**

<u>REGULAR SCHEDULE</u>			<u>2-HOUR LATE START SCHEDULE</u>		
<b>Period</b>	<b>1</b>	<b>8:10 – 8:57</b>	<b>Period</b>	<b>1</b>	<b>10:10 – 10:43 (33)</b>
	<b>2</b>	<b>9:01 – 9:48</b>		<b>2</b>	<b>10:47 – 11:20 (33)</b>
	<b>3</b>	<b>9:52 – 10:39</b>		<b>3</b>	<b>11:24 - 11:57 (33)</b>
	<b>4</b>	<b>10:43 - 11:30</b>		<b>5A L</b>	<b>11:57 – 12:33 (36)</b>
	<b>5A L</b>	<b>11:30 – 12:08</b>		<b>C</b>	<b>12:37 – 1:10 (33)</b>
	<b>C</b>	<b>12:12 – 12:59</b>		<b>5B C</b>	<b>12:01 – 12:34 (33)</b>
	<b>5B C</b>	<b>11:34 – 12:21</b>		<b>L</b>	<b>12:34 – 1:10 (36)</b>
	<b>L</b>	<b>12:21 – 12:59</b>		<b>4</b>	<b>1:14 – 1:47 (33)</b>
	<b>6</b>	<b>1:03 – 1:50</b>		<b>6</b>	<b>1:51 – 2:24 (33)</b>
	<b>7</b>	<b>1:54 – 2:41</b>		<b>7</b>	<b>2:28 – 3:01 (33)</b>
	<b>Advis.</b>	<b>2:45 – 3:30</b>		<b>Advis.</b>	<b>3:05 - 3:30 (25)</b>

- **2-hr late start schedules will be run on days that are delayed due to weather and Iowa Assessment test days.**