

# Estherville Lincoln Central High School

## Parent / Student Handbook 2025-26

**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, [andrew.armstead@elc-csd.org](mailto:andrew.armstead@elc-csd.org)**

# Estherville Lincoln Central High School

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Brad Leonard, Principal

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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 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 development of good study habits, health habits, and use of leisure time.
- develop an appreciation for the fine and applied arts.
- promote personal development by encouraging participation in extracurricular activities.

## FACULTY AND STAFF

### NAME

Ryan Arends  
Mindy Brechwald  
Molly Brinkman  
Sonja Christensen  
Candie Cueva  
Jordyn Cummins  
Kirsten Curry  
Holly Edlin  
Elizabeth Enderson  
Joan Enockson  
David Finley  
Michelle Frideres  
Laura Giebler  
Sonya Gjerde  
Brandi Glanzer  
Kyle Grems  
Nick Gruhlke  
Pete Haag  
Maureen Hatland  
Jean Herrick  
Ethan Hexamer  
David Johnson  
Shane Kalous  
Angie Knutson  
Joe Knutson  
Mitchel Krein  
Vanessa Krein  
Lizbeth Leal  
Brad Leonard  
Jolene Lutz  
Larinda Mueller  
Amanda Paulson  
Mark Paulson  
Chris Quastad  
Bailey Quarnstrom  
Aaron Reetz  
Ryan Rezac  
Nicholas Rice  
Kevin Richardson  
Laura Rosendahl  
Matthew Schroeder  
Don Seylar  
Kim Sorbo  
Marlis Tribby  
Stephanie Walz  
Cindy White  
Leslie White

### POSITION

School Resource Officer  
School Counselor  
Social Studies  
Special Needs Teacher  
English Teacher  
Health Teacher  
Math Teacher  
ELL Teacher  
Business Education Teacher  
TAG Teacher  
Spanish Teacher  
Business Education Teacher  
Instrumental Music Teacher  
Success Coordinator  
District Librarian  
Science Teacher  
Special Needs Teacher  
Math Teacher  
Paraprofessional  
Special Needs Teacher  
Vocal Music Teacher  
Industrial Technology Teacher  
Activities Director  
Paraprofessional  
Custodian  
Social Studies Teacher  
English Teacher  
Paraprofessional  
Principal  
Activities Secretary  
Paraprofessional  
Math Teacher  
Custodian  
Principal's Secretary  
Social Studies Teacher  
Paraprofessional  
Physical Education Teacher  
Art Teacher  
Technology Director  
Science Teacher  
Vocational Agriculture Teacher  
Custodian  
English Teacher  
Attendance Secretary  
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.

### **PROCEDURES:**

1. Parents who know their child will be absent must notify the high school office by a written note or call from the guardian prior to absence. Phone number 362-2659 (24 hour voicemail).
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, or in advance of absence. Students will receive full credit for schoolwork made up due to an *excused* absence completed within the number of days missed plus one. For example, if a student missed three days of classes he/she will have four days to make up for missed work.
9. Students aware of upcoming absences should work with instructors to get work prior to leaving.

### **Definition of Chronic Absenteeism:**

The Iowa State Department of Education has made clear that the definition of what constitutes an excused or unexcused absence is left to each local school district.

Senate File 2435 4.19.24, establishes that a child of compulsory attendance age who has been absent from school for at minimum 20.0% of the days or in a grading period will be considered truant.

#### Chronic Absenteeism:

- Defines "chronically absent" as missing more than 10.0% of the school days or hours in a grading period.
- Requires a school official to send notice to the county attorney and the child's guardian, when a child becomes chronically absent.
- Requires a school official to initiate and participate in a school engagement meeting if a child is absent from school 15.0% or more of the days or hours in a grading period to determine the child's barriers to attendance and the interventions that may be used to improve the child's attendance. A school official may initiate a school engagement meeting prior to the student being absent from the 15.0% threshold.

## **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.
- Death, Funeral, serious illness of a relative
- Medical, dental, legal appointments which cannot be made outside the school day
- Participation in school and church sponsored activities
- Other reasons approved by the administration

The following absences from school are unexcused, but is not an all-inclusive list.

- Work, shopping, hair appointments, tanning, senior pictures
- Oversleeping
- Family trips not approved in advance

### **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 is considered anytime late at the start of the period up to 5 minutes, beyond that it is considered an unexcused absence.
- Chronic tardiness that is disruptive to the learning environment of others will be addressed as persistent disruptive behavior through administrative action.
- Seminars will be assigned by classroom teachers for the 4<sup>th</sup> and each successive tardy, failure to report to that seminar will result in a full day of summer school.. Extra-curricular practices are not an excuse to miss a seminar.

## **ADMINISTRATION INTERVENTION**

### **Excessive Absence Policy**

1. \*When absences become frequent it diminishes the academic integrity of the course. The ELC Board of Education will follow the state definition of "chronic absenteeism". Any student missing 10% of any one period will be considered as chronically absent, and interventions will be put in place.

### **Consequences for (sick days E1), unexcused absences and tardiness:**

1. 1st and 2nd unexcused absence the student will meet with the attendance official.
2. Student attendance meetings once the student has missed or been tardy a class period 5 times that has not been excused with a doctor's note, vacation request, or school sponsored activity

The attendance meeting may include any of the following people: attendance coordinator, student success coordinator, student, parent(s)/guardian(s), 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 quarter, and consequences of further absences up to and including removal from classes and loss of credit toward graduation. During this meeting, and if necessary, a student wellness screening checklist will be signed off by all parties.

At the conclusion of parent meeting, parents will be notified of following “next steps”

1. Students defined as chronically absent for any period during the day will be removed from the class and required to demonstrate proficiency by taking that course before or after school in a online format.
2. This means that any student who is missing 10% or more of any course will be removed from the course and expected to complete outside of school hours to ensure fidelity and completion of all content.
3. If a student does not attend and complete the course assigned to them they will repeat the course in the classroom.
3. A summer school notice will be sent to parents once benchmarks for course competency due to attendance issues have not been met.
4. Attendance will be shared with the county attorney for students who are mandatory age and have excessive attendance issues.
5. Junior/ Senior open campus may be revoked to work on course competency for violation of attendance policy.

### **Attendance Communication**

ELC provides attendance communication in the following ways:

- a. Automated calls go to parents whose child is not in attendance each morning at 9:30.
- b. Attendance coordinators meet with students
- c. Parents can check daily attendance by logging into JMC
- d. Automated weekly attendance notifications for students who meet criteria of attendance policy.
- e. Automated monthly attendance letters.
- f. Attendance Meetings
- g. Student attendance in some cases is passed on to the county attorney

### **Summer School Requirements**

- A. Summer school will be for those students who need to make up classes based on failing a class or classes during the school year.
- B. Summer school is in place for students who are chronically absent for multiple learning periods.
- C. Once the student has met the criteria of excessive absenteeism, they will be required to serve summer school focusing on content in that academic area. A student will be deemed as not having met the competencies of a course until this has been completed.
- D. For every period missed / tardy after the threshold of summer school has been met students will be required an additional day of summer school to demonstrate course competency. example: If a student has a combination of 6 unexcused absences/ tardies for quarter 1 of English 9, the student will have 2 days of summer school.
- E. Those students who fail to attend summer school intervention have failed to meet the competency of a course and will not receive credit for that course.
- F. Seniors will not receive a diploma until summer school obligation is fulfilled.
- G. Students who fail to demonstrate course competency will not receive credit, and therefore will be ineligible to participate in all ELC activities.

- H. Students who have missed non-academic periods (study hall) may be assigned community service around the school, during summer school, to fulfill summer school obligation.

**\*The belief of ELC-CSD is that something important happens every day students are in class despite points awarded, tests taken, or assignments given. Due to this belief, academic integrity of a class, competency of said class is not met when a student is not in regular attendance. To mediate that gap in learning students who meet attendance thresholds will receive required intervention learning in those specific subject areas where they have not been in regular attendance. Students will not be awarded a grade for a class they have not met competency of until demonstrated through summer school academic intervention.**

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

Every attempt should be made by parents to schedule appointments outside of school days. The student must come to the office and sign out before leaving the building.

#### **Considerations and Exceptions:**

1. Any extended absence or medical condition accompanied by a doctor's note or a judge will not count against the student's absence threshold for intervention.
2. Any extended trip requires students to meet with administration one week prior to missing school, and fill out a checklist ensuring school work will be done. If this is done, and the checklist is completed, these days will not count against the student's threshold for attendance intervention.
3. School related absences will not count against the student's attendance record

# **ESTHERVILLE LINCOLN CENTRAL HIGH SCHOOL GOOD CONDUCT POLICY (Effective September 1, 2007) (Update July 2024)**

## **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 20 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 20 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 students 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 - Policy 503.04**

Estherville Lincoln Central offers a variety of extracurricular and co-curricular activities for high school students designed to enhance their classroom education. Participation in school extra-curricular and co-curricular activities is a privilege, and students are expected to abide by not just the eligibility requirements but also a code of conduct, as outlined in the Good Conduct Policy, Board Policy 503.04. Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. The administration shall keep records of violations of good conduct rules.

### **APPLICABILITY**

The board's policy and these rules cover the following activities: school-related activities and events outside the school day in which the student represents the school and activities (e.g., all types of competitive sports, school-sponsored or sanctioned extracurricular activities, performing arts, speech contests) that are optional to students and do not affect a student's grade in a course. Activities subject to this policy shall also include all activities of the district where there is a sponsor or coach who receives compensation from the district and the students are representing, competing or performing on behalf of the school district and programs. This excludes school district social activities and events like Homecoming or Prom. Students in these activities must also follow the academic eligibility policy outlined previously and as directed by the Scholarship Rule by the IHSAA.

### **CO-CURRICULAR ACTIVITIES**

Course-related activities and events which may be outside or during the school day in which the student represents the school and participation is expected or recommended as part of a curricular class; being withheld from such activities (e.g., marching band performance and speech contests) for a Good Conduct Rule violation will not affect the student's grade in the course, although alternative activities may be required to maintain the student's grade.

### **GOOD CONDUCT RULE**

To retain eligibility for participation in Estherville Lincoln Central High School extra-curricular and co-curricular activities, students at all levels of participation, in grades nine (9) through twelve (12), must conduct themselves as good citizens both in and out of school at all times. The Good Conduct Policy shall go into effect for high school athletes when they begin participating in school activities. (This means incoming freshmen playing baseball and softball during the summer fall under the High School Good Conduct Policy). Students who represent the school in competition or performance are expected to serve as good role models to other students and members of the community.

The Board, the administration, and other employees of the District have no control or responsibility for any student when the student is in the custody and control of the student's parent, guardian, or other non-school related agency, except as outlined below. Some conduct, although it may occur after school hours and/or off school premises, is severe and may cause a student to lose eligibility for participation in high school extra-curricular and co-curricular activities. See Board Policy 503.01 for the student conduct policy.

A student may lose eligibility under the Good Conduct Rule for any of the following behaviors (this list is not exhaustive):

1. Possession, use, or purchase of tobacco, alcohol, drugs, vaping devices, and look-alikes of any of the foregoing.
2. Any act that would be grounds for arrest or citation in criminal or juvenile court regardless of whether the student was cited, arrested, convicted, deferred, or adjudicated. This reflects the change in juvenile court practices to defer judgment or recommendation of criminal referral for minor misdemeanors.
3. Violation of full student conduct policy 503.01 that results in 8 or more days of suspension or recommendation for expulsion.

A transfer or open-enrolled student for purposes of Good Conduct Policy violations is ineligible unless they have completed Estherville Lincoln Central's comparable ineligibility requirements before or after their enrollment period.

### **LOSS OF ELIGIBILITY**

When the administration believes it is more likely than not that the student violated the Good Conduct Rule during the school year or summer, the student is subject to a loss of eligibility as follows:

First Offense (within the student's high school career): 2-event suspension plus consultation of parents, students, and administration.

Second Offense (within the student's high school career): 4-event suspension plus consultation of parents, students, and administration.

Third or Subsequent Offense (within the student's high school career): 10-event suspension plus consultation of parents, students, and administration. Students must appeal to the administration to be reinstated after the 10-event suspension has elapsed. Provide three (3) letters of reference from parents/guardians, employer, counselor, teacher, coach, sponsor, or clergy. Provisions of the appeal will include a student in good standing with school attendance, behavior, and academic performance. In cases of substance abuse, an outside agency's evaluation is required.

Events must be missed in the order in which they occur, without student selection.

Students who go 12 months without a subsequent good conduct policy will have their initial good conduct offense(s) erased from their good conduct record. This reset can only be used once during a student's high school career.

The period of ineligibility from extracurricular and co-curricular activities begins immediately upon finding a violation. Events must be missed in the order in which they occur without student selection unless the student is already under violation. In this case, the second violation starts after the first one is completed. An ineligible student shall attend all practices or rehearsals but may neither "suit up" nor perform/participate. If a student drops out of an activity before completion of the period of ineligibility, the penalty or remainder of the penalty will be attached when the student next seeks participation in another activity, subject to a 12-month limitation above. When a student under suspension seeks to join a new activity without completing the previous activity, the coach of the new activity will have discretion on whether to allow the student to participate, the decision subject to review by the Activities Director.

## **REDUCTION IN PENALTY**

1. (SELF REPORTING) Admission Before Determination: If a student comes forward to a coach, administrator, or activity sponsor to admit (self-report) a violation of the Good Conduct Policy before 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 event.
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's expense. If the student seeks the evaluation and agrees to waive confidentiality to allow the evaluating facility to report to the Activity Director or designee regarding the recommendations for treatment or follow-up care, the student's penalty may be reduced by one event.
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's expense. If the student seeks the evaluation and agrees to waive confidentiality to allow the evaluating facility to report to the Activity Director or designee regarding the recommendations for treatment or follow-up care, the student's penalty may be reduced from 10 events to 6 events.

Special Circumstances: A student who has not been convicted of a policy violation but voluntarily 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).

## **JOINT POSSESSION – ADDITIONAL INFORMATION**

Joint possession is defined as "A student who is in a car or attendance at a function or party where alcohol or other drugs are being consumed illegally by minors and who has "knowledge" of the alcohol or other drugs but "fails to leave," despite having ample opportunity to do so, is in "joint possession." The student knows there is alcohol and/or illegal drug use at the function and may not be participating in the illegal activity, but he/she has chosen to stay. This student could be charged by law enforcement and is in violation of the Good Conduct Rule."

If a student finds him/herself in a situation where minors are consuming alcohol or other drugs illegally, the student's options are:

1. Leave immediately. An "intention" to leave is neither a defense nor being the "designated driver."
2. Stay and risk loss of eligibility for extracurricular and co-curricular activities.

These actions could result in the following possible scenarios:

1. If a student without transportation calls home or calls someone else for a ride and waits outside the party and off the property, that will be interpreted as "leaving."
2. A student who accepts a ride from an adult, who has groceries in the car, including beer, is not in violation.
3. A student would have to be drinking, using drugs, or in attendance at a social function or party where alcohol or other drugs are being consumed illegally by minors to be in violation.

4. A minor who drinks wine at the family Christmas dinner or drinks champagne at a wedding, assuming the student's parent/guardian is also present, is not in violation because parents can legally provide alcohol to their minor children.

### **APPEAL PROCESS**

Any student who is found by the administration to have violated the Good Conduct Rule may appeal this determination to the appeals committee, which includes the superintendent, building administrator, and activities director. Appeals can begin by contacting the superintendent within three days of being advised of the violation. The penalty will be in effect pending the committee's decision. If the student is still dissatisfied, he or she may appeal to the school board by filing a written appeal with the board secretary at least 24 hours until the next board meeting. The review by the board will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session. The grounds for appeal to the school board are limited to the following: the student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty violates the Handbook Rule or Board Policy.

The penalty will remain in effect pending the outcome of the meeting with the board.

If the school board reverses the administration's decision, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.

## **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 may 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**

ELC Community School serves nutritious meals every school day, breakfast and lunch.

## **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, dental and vital signs as needed. 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.

## **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	\$90.00
Choir Robe Cleaning Fee	\$20.00
Marching Band Uniform Cleaning Fee	\$30.00
Instrumental Rental Fee	\$25.00
Activity Ticket	\$55.00/year
*Student activity tickets can be purchased through the Bound Website*	
ChromeBook Usage Fee	\$50.00
Student Lunch (7-12)	\$3.30
Breakfast (7-12)	\$2.30

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:

Family Policy Compliance Office, U.S. Department of Education, 400  
Maryland Ave., SW, Washington, DC, 20202-4605

## **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. 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.

## **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:

- 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:**

- Student vehicles may be towed, and students may be banned from entering the parking lot.

**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.

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

Students who ride the bus and other school 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.

Video cameras are in use on school buses for the safety of 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.

- Aisles must be kept cleared at all times.
- Riders shall load and unload through the right front door.
- Riders may be assigned a seat by the driver.
- Riders who damage seats or other equipment will reimburse the school district for 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. The district will continue to purchase school buses equipped with lap/shoulder seat belts per the "School Bus Safety Act (2019)" and recommends 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 seatbelts. Drivers are not responsible (liable) for ensuring students are 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 remind all students prior to leaving that each student needs to be in their seat with the seat belt fastened. Some students will be required to wear the seat belts due to safety concerns for themselves and others, and are subject to school district disciplinary actions if they refuse. Repeat offenders who do not wear seat belts, yet are deemed by the District to be required to, 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 7:45 a.m. to 4:30 p.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 (hosted by Algona)  
Bowling

### **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	
FCCLA-(Family, Career & Community Leaders of America)	

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 district may sponsor a bus for students to school activities. A fee may be charged to students riding the bus. Students must ride the pep bus to and from the event on the bus, and abide by all school rules.

## **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 students and their guests up to 21 years of age.
- Each junior/senior can bring only 1 guest. Underclassmen will be allowed only as guests.
- Grand March will include only prom attendees.

Timeline:

1. Meet with the activities department, and make reservations at ELKS 1 year prior to ensure date (spring prior to next school year).
2. If the post prom committee chooses to share a theme there is a meeting in the fall.
3. Fall of the school year DJ is lined up for prom date
4. First student meeting is 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). Prom sponsor works with vendors 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 a theme for grand march / decorate gym.
8. Day before prom, go to the dance location to take punch and items needed for the dance.

## **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. 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 \$7.00 (\$6.00 ticket + \$1.00 processing fee) 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.

## **Academic Dishonesty**

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.

## **Artificial Intelligence (AI):**

Artificial intelligence (AI), including generative forms of AI, is becoming more a part of our everyday lives. It is the mission of ELC to ensure all students and faculty are aware of the limitations and guidelines of its usage:

- Any misuse of AI tools and applications, such as hacking or altering data, is strictly prohibited.
- Teachers may allow the use of AI for curriculum purposes. Access to specific websites will be granted on an as-needed basis, adhering to specific data and privacy guidelines.
- Enrollment in college classes may have additional restrictions and limitations regarding AI.
- Students who use AI software on a school or personal device should do so at their own risk, acknowledging that each platform is collecting various forms of data.
- Students must acknowledge the use of AI in any capacity related to their school work.
- The use of AI may be subject to the Academic Dishonesty Policy.
- Students should acknowledge that AI is not always factually accurate, nor seen as a credible source, and should be able to provide evidence to support its claims.
- Teachers should outline classroom expectations with AI within the syllabus.

## **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.

## **Cell Phones / Electronic Devices**

Students may not possess any cell phones on school grounds (including buses) that disrupts with the normal flow of the school day.

Cell phones will be allowed in passing and at lunch time. In order to meet requirements imposed by Iowa legislators students will not be allowed to have phones in the classroom. All students will place phones into phone pockets in every classroom as they enter the room, and collect phones as they leave the classroom. Other technology to include smartwatches may be possessed, but not used as means of communication while class is in session. Failure to follow this requirement 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.

Parents who wish to contact their children at school for emergency purposes must contact the school office who will communicate with the student as needed

## **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.

## **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 principal's response, talk to superintendent within 5 days of 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**

- loud and boisterous conduct; written or verbal profanity and obscenity
- insubordination- refusal to comply with reasonable requests or directions
- show of intolerance or bigotry toward others; sexual harassment
- threats to another student; or staff member
- physical attack upon another student, or staff member
- possession or use of dangerous objects (guns, explosives, knives, etc.)

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

- a. malicious damage, or theft of property of others.
- d. trespassing – students in school buildings or on school property without proper authorization
- e. misuse and/or abuse of technology

### **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:

- 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 against students, staff or to school facilities are prohibited. All such threats will be investigated. Law enforcement may be contacted. Threats issued and delivered away from school may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school. Students will face consequences up to and including expulsion. The following factors will be considered in determining the extent to which a student will be disciplined.

- history of violence or prior threatening behavior
- student's access to weapons
- the circumstances surrounding the threat
- age 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.

### **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 for incomplete class work. Students are expected to complete homework on time.

### **STANDARDIZED TESTS**

Students are given standardized tests 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.

\*Beginning with the 2026-27 school year students will be assigned intervention coursework based on their performance on required state standardized Iowa Assessments. Students who are not proficient, or do not demonstrate growth from previous years standardized testing will be assigned required academic coursework in all areas deemed non-proficient with no growth.

## **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. The district to which the student wishes to enroll may refuse the enrollment request. Parents/guardians of open enrolled students whose income falls below 200% of the federal poverty guidelines are eligible for transportation assistance.

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. 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 all seniors must take a minimum of 2 academic courses in person at ELC High School, plus PE both semesters of their senior year.

## **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. During those 5 days, students must have a note from their guardian 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 teachers. Once in the 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 their destination sign into that teacher's classroom.

## **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, all students will be named co-valedictorians. However, in determining who will give the graduation speeches, and be nominated for recognition like Governor's Scholar, KCAU Best of Class, etc (which require 1 nominee) the following criteria will be used. 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**

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 should work with the High School Counselor on the designated days to determine which courses they can take.
  - Students must complete the Iowa Lakes Community College registration form with the courses they wish to enroll in.
  - School Counselor must sign off on student eligibility for the selected coursework.
  - Students must print the registration form and have it signed by a parent/guardian.
  - Students must get the principal or school counselors signature on the form.
  - Students must take the registration form to the school counselor.
  - Textbook costs are covered by the high school. Books will be ordered and handed out to students by the high school.

## **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.

## **CAREER ACADEMIES**

Career academies are career-oriented or occupation-orientated programs of study offered to high school students through an agreement or contract between their high school and a community college. They bridge high school and community college career technical education (CTE) programs.

## **EARLY GRADUATION**

Students who meet the graduation requirements set by the board prior to the end of their senior year may apply to the principal for early graduation. Students must apply at least one semester prior to the completion of the graduation requirements. In order to graduate early, students must have the approval of the board. Students who graduate early become alumni of the school district and are not allowed to participate in school activities, including senior activities. Exceptions are Prom, Commencement, Senior Retreat and Senior Awards Day.

## **GRADUATION REQUIREMENTS**

Students must successfully complete the courses required by the Board, and the Iowa Department of Education in order to graduate. Students who are in good standing and who meet the graduation requirements set by the Board are allowed to participate in the graduation ceremony and in senior activities. It is possible that students who are serving discipline at the time of the graduation ceremony or other senior activities will not be allowed to participate. Students are not required to participate in the graduation ceremony.

The Estherville Lincoln Central Community Schools Board of Education requires that students successfully complete the following courses to earn a diploma:

English 8 semesters (8 credits)

Required: English 9 (2 Semesters)   English 10 (2 Semesters)   Eng 11 (2 semesters)

1 Communications      1 English elective credit

Science 6 semesters (6 credits)

Required: Phys. Science 9<sup>th</sup> grade (2 Sem)

Earth Science (1 Semester)

Biology in 10<sup>th</sup> grade (2 Sem)

1 Science elective credit

Mathematics 6 semesters (9-12) (6 credits)

Required: Algebra I (2 Sem)

Social Science 6 semesters (6 credits)

Required: US History (2 Sem)

World History (1 Sem)

American Gov't (2 Sem)

1 Social Science elective credit

Computer 1 semester (1 credit)

Required: Computer Applications or

CAD (1 Semester)

Physical Education 8 semesters (4 credits)

Career/Technical Education 1 semester (1 credit)

Personal Finance 1 semester (1 credit)

Fine Arts 1 semester (1 credit)

Starting with class of 2029

Study Skills / Employability (2 total credits)

Starting with class of 2029 (elective credits 12)

Elective Courses 14      TOTAL CREDITS: 48

Earned freshman / sophomore year during advisory

## **Estherville Lincoln Central Online Advanced Placement (AP) Course Program**

ELC's Advanced Placement (AP) program will be run through the University of Iowa's Belin-Blank Center. The site coordinator and mentor for ELC will be the ELC Talented and Gifted Coordinator.

### **STUDENT ELIGIBILITY:**

1. All students must be approved for participation in AP courses based on previous course selection at the high school, unless already identified as part of the TAG program, and will automatically be approved in their identified area of giftedness.
2. Students will be scheduled a period within the day they are required to be at the high school to work on their AP course.
3. The school will enroll no more than 6 students per AP course. Priority registration will be given to identified TAG students.

### **COST:**

1. Each student will be responsible for the payment of an additional College Board exam, if they choose to try for college credit in addition to high school credit after passing an AP course.
2. ELC school district is responsible for all books and materials needed for each AP course.

### **MORE INFORMATION:**

1. Yearlong courses offered: Biology, Calculus, Computer Science, English Lit. and Comp., English Language and Comp., Statistics, US History, Environmental Science.
2. Semester courses offered: Government, Psychology, Macroeconomics, Microeconomics.
3. All students must be registered for the first semester by the end of the previous school year.
4. Grading scale will be modified for AP coursework. Students can elect to take the grade earned for the course which will be placed on transcript, or elect to place on transcript as a P/F course with 70% deemed a passing grade for the semester.

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

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

**Criteria to Advance to High School Algebra from 7th Grade:** For a 7th grader to attend HS Algebra class for their 8th grade year, the requirements are: **1.** Advanced on ISASP tests (575 or greater) **2.** Achieve College pathway on the aMath screener (233 or above) **3.** Earn an A in 7th Math **4.** 7th Math Teacher signs off concerning reliable work ethic.

**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

### **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 2025-26**

## REGULAR SCHEDULE

Period	1	8:10 – 8:55
	2	8:58 – 9:43
	3	9:46 – 10:31
	4	10:34 – 11:19
	5	11:22 – 12:59
	L	12:07 – 12:51
	6	12:54 – 1:39
	7	1:42 – 2:27
Advis./SH		2:30 – 3:30

## 2-HOUR LATE START SCHEDULE

Period	1	10:10 – 10:43
	2	10:46 – 11:19
	3	11:22 – 11:55
	4	11:58 – 12:31
	L	12:31 – 1:09
	5	1:12 – 1:45
	6	1:48 – 2:21
	7	2:24 – 2:57
Advis./SH		3:00 – 3:30

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

## 2 HOUR EARLY OUT SCHEDULE

Period	1	8:10 – 8:43
	2	8:46 – 9:19
	3	9:22 – 9:55
	4	9:58 – 10:31
	5	10:34 – 11:07
	L	11:07 – 11:45
	6	11:48 – 12:21
	7	12:42 – 12:57
Advis./SH		1:00 – 1:30

