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# **LONE TREE MIDDLE AND HIGH SCHOOL**

## **OUR MISSION**

In partnership with the community, Lone Tree Community School will develop productive, lifelong learners whose goals include academic, vocational, and social success.

## **PURPOSE**

The purpose of this handbook is to help students and parents understand school procedures at Lone Tree Middle/High School. Through student adherence to these rules and expectations, combined with parental support and involvement in school, we can be most effective in assuring a quality educational program for each student.

School district policies, rules, and regulations are in effect while students are on school grounds, in school-owned or operated buses/vehicles/chartered buses, while being transported to school functions, while attending or participating 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 twelve 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.

## **EQUITY STATEMENT**

The school district does not discriminate in its education programs or educational activities on the basis of sex, race, religion, color, national origin, marital status or disability. Students are educated in programs that foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school Athletic Director, Mr. Tom Squiers. Inquiries 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., 8th 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 Middle/High School Principal 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 Mr. Regan Stone, Middle/High School Principal at 629-4610.

## **NON-DISCRIMINATION POLICY**

Lone Tree Community School District offers Career and Technical Education programs in Agriculture, Food and Natural Resources; Business, Finance, Marketing and Management, Health Sciences and Human Services. Admission to these programs is based on interest, age appropriateness, and course pre-requisites.

It is the policy of Lone Tree Community School District not to discriminate on the basis of race, color, national origin, sex or handicap in its Career and Technical Education programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

It is the policy of the Lone Tree Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (employment only), marital status, sexual orientation, gender identity, and socioeconomic status (students/program only) in its educational programs and its employment practices.

Lone Tree Community School District will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all Career and Technical Education programs.

There is a grievance procedure for processing complaints of discrimination. District employees with questions or a grievance related to this policy should contact Regan Stone, secondary principal at [rstone@lone-tree.k12.ia.us](mailto:rstone@lone-tree.k12.ia.us) or (319) 629-4610.

### **STUDENT GRIEVANCE PROCEDURE**

Any complaint in regard to misinterpretation and/or misapplication of a school rule or regulation and/or noncompliance with federal and/or state equal education/opportunity laws will be handled in the following manner:

**Step One:** An attempt shall be made to resolve any complaint in an informal discussion between the complainant and the principal. Any student shall request a meeting with the principal to discuss a complaint.

**Step Two:** If the complaint cannot be resolved informally, the student may file a grievance in writing and at a mutually agreeable time discuss the matter with the principal. The written grievance shall state the nature of the grievance, the rule or regulation or law in question and shall state the remedy requested. The filing of the formal, written grievance at the second step must be within five (5) school days from the date of the event, giving rise to the grievance. The principal must make a decision on the grievance and communicate it in writing to the student and the superintendent within five (5) school days after receipt of written notice of the grievance.

**Step Three:** In the event the grievance has not been resolved at the second step, the student may file within five (5) school days of the principal's decision at the second step, a copy of the grievance with the superintendent. Within five (5) school days after such written grievance is filed, the student and the superintendent shall meet to resolve the grievance. The superintendent shall file a written decision within ten (10) school days of this meeting.

**Step Four:** If the grievance is not resolved at the third step, the student may request in writing a decision from the Board of Education. The Board, at the first regular meeting following receipt of the grievance, shall meet with the student. Disposition of the grievance by the Board of Education shall be sent in writing by the president of the Board to the grievant within five (5) school days after said meeting.

Please note the following:

1. The failure of a student to act on any grievance within the prescribed time limits shall act as a barrier to further appeal.

2. The failure of an administrator to give a decision within the time limits shall permit the grievant to proceed to the next step.
3. The time limits may be extended by written mutual consent.
4. The grievant shall have a right to representation at any step of the grievance procedure.
5. The person identified as the school district's Title IX Officer will assist any student in the filing of a written grievance.
6. Students under 18 years of age who are not emancipated minors must have written parental or guardian permission before proceeding beyond the second step.

## **GENERAL INFORMATION**

**SCHOOL DAY:** Students may enter the building at 8:00 A.M. All students should move as quickly as possible to their designated areas. Breakfast is served in the cafeteria until 8:25 A.M. A warning bell will ring at 8:27 A.M., and class begins when the bell rings at 8:30 A.M.

**BEFORE-SCHOOL WAITING AREAS:** Before school, all middle school and high school students must wait in the south gym or the west hallway entrance of the new addition. Students are not to be in any other area of the school without permission. When the 8:15 bell rings, students may go to their lockers.

**REPORTING AN ABSENCE:** If a student is going to be absent from school, parents are asked to call the Middle/High School Office (629-4610) and report the absence before it occurs. When a parent/guardian cannot call the school to excuse the student prior to an absence, he/she should make every effort to call the school within 24 hours; if not, it will remain unapproved. Written excuses from a parent/guardian will be accepted.

Students are not permitted to excuse their own absences, written or otherwise. A student may not be excused from class if the student remains on campus. If a student is on campus, he/she is expected to be in his/her assigned area. Parents are encouraged to contact the middle/high school office if they wish to inform teachers about a family or personal health emergency that may affect a child's attendance or school performance.

**LEAVING / RETURNING TO SCHOOL DURING THE DAY:** Students are required to report to the middle/high school office to sign in or sign out when leaving or returning to school during the day. Parental and administrative permission will be required for a student to leave school during the day. If leaving during class time, students must receive a pass from the high school office prior to the beginning of that class. Students will not be allowed to leave school to get work that is forgotten. Failure to follow proper procedures may result in disciplinary action.

**VISITORS:** Parents or guardians are always welcome to visit school. For security purposes, parents or guardians are asked to check in at the main office upon arrival. Parents should not go directly to their child's classroom because of the disruption that may be caused by interrupting class or visiting with people in the hallway. Student visitors will not be permitted unless special circumstances prevail and prior approval is received from an administrator.

**REGISTRATION AND FEES:** Students will be required to pay all designated school fees at the time of final registration. Parents/students who qualify and request a fee waiver must complete the Standard Fee Waiver Application that is available in the office.

**WITHDRAWAL FROM SCHOOL:** Students planning to withdraw from school for any reason are requested to report to the principal's office. The principal or designee will issue drop slips, collect books

belonging to the school and take care of any other necessary arrangements. If the student is transferring to another school, the new school will notify Lone Tree Community School and the proper records will be forwarded. The school will make the student report card available to the student and parents unless the student has unmet obligations with the school (e.g. lost books, unpaid fines or fees, etc.).

**STUDENT RECORDS:** Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest are allowed to access a student's records without the parent's permission. Parents may access, request amendments to, and copy their child's records during regular office hours. Student directory information is released without parental permission unless the parent asks the school district not to do so. Parents must notify the school district at the beginning of each school year if they do not want the school district to release directory information. Directory information includes name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, degrees and awards received, most recent educational institution attended, year in school, dates of attendance, and heights and weights of athletes. Transcript requests by students will be honored and information will be released unless a parent indicates in writing to the principal's office that they do not want this information transmitted.

**EARLY DISMISSAL/CANCELLATION:** In the event that school is canceled, dismissed early, or starts late because of weather, road conditions, etc., the following stations (TV and radio) will be notified: KGAN-TV (Ch. 2); KWWL-TV (Ch. 7); KCRG-TV (Ch. 9); KHAK Radio (98.1 FM); WMT Radio (600 AM/96.5 FM); KCJJ Radio (1630 AM).

**EMERGENCY DRILLS:** Fire and disaster drills will be conducted during the school year. At the beginning of the school year, each classroom teacher will explain and post the exit procedure from his/her room. During fire alarms, students should, once outside, move 50 yards away from the building and remain outside with their class and teacher until instructed to return by an administrator or fire department personnel.

**LOCKERS:** Student lockers are the property of the Lone Tree Community School District. Students shall use the lockers assigned to them for storing their school materials and personal items necessary for attendance at school. Students should refrain from sharing their locker combination with others, allowing others access to their lockers, or storing valuables in their lockers. Since Lone Tree School is not responsible for losses, students should not bring valuables or large amounts of money to school.

It is the responsibility of each student to keep their assigned locker clean and undamaged. Lockers are to be maintained in a sanitary, clean, and neat condition. Food, pop, and other liquids are not to be stored in lockers because of sanitation concerns. Students who deface (i.e., use stickers, gum, tape, dent, etc.) their locker may be charged for repairs and clean-up.

It is also inappropriate to post obscene or suggestive pictures, logos, or advertisements for substances outlawed for minors or any other materials that are inappropriate for school. Such items will be removed, and repeat offenders will be disciplined. Student lockers may be periodically searched whenever an administrator or teacher has reasonable suspicion that a criminal offense or a school district policy, rule, or regulation has been violated.

**SEARCH:** All school property is held in trust by the Board of Directors. School authorities may, without a search warrant, search a student, student lockers, desks, work areas, or student automobiles under the circumstances as outlined in the administrative regulations to maintain order and discipline in the school, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may seize any illegal, unauthorized or contraband materials discovered in the search.

**BACKPACKS AND BAGS:** All backpacks and bags are to be kept in the student's locker during the day. This includes purses and other forms of bags that may be used to carry school or personal items. Disciplinary action may result for repeated offenses.

**DRESS:** Students are expected to dress appropriately for school and all school-related activities. It is our belief that clothes and personal attire directly influence a student's behavior and attitude. Our major objective is to provide the best education possible and the best learning environment. A student's dress may cause a disruption to the learning environment in our school. Articles of clothing or dressing styles inappropriate for our learning environment include (but not limited to):

- Clothing having vulgar, profane, or suggestive language and/or gestures
- Clothing having racially biased, offensive language/pictures, or sexually inappropriate references
- Clothing that advertises alcohol, tobacco, or anything representing the drug culture
- Clothing that does not appropriately cover the body (exposes the back, shoulder blades, or chest) or detracts from the learning process
- Clothing that does not cover the midriff (the shirt must meet the belt line)
- Hats or head coverings, including bandanas and hoods worn over the head
- Shoes/sandals must be worn
- All undergarments must be covered
- Slacks/shorts/pants must be worn appropriately (cannot be worn below waist)
- Muscle T-shirts, spaghetti strap tops or dresses, halter tops, short shorts, short mini-skirts are examples of inappropriate articles of clothing for school
- Shorts should be appropriate length and extend to the middle of the thigh
- Shirts with no sleeves must have a manufactured hem. Cut off sleeves are not allowed

Students having inappropriate clothing will be required to change or will be given clothing that is appropriate. Repeat offenders may be disciplined.

**PARKING AND STUDENT DRIVERS:** All student drivers are to park in the south parking lot. Do not park on the streets surrounding the school unless the parking lot is completely full. If you are parked on the street and parking spaces are available in the parking lot, the administration will request that you move your vehicle. There is to be no parking in the street on the west side of the building, and the parking spaces just south of the new addition are for school personnel only. Entering and Exiting the Parking Lot: Buses will be loading and unloading on the west side of the new addition, so all student drivers must enter and exit on the east side of the parking lot before and after school.

**PARENTS: DROPPING OFF / PICKING UP STUDENTS:** Parents are asked to drop off and pick up their children on the east side of the school building. If your child eats breakfast, you may drop him or her off on the south side by the entrance to the new addition. The west side of the school building will be used solely for bus loading and unloading. Reminder: The buses will park in the middle of the street on the west side of the building to load and unload. For safety reasons, we ask that you avoid this area when dropping off and picking up your children.

**PARKING AND TRAFFIC REGULATIONS:** Lone Tree High School and local traffic regulations shall be observed on school property. All cars and motorcycles driven to school must be parked upon arrival in the designated student parking areas. Students are not permitted to drive their vehicles around campus grounds. Careless or reckless driving may be reported to the police department and may result in disciplinary consequences. Failure to park or use a motorized vehicle properly may result in disciplinary

consequences such as: a.) detention, b.) loss of parking privileges, c.) ticketing by local law enforcement agencies, d.) towing at the owner's expense. Students who ride bicycles to school shall park them in the bicycle rack. Students riding motorbikes to school shall park them in the automobile parking spaces designated for students.

**FOOD, CANDY:** Food and candy are not allowed in the classrooms or hallways during the regular school day (8:30-3:29). These items are not to be bought, taken to classrooms, or stored in lockers. Water and other selected drinks with containers that have caps will be allowed in the classrooms during the regular school day. Also, there are special occasions (under the supervision of a teacher/sponsor) when students are allowed to have food, treats, etc. in the classroom. The teacher will notify the principal of these activities before they occur.

**BUS CONDUCT:** The Lone Tree Community School District provides bus transportation as a service to families living within the district. The bus ride should be conducive to safety and good order. Every passenger, as well as the driver, should be able to expect a ride free of inappropriate behavior and distractions. Students must follow the directions of the bus driver. Students need to remain seated and keep their hands, feet, and objects to themselves. The privilege of riding the bus may be revoked at any time for behavior that distracts, is violent, intimidating, or abusive toward others.

**ANNOUNCEMENTS:** Printed copies of the announcements are posted outside the main office and in the library/media center. In order for an announcement to be printed, it must be approved by a faculty member and submitted to the office by 3:45 P.M. on the day prior to its printing.

**POSTERS / SIGNS:** Faculty advisors or an administrator must approve all posters or signs before posting on the announcement boards located throughout the building.

**TELEPHONES:** Unless an emergency arises, students will not be called from class to answer the telephone. School district phones (office, faculty/staff work areas, or classrooms) are not to be used by students unless permission is received and it is an emergency situation. Parents or guardians may leave messages for their children. All efforts will be made to see that they are delivered in an expeditious manner. Parents or guardians are requested to limit telephone messages to situations of absolute necessity.

**CELL PHONES / ELECTRONIC DEVICES / GAMES:** Student cell phones and other electronic devices are only to be used for academic purposes. Cellphones will only be allowed in class at the discretion of individual classroom teachers. If a student is using their cellphone or other device for non-academic purposes, the item will be given to the principal and held until the end of the school day. Repeat offenders may be disciplined and a parent conference may be required before the device is returned. Cell phones are permissible during lunch at the discretion of the principal. Activity sponsors also have the right to limit or ban such items from their activity or practices. Students must receive permission from the principal to use these items for special occasions.

**STUDENT CHROMEBOOKS:** Each student will be issued a chromebook at the beginning of the school year. Students will take ownership of chromebooks with the expectation that they have it with them during each class, unless they are instructed otherwise by the classroom teacher. High school students will take full-time responsibility for their student-issued chromebooks. Middle school students will turn in chromebooks at the end of the school day and will pick them back up at the beginning of the next school day. Students are expected to keep chromebooks in the issued carrying cases at all times when they are not being used, including during passing times. Students are responsible for keeping chromebooks charged during and outside of school. It is also the expectation that students will take good general care of chromebooks. In the case of damaged chromebooks, students may be asked to pay for repairs if the damage occurred due to lack of care or if the damage is recurring.

**CHURCH NIGHT:** Wednesday night is generally designated as church night for student activities. No school functions, practices, contests, or games will be scheduled after 6:00 P.M. Only agencies outside the school may schedule activities on Wednesday night.

**PARENT INVOLVEMENT:** Parents are encouraged to be actively involved in their student's school careers. Parental involvement has a positive influence on student success in school. Parents can help students by providing a place to do homework and by controlling the amount of time devoted to watching television and to working at after-school jobs. Parents may be involved at Lone Tree in a variety of ways such as volunteering regularly, becoming involved in a school committee, attending Back-to-School Night, Parent-Teacher Conferences, and music, drama, and athletic activities, and contacting faculty or administrators whenever they have a question, a concern, or a suggestion for improving their student's high school experience.

**LUNCH PRODEDURE:** You can deposit any amount into your child's lunch account at any time. Please check your child's lunch balance frequently and maintain a positive balance in the account.

Single Day Lunch (Students).....	\$2.40
Single Day Breakfast (Students).....	\$1.10
Single Day Lunch (Adults).....	\$3.45
Single Day Breakfast (Adults).....	\$1.10

### **ATTENDANCE**

Students are expected to be in class and to make attendance a top priority. Only through consistent attendance and class participation do students achieve the benefits of the educational program. Students and their parents/guardians are asked to consider the impact of participating in several activities that may require numerous school absences due to competition or major travel.

**EXCUSED ABSENCE:** An excused absence is one in which school officials have approved the parent's request to excuse a student's absence. Parents do not determine whether an absence is an excused absence. Parents/guardians can assist in providing the best possible experience for the student by requesting to excuse their child from school only in cases of emergency or illness, and not for conducting business that can be completed on weekends or outside of school time. Examples of approved absences are: illness, doctor's appointments, or emergency situations.

**MISSED WORK:** Students have the same number of days that they were absent plus one (1) additional day to make up work that they have missed. In cases of prolonged illness, special arrangements may be made with the instructor. If a student knows that they are going to be absent from school due to an appointment, school-related trips and activities, or for some other reason, they should make every attempt to complete assignments ahead of time. When a student is absent, the student must check in with the middle/high school secretary in the office. When absent, students are encouraged to utilize the Homework Link that is posted on the school web page.

**UNEXCUSED ABSENCE:** An unexcused absence is one that has not been approved by school officials. Examples of unapproved absences are: hunting, fishing, hair appointments, appointments with a photographer, shopping, auto repair, concerts, parties and celebrations at work or home, employment, etc. By Iowa law, children under the age of 16 must be in school except for illness or emergency reasons. In the cases of recurring unexcused absences, notices may be sent to the Johnson County Attorney's Office and mediation may be requested by the school.



The high school principal will determine whether the unapproved absence is to be with or without consequence. Disciplinary action may be taken for excessive unapproved absences. Students may also be required to make up time missed for unexcused absences. Students and parents will be notified in cases of recurring missed class. Students who accumulate 10 or more unexcused absences in a single class in a semester may be withdrawn from that class, resulting in a forfeiture of credit.

**TRUANCY:** Truancy is defined as a student being absent from school without administrative, parent, or guardian knowledge of the absence. Truancy may result when the parents think the child is in school, and school officials have not been notified that the student is going to be absent. Consequences for truancy may include (but not limited to): time and work made up, detention, suspension. Consequences for each additional offense will be more severe. Parents will be notified.

**ATTENDANCE FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES:** The participant is expected to be in school the entire day of a contest/competition and the entire day after such a contest/competition. The participant must attend at least one-half day (4 full class periods) to be able to practice or play the day of an event. Exceptions are verified doctor/specialist appointments, or other emergency absences approved by the principal.

**UNEXCUSED TARDY POLICY:** Students are expected to arrive to school and class on time. It is crucial for their success as a student. Being punctual ensures that a student has the opportunity to receive all information, material, and directions that other students are receiving. Being punctual also allows the student to settle into a routine of learning and helps to develop a positive attitude toward learning.

**Tardy to School:** Students who arrive late to school without a valid reason are subject to the following disciplinary action:

- 1<sup>st</sup> Offense: (Recorded; No penalty)
- 2<sup>nd</sup> Offense: (Recorded; No penalty)
- 3<sup>rd</sup> and 4<sup>th</sup> Offense: (1/2 hour detention—3:30-4:00)
- 5<sup>th</sup> and 6<sup>th</sup> Offense: (1 hour detention—3:30-4:30)
- 7<sup>th</sup> and 8<sup>th</sup> Offense: (1/2 day of in-school suspension)
- 9<sup>th</sup> and 10<sup>th</sup> Offense: (1 full day of in-school suspension)

\*A STUDENT'S TARDY OFFENSES BEGIN ACCUMULATING WITH EACH NEW SEMESTER.

\*CONSEQUENCES FOR STUDENTS ARRIVING MORE THAN 5 MINUTES LATE TO SCHOOL WILL BE DETERMINED BY THE PRINCIPAL.

**Tardy to Class:** Students who arrive late to class without a valid reason are subject to the following disciplinary action:

- 1<sup>st</sup> Offense: (Recorded; No penalty)
- 2<sup>nd</sup> Offense: (Recorded; No penalty)
- 3<sup>rd</sup> and 4<sup>th</sup> Offense: (1/2 hour detention—3:30-4:00)
- 5<sup>th</sup> and 6<sup>th</sup> Offense: (1 hour detention—3:30-4:30)
- 7<sup>th</sup> and 8<sup>th</sup> Offense: (1/2 day of in-school suspension)
- 9<sup>th</sup> and 10<sup>th</sup> Offense: (1 full day of in-school suspension)

\*A STUDENT'S TARDY OFFENSES BEGIN ACCUMULATING WITH EACH NEW QUARTER.

## **STUDENT SERVICES**

## **HEALTH SERVICES**

**Nurse:** Students should report to the nurse's office if they feel ill. Please be reminded to get permission from the classroom teacher before leaving class. Health office personnel will attempt to contact parents/guardians if it is necessary for the student to be sent home. Students will not be sent home if there is no one there to take care of the student. In the case of a serious illness or injury, the school shall attempt to notify the parents according to information on the enrollment card. While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school will contact emergency personnel if necessary and attempt to notify the parents where the student has been transported for treatment.

State law does not permit the health office personnel to issue medication. Students, however, may bring to the health office medication that a health professional/parent has approved. All medication should be distributed through the health office and the following guidelines should be followed:

- A. The student will supply the medication.
- B. A parent permission form should be completed and kept on file in the health office.
- C. The student will be required to take the medication in the health office.

**Insurance:** Parents may apply for low-cost health insurance for their children. Children from birth to age 19, who meet the criteria for eligibility, may apply. The school does not provide or offer insurance to students, but may help facilitate coverage by providing you with information on nationwide companies that offer student insurance. Please call one of the school offices for that information.

**Immunizations:** Prior to starting school (or when transferring into the school district), students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations or the student makes arrangements with the principal. Only for specific medical or religious purposes are students exempted from the immunization requirements.

**Emergency Card:** Emergency information must be on file in the principal's office and health office. This data is held on PowerSchool and should be completed by a parent or guardian during the E-registration process. Every attempt should be made to keep this information current. The online emergency form must have a parent/guardian signature and provide the requested information in case of emergency situations requiring the notification of parent or guardian.

## **STUDENT SUPPORT**

**Support Services:** Support services at our school are available to assist teachers when student concerns arise. These services include building staff and Grant Wood Area Education Agency (GWAEA) support staff such as a psychologist, social worker, consultant, and speech/language pathologist. Teachers may use input from individuals on an informal basis or request assistance in defining a concern in identifying strategies to address the concern, in carrying out the strategies, or in monitoring the student's progress. When an intervention plan is being considered, parents will be invited to become active participants in the process. These services are available for all students by teacher or parent request through the principal or counselor. Accommodation plans under the 504 Rehabilitation Act may be considered and initiated to support students who may be experiencing difficulty with schoolwork who have an identified disability. Information about 504 plans may be received through the counseling office.

**Student Support Team:** Lone Tree School and Grant Wood Area Education Agency staff members meet on a regular basis to focus on students who are having difficulty with academic progress. Confidential discussions are held for the purpose of deciding how to best serve these students. A student or parent who wishes to inquire about the services offered should contact the principal.

**Special Education:** Services allowing special education programs are available as a result of cooperation between the Lone Tree Community School District and the Grant Wood Area Education Agency: physical disability, mental disability, emotional disability, learning disability, and communication disability. Placement in these special programs is made after identification of need, assessment and staffing of student, and parent permission.

**Career and College Guidance Services:** Parents may phone the Lone Tree Career and College Counselor, Mrs. Shelby Bryce, by calling 629-4610. Guidance services focus on student's growth and development in personal and educational competencies and in career planning and preparation. The guidance office includes a career information area to assist students with planning for the future. There are also many college catalogs, guides to postsecondary education and training, study guides, and career interest/development materials that may be checked out by students and parents. The counselor is available to assist students with their high school program, career and college planning, difficulties in classes, personal problems, scholarship opportunities, and any other topics of importance to the student.

**Study Table / Learning Center:** All high school students are welcome to attend Study Table before or after school in the High School Learning Center. Each week Study Table times will be posted in the announcements and on the Learning Center door. The Study Table provides all students with the opportunity to complete homework, ask questions, and work in small groups. A High School Learning Center instructor will supervise Study Table and provide assistance on any academic work. Students are strongly encouraged to take advantage of this opportunity.

### **OTHER STUDENT SUPPORT**

**Library:** The library provides many services and resources to students. The facility is open from 8:15 A.M. to 3:45 P.M. each school day, as well as during evenings at the Lone Tree Public Library.

**Activities, Clubs, and Athletics:** Lone Tree School offers a variety of activities and organizations in which students may choose to participate. Through participation and involvement in such activities, students will have the opportunity for many learning experiences not possible in other settings. We encourage students to become involved in their school beyond the regular classroom setting by participating in school activities.

**Assemblies:** For required assemblies, all students will attend the program. Occasionally, special programs may be presented for the benefit of students as an extension to their regular class schedule. Such programs are initiated through our faculty, students, or student clubs. These programs are presented as an optional activity for students, and parents or guardians will be notified in advance regarding programs which might include discussion of a sensitive topic. Pep rallies give support to competing or performing students who will be representing the Lone Tree Community School. All students are expected to attend scheduled pep rallies. Students who leave without permission will be considered truant and disciplined accordingly. Students who leave for regularly scheduled off-campus classes, work release, or work experiences are excused from pep rallies if these activities are scheduled at the same time as the pep rally. LONE TREE PRIDE!

**Student Leadership Team and MS Student Council:** The student government provides for student activities, serves as a training experience for student leaders, gives students a share in the management of

the school, develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school district affairs and helps solve problems that may arise.

## ACADEMIC INFORMATION

### MIDDLE SCHOOL COURSE REQUIREMENTS (See Middle School Information)

### HIGH SCHOOL COURSE REQUIREMENTS

Lone Tree High School will issue diplomas to students who have successfully completed the course of study prescribed by the Lone Tree Community School District for graduation. To graduate from Lone Tree Community School, students must earn a minimum of 48 credits. Only students who have successfully completed a minimum of 48 credits will be permitted to graduate. Graduation requirements for special education students may be in accord with the prescribed course of study as described in their Individual Education Program. Prior to the student's graduation, the IEP team shall determine that the graduation requirements have been met.

Upon successfully completing the required course work, a student will receive one credit per class. A one semester (eighteen week) class that meets every day is one (1) credit. All academic subjects shall carry one (1) credit per semester unless otherwise noted. Physical education (which does not meet every day) has a weighting of 0.4 or 0.6 credits per semester. Students taking Driver's Education receive 0.5 credits which does not count on the student's grade point average (GPA).

**Subject Area Requirements:** It shall be the responsibility of the superintendent to ensure that all students successfully complete each grade level (grades one through twelve) and complete all the required courses of study prior to graduation as determined by the Iowa Department of Education and the Lone Tree Community School Board of Education. Except for electives, these course requirements may not be met by taking Independent Study projects. The following credits shall be required for graduation:

- Mathematics                      6 credits
- Science                              6 credits
- Social Studies                      6 credits
- English                                8 credits
- Physical Education                3.2 credits
- Health                                 1 credit
- Electives                              17.8 credits

**Physical Education:** The physical education program is designed to promote team and individual physical fitness activities. Unless a student has a signed PE waiver, all students are required to take physical education during each semester they are enrolled.

At times, students must miss PE for medical reasons. All medical excuses from regular participation must be verified by a physician (in writing) and reported to the principal's office either preceding or immediately following the class period(s) affected. Physician's statements should include a description of the specific activities that are restricted. Students who are in school but are medically excused from PE must report to class and may be asked to participate in suitable alternative activities.

Please be advised that a medical excuse from PE may result in a final semester grade of "N" (no credit), reduced credit, or full credit. In order to receive full credit, medically excused students must make

arrangements with their instructor to develop attendance and curriculum requirements for the course. Medically excused students who receive an "N" (no credit) or reduced credit should remain aware of the 48-credit graduation requirement. Credit lost for PE due to a medical excuse may be made up by taking other course electives.

Students excused from PE for an injury/illness as verified by a parent or the Lone Tree School nurse may be required to make up all missed PE classes in order to receive full credit for the PE class. Unapproved absences from class may not be made up.

10-12 grade students may qualify for a P.E. waiver if they are participating in an organized and supervised athletic program that equals or exceeds 900 minutes of activity per semester and requires a certified coach. This waiver may only be granted for one semester during the school year and is granted at the discretion of the high school principal. If a student would withdraw from the activity at any point during the semester, they must then enroll in physical education. Parents of students wishing to apply for a P.E. waiver should send a written request (possibly via email) to the high school principal and school counselor.

Appropriate dress for PE includes: Males: Outer clothing (T-shirts, sweat clothes, shorts) that complies with Lone Tree dress code policies, shorts (no cutoff jeans), socks, and tennis shoes with shoelaces. Females: Outer clothing (T-shirts, sweat clothes, shorts) that complies with Lone Tree dress code policies, shorts, socks, and tennis shoes with shoelaces.

**Transfer Students:** Students transferring to Lone Tree from another high school that does not require at least 48 credits to graduate, and may be in danger of not graduating with their graduating class, may be given individual consideration by prorating the number of credits needed for graduation according to the amount of time the student spent in their previous school, their credits earned, and their official class status.

**Grade Progression:** Grade classification for all high school students is as follows:

- Freshman 0-12 credits
- Sophomore 13-24 credits
- Junior 25-36 credits
- Senior 37-48+ credits

**Textbooks:** Each student is responsible for the safekeeping of his/her textbooks. A fine will be assessed for excessive wear or damage to books and for lost or stolen books.

## **CLASSES AND GRADING**

**Grading System:** At the end of each quarter, students in grades 6-12 shall be assigned a letter grade corresponding to the student's level of academic performance in each class. Performance will be evaluated using A, B, C, D, and F to report each student's level of performance in each class. A grade of "A" is the highest level of achievement and reports academic excellence while a grade of "F" means the student has failed the course and must repeat the course for credit. For single credit high school courses, a student's grade point average (GPA) will be calculated by using the following point system:

	B+= 3.33	C+= 2.33	D+= 1.33
A = 4.00	B = 3.00	C = 2.00	D = 1.00

A- = 3.67      B- = 2.67      C- = 1.67      D- = 0.67

For PSEO courses through Kirkwood Community College, student GPA's will be calculated using the following point system:

	B+ = 3.83	C+ = 2.83	D+ = 1.33
A = 4.50	B = 3.50	C = 2.50	D = 1.00
A- = 4.17	B- = 3.17	C- = 2.17	D- = 0.67

**Class Load:** All high school students (grades 9-12) are required to enroll in a minimum of six (6) academic classes. Exceptions may occur if a student is taking advantage of a unique education opportunity, is a special education student whose course of study is guided by an Individual Educational Plan (IEP), or because of health. No student shall enroll in more than eight (8) study halls per week.

**Adding and Dropping a Class:** Students can add a class or drop a class during the first five days of the semester. Before adding or dropping any class, the student must meet with the guidance counselor or the high school principal in order to exercise this option. Adding and/or dropping a class requires the signature of the student's parent. Students may not add/drop classes on their own or by permission of the instructor only. A student who drops a class after the deadline will receive an "F" grade for the course.

**Report Cards and Midterm Reports:** Report cards are issued at the end of each academic semester. At the end of each mid-term and quarter, students and parents may access and print grades using their PowerSchool credentials. If a parent or student would like a hard copy of a report card at mid-term or quarter, they may request one through the high school office. Any grade recorded as "incomplete" must be changed to a letter grade within the time limits set by the instructor. If no attempt has been made to make up the work, an "F" grade will be recorded. Only on rare occasions should a grade be incomplete for more than two weeks. These situations must be approved by the principal.

**Technical Preparation Articulation:** Kirkwood and high school vocational teachers have worked together to develop agreements to provide advanced placement in college for selected courses taken in high school. Advanced placement opportunities are available in the areas of Agriculture, Business, Industrial Technology, Family and Consumer Sciences, and Health Sciences. Please see your high school counselor or career education teachers for further information.

**Independent Study:** Students may submit a proposal for an independent study project for credit. The principal and the faculty member who has agreed to serve as advisor and evaluator must approve all independent study proposals. Upon successful completion of the project, the student will earn academic credit. Please note the following guidelines for independent study:

1. Prior to the start of the project, the student must complete an application form and submit the form to the guidance counselor. The student will elect whether to be evaluated on the regular grading procedures or on a credit/no credit basis.
2. An independent study project must be presented for approval within the first two weeks of the semester in which credit is to be given. Projects must be completed one week prior to the end of the term for which credit is to be issued. All written materials must be submitted in duplicate.
3. Independent study projects for credit will not be included as part of the minimum course load requirement; replace any subject area graduation requirements, (i.e., science, language arts, social studies, physical education, math); or be taken in lieu of a course offered at Lone Tree. Only the high school principal may grant exceptions.

4. A faculty member will serve as advisor, supervisor, and evaluator. His/her approval must be secured before the project begins. The student will meet with the advisor to establish guidelines for the project and a sequential time schedule for completion of the work. A regular schedule of meetings between the student and teacher will be established. The faculty supervisor will evaluate the project prior to credit being issued.

5. One credit hour will be given for a minimum of 75 hours of work. The student may be required to turn in a written log of the dates/time during which the student completed the project.

**Kirkwood Learning Center Classes:** Students who are deficient in the number of credits necessary for graduation may take courses through the Kirkwood Learning Center. In order for a course from the Kirkwood Learning Center to apply toward graduation, students must receive written approval from the guidance counselor or principal before enrolling in a course. Kirkwood Learning Center courses may not be used to remove a failing grade or to replace a course offered at Lone Tree High School.

**Post-Secondary Enrollment Options Act:** The Post Secondary Enrollment Options Act allows 11th and 12th grade students at Lone Tree Community School and all TAG students (9-12) to enroll in classes at a participating community college, state university, or private college or university. The Lone Tree School District will pay for the cost of the class (up to \$250). Classes are taken for college and high school credit. The school is not obligated to pay for classes that are offered within the high school curriculum offerings. Students should inform the Lone Tree School District by March 15 of the year that precedes their taking the class if they are interested in the program. Additional information is available in the principal's office.

## **ACADEMIC RECOGNITION**

**National Honor Society Membership:** The requirements for National Honor Society membership are based on cumulative grade point average, scholarship, character, leadership, and service. More information can be obtained from the NHS sponsor.

**Academic Honor Roll:** An honor roll is compiled after each grading period. There are two honor roll lists. The Gold Honor Roll is for students who compile an average of a 3.5 grade point average or higher. The Black and Gold Honor Roll is for students who compile an average of 3.0 to 3.49 grade point average.

**Academic Letter:** To receive an academic letter, two consecutive semesters with a GPA of 3.33 must be maintained. During each of the semesters, the student must carry a minimum of (6) credits. The first semester for consideration is the first semester of a student's freshman year. A letter will be awarded upon initial qualification. Continued excellence will be awarded with a bar for each consecutive semester that a GPA of 3.33 is earned. If an eleventh or twelfth grade student has not had two consecutive semesters with a GPA of at least 3.33 but has achieved a cumulative GPA of 3.5 or above, the student will be eligible to receive an academic letter and/or bar. Academic letters and bars are awarded only for classes taken at Lone Tree Community School.

**Student of the Month:** Each month four teachers are selected by the principal to choose a student who has excelled or improved academically in their classes. Students are also selected for their citizenship, leadership, and character. Selected students have their pictures posted on the PRIDE BOARD near the principal's office. Students also receive a certificate of achievement and other rewards.

**Four Year Awards:** Students who take four years of math, science, or foreign language will be recognized with a certificate at the senior awards banquet. Students who take four years of classes in each of those areas will be awarded a medal.

## ACADEMIC ELIGIBILITY

**General Information:** To be eligible for an activity, students participating must:

- Be enrolled or dually-enrolled in school;
- Have met academic eligibility standards according to the Lone Tree Community School Student Handbook;
- For students in athletics, music, or speech activities, be under 20 years of age;
- For students in athletics, music, or speech activities, be enrolled in high school for eight semesters or less;
- For students in athletics, have not participated in a college contest nor engaged in that sport professionally;
- Have met all transfer requirements, if the student is a transfer student, or eligible under State Law and regulations if the student is an open enrollment student.

Special education students or students covered by a Section 504 Plan shall not be denied eligibility on the basis of scholarship if the student is making progress, as determined by the staffing team, towards the goals and objectives on the student's IEP or accommodation plan.

**Academic Eligibility Policy:** Lone Tree Community School places a high value on academic achievement. Students who participate in extracurricular activities will be expected to work hard in the classroom. Therefore the following guidelines have been established:

**(Revised June 13, 2012 due to mandated changes established by the Iowa State Legislature and the Iowa Department of Education.)**

1. Students who start the 7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup> grades begin with complete eligibility. A student must be receiving no F's or incomplete grades at the midterm or at the end of a quarter, and receiving no F's and/or incomplete grades at the end of the semester, in all academic subjects in order to participate in activities. Students must also maintain a 2.0 GPA (non-cumulative) at the end of each semester. This includes PSEO, dual enrollment, and ATAW courses (if taken for high school credit), in which cases the most recent reporting date will be used.
2. A high school student who receives an F at the end of the quarter will be ineligible for **30 consecutive calendar days** of the following quarter, or for 30 consecutive calendar days from the beginning of their next activity. Middle school students will be ineligible for 10 consecutive calendar days.
3. If a student is incomplete in any subject, the student will be ineligible. A student will become eligible when the work is complete.
4. **EXTRA-CURRICULAR ACTIVITIES (First Semester):** A student who receives an F at the end of 2<sup>nd</sup> quarter, an F at the end of the final grading period (1<sup>st</sup> semester), or who falls below a 2.0 GPA (non-cumulative) at the end of the 1<sup>st</sup> semester will be ineligible for **30 consecutive calendar days** of the 3<sup>rd</sup> quarter of the 2<sup>nd</sup> semester, in accordance with the IHSAA and IHSMA. The period of ineligibility will begin immediately following the final grading period or from the time of the first contest at the beginning of the student's next athletic competition.
5. **EXTRA-CURRICULAR ACTIVITIES (Second Semester):** A student who receives an F at the end of 4<sup>th</sup> quarter, an F at the end of the final grading period (2<sup>nd</sup> semester), or falls below a 2.0 GPA (non-cumulative) at the end of the 2<sup>nd</sup> semester will be ineligible for 30 consecutive calendar days of the 1<sup>st</sup> quarter of the next school year, in accordance with the IHSAA and IHSMA. The period of



ineligibility will begin immediately following the final grading period for any student who is participating in a summer activity. However, if a student does not participate in an athletic activity (baseball or softball) during this period of ineligibility, the student will be ineligible for 30 consecutive calendar days from the time of the first contest at the start of his or her next athletic activity.

6. For purposes of academic eligibility, a C- will be calculated as 2.0.
7. A student who is academically ineligible will be expected to attend practices during their period of ineligibility unless they are missing due to academic reasons. Students will have the opportunity to complete their academic obligations before or after school and during the time of practice.

## **SENIOR PRIVILEGES**

**EARLY GRADUATION / PART-TIME STATUS:** Although early graduation is not encouraged, there are circumstances under which it is permitted. Arrangements for early graduation should be made through the principal during the term previous to the proposed year of graduation. If a student meets all graduation requirements prior to the second semester of their senior year, they may remain in school as a part-time student, or be considered graduated from high school with no school connections except participation in Prom and the next regular commencement exercise. Students requesting approval for either early graduation or part-time status must submit (2) letters to the Board of Education prior to their regular January meeting. One of the letters must be from the student explaining the reason(s) for their request and detail how they expect to use their release time. The second letter should be from the parent(s) or guardian(s) indicating their approval of the early graduation or part-time status request and their plan for the student's use of released time. Students and parents will be asked to meet with the principal at a mutually agreeable time to discuss the consequences of this decision to go to part-time status or to graduate early.

Any student in the senior class who will be able to meet graduation requirements without taking a full load of six classes in the second semester of their senior year, is permitted to attend school on a part-time basis during the second semester. To exercise this option, the following requirements must be met:

1. The student must take Physical Education, unless granted a waiver by the principal.
2. The student must take at least two other classes.
3. All required classes still needed for graduation must be taken at Lone Tree.

**SENIOR RELEASE:** Seniors who will meet all graduation requirements may use senior release. Seniors will be allowed to leave school during the last period of the school day. Seniors must leave the school building and school grounds unless permission is received from the principal to remain at school. Senior release is a privilege and may be revoked for misuse.

## **BEHAVIOR**

**Behavior Expectations:** Teachers will communicate their specific classroom expectations to students at the beginning of the school year/semester. Students are expected to exhibit appropriate classroom behavior as outlined by each classroom teacher.

**Hallways:** Hallways are to be used only as a means of moving from one designated area to another. Students should not loiter in hallways during class periods.

**Foul Language:** Foul language cannot be tolerated in school or at school activities. The only impression most observers or guests of the school have of us is our personal behavior. Use of foul language will

tarnish the reputation of the Lone Tree School and its students. Disciplinary action may result from the use of foul language.

**Public Display of Affection:** School is neither the time nor the place for contact such as embracing, holding hands, and kissing. Disciplinary action may result for repeat offenders.

**Study Hall:** While in study hall, students are expected to conduct themselves as they would in a classroom. Students must bring reading material or enough work for the entire period. An opportunity to check out from the study hall to go to the library or other work areas may be arranged with the study hall teacher. Access to the library and other work areas will be monitored and may be restricted due to availability of space, the amount/type of work a student is doing, and the conduct of the student. Study hall expectations will be discussed by study hall teachers.

**Library:** The library is a place for research and study. Students are expected to be on task and working productively. Students must use computers and other equipment and resources responsibly and appropriately. Food, candy, and beverages are not allowed in the library. Students who disrupt the working environment of the library or labs will lose library privileges.

## **CODE OF CONDUCT**

The Lone Tree Community School District is committed to providing the best educational environment that is possible. A learning environment may only be provided when a team of people is working together. Parents, teachers, administrators, and Board members must work together if a safe, learning environment is going to be present. It is essential that students also recognize and support the need for appropriate behavior. When a student is requested to do something, it is out of respect and responsibility that the student follows those instructions. If a student feels that they are being treated unfairly, they should report the incident to the administration so that the situation may be worked out in an appropriate manner. A student's behavior should not disrupt the educational process nor constitute a threat to the health or safety of others. Please be reminded that school rules apply to all students while in school vehicles, on the school premises, attending school-related activities, and in other community settings that are school related and have impact on school. While it is not possible to list every offense that constitutes inappropriate behavior, the following list of actions will help to inform students that such actions will not be tolerated:

1. Tardiness.
2. Truancy.
3. Disruptive speech/intimidating acts and language/actions disruptive to the orderly, educational procedure of the classroom or building.
4. Initiation/Hazing: Students may not report to school dressed for any type of initiation.
5. Fighting: Any student who has physical contact in a confronting manner with a student or school employee may be suspended from school.
6. Abusive or degrading acts of language including terms directed at ethnicity, religion, gender, sexual orientation, age, or disability.
7. Theft.
8. Destruction of property and/or vandalism.
9. Printed matter that is not appropriate: Students should not bring items or printed matter to school that may be inappropriate, contains profanity, is derogatory, or depicts alcohol, drugs, or sexual content.
10. Repeated acts of belligerence, disruptive behavior, or violation of rules. When a student is repeatedly referred out of a classroom for disciplinary reasons, a conference with the student's parent(s) is generally required.

11. Promotion of gangs (or related activity). This may include but is not limited to displaying/wearing gang apparel and/or graffiti, participating in gang recruitment, and possessing items which promote gang activity.
12. Sexual harassment of individuals or groups.
13. Possession or control of an offensive or dangerous weapon/object (i.e., firearms, knives, explosives).
14. False fire alarms, bomb threats, or other similar illegal acts.
15. Arson or any other inappropriate use of fire.
16. Use of a car, motorcycle, moped, bicycle, or other vehicle in an inappropriate or irresponsible manner.
17. Abusive, harassing, or degrading acts of language/profanity.
18. Gambling.
19. Throwing objects (i.e., snow, pencils, etc.)
20. Unauthorized visit to another school.
21. Misbehavior on bus.
22. Failure to attend assigned study halls or detentions.
23. Inappropriate possession of radios, tape or CD players, laser pens, skateboards, roller blades.
24. Possession of pagers, beepers, telephones, or other communication devices.

**Consequences to Violations:** Consequences for violating school rules are determined by school personnel. Every effort is made to relate the consequences directly, as possible, to the student's behavior. The intent of discipline is not punitive, rather, to change future behavior and to address the causes or factors contributing to the student's original actions. The range of available consequences or disciplinary measures includes but is not limited to:

1. Developing a Behavior Plan with administrative, teacher, parent, and counselor assistance.
2. Warning.
3. Cancellation of special privileges.
4. Referral for counseling/staffing evaluation.
5. Detention.
6. Reassignment to another class.
7. Confiscation of unapproved items--radios, skateboards, pagers, etc.
8. Parent/teacher conference.
9. Payment/restitution of damages.
10. Work option or community service.
11. In-school suspension.
12. Suspension (Out).
13. Expulsion.
14. Notification of law enforcement authorities.

**Due Process:** Due process procedures for the purpose of discipline include the right of the student to:

1. Be given oral and/or written notice of charges
2. Be given an opportunity to admit/deny charges
3. Be given an explanation of the evidence against the student if he/she denies the charges
4. Be given an opportunity to explain the situation

**DETENTIONS:** Detention is sometimes used as a consequence for inappropriate behavior at school or in the classroom. Students who receive a detention from administration or classroom teachers must report to the upper ICN room to serve the detention after school on that day or the following day. If a student chooses to skip the detention, the detention time will double. If a student continues to skip detention time, the student will serve in-school suspension. Example: Student X receives a ½ hour detention on

Monday. Student X must serve the detention Monday after school or Tuesday after school. If Student X fails to serve the detention Monday or Tuesday, the detention time will double to 1 hour to be served Wednesday or Thursday after school. If the student fails to report to detention on Wednesday or Thursday, Student X will serve a ½ day in-school suspension on Friday

### **SUBSTANCE ABUSE**

Substance abuse is defined as the distribution, dispensing, manufacture, use, or being under the influence of beer, wine, alcohol, tobacco, inhalants, prescription drugs (void or in violation of a prescription), psycho-active and/or other controlled substances, paraphernalia, or materials associated with these substances or "look alike" substances appearing to be any of the above or associated with the above as defined by local, state, or federal law. Such use/abuse is unlawful and/or a material and substantial disruption or threat to providing a safe, healthy, supportive, and caring environment for students, employees, and visitors.

Such use, improper use, possession, or distribution will not be tolerated on school grounds, at school events, or in any situation in which the school is responsible for the conduct and well-being of young people.

The goal of the district is to establish a drug and alcohol free school in order to maintain a safe and effective learning environment for all students. To meet this goal, the district supports a comprehensive program of education, prevention, intervention, and support services.

**Violating the Substance Abuse Policy:** If a violation of the above policy is substantiated, an administrator may take the following actions:

1. Remove the student from the classroom or activity.
2. Notify the nurse, substance abuse counselor, and/or doctor or other appropriate emergency personnel.
3. Notify the police and request that appropriate action be taken.
4. Notify the parents/guardians and request immediate presence.
5. Take appropriate disciplinary action which may include: participation in a substance abuse assistance program; suspension; compliance with alternative courses of action as agreed by parents, school officials, and student; expulsion; and Good Conduct Rule consequences.

### **ANTI-BULLYING/HARASSMENT**

The Lone Tree School is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Harassment and bullying will not be tolerated while students are on property within the jurisdiction of the Lone Tree School; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

The Lone Tree School prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

The Lone Tree School will take a proactive approach to bullying. Students will participate in the Olweus bullying education program, which will help increase bullying awareness and will focus on strategies to decrease bullying, improve peer relations, and improve school culture.

**Harassment and Bullying Defined:** Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- 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.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies.

**Harassment and bullying** may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

**Sexual harassment** means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the 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 by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

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

- Communicate that you expect the behavior to stop immediately. Contact a teacher, counselor, or principal if you need assistance.
- If the bullying or harassment does not stop, or you do not feel comfortable confronting the student, you should do the following:
  1. Tell a teacher, counselor, or principal.
  2. Write down exactly what happened, keep a copy.
  3. Give another copy to the teacher, counselor, or principal including:
    - a.) what, when and where it happened
    - b.) who was involved

- c.) exactly what was said or what the student did
- d.) witnesses to the bullying/harassment
- e.) what the student said or did, either at the time or later
- f.) how the student felt
- g.) how those involved responded

**STUDENT SUSPENSION:** The Code of Iowa gives the Board of Directors the power to suspend students and the authority to confer this power to members of the district administrative team. The principal may suspend a student for a period not to exceed five (5) days for disciplinary reasons by following the due process procedures. If, after hearing the facts of the case, the building administrator decides that suspension of the student is warranted, he/she shall take the following steps:

1. Shall inform the superintendent of his/her decision to suspend the student explaining the facts of the case.
2. Inform the student of the suspension, explaining the length and provisions of the suspension and the basis for the decision to suspend.
3. Inform the parents orally, and in writing, of the decision to suspend the student and the basic facts of the case.
4. Give written notice of the events to the superintendent that may be relayed to the board.

The superintendent may extend the suspension upon the principal's request to no more than ten (10) days.

**Weapons/Dangerous Objects:** The safety of students and staff is a matter of utmost concern. Both state and federal statutes are very specific about prohibition of guns in schools. Any person utilizing a school facility or attending a school-sponsored event shall not carry, conceal, or transmit any weapon (firearm) in school buildings or on or about the school district's grounds or at school-sponsored activities. Weapons will be confiscated and turned over to the administration. A firearm refers to any weapon that is designed or adapted to expel a projectile by the action of an explosive. State and federal laws require school districts to expel students for a minimum of not less than one year (twelve months) for bringing weapons (firearms) to school or for possessing a weapon (firearm) at school. The superintendent may modify the suspension on a case-by-case basis.

Lone Tree Community School also prohibits bringing dangerous objects to school. Dangerous objects will be confiscated and turned over to the administration. Students found to be carrying, concealing, or transmitting dangerous objects may be suspended pending investigation and may be expelled.

### **INTERNET AND COMPUTER USE TERMS AND CONDITIONS**

**Internet:** Internet access is available to students for academic-related purposes. The goal in providing access to the Internet's vast, diverse, and unique resources is to promote educational excellence by facilitating research, innovation, and communication. With access to computers and people all over the world, comes the availability of material that may not be considered to be of educational value in the context of our school setting. Students are expected to use good judgment in accessing appropriate Internet resources and sites. Students must adhere to established guidelines regarding proper conduct and efficient, ethical and legal usage of the Internet and other computer networks. Any student who wishes to access computer resources in the school will be asked to follow district and building policies regarding such use. Disciplinary action and/or appropriate legal action may be taken for inappropriate use.

**Acceptable Use:** The use of the school's computers must be in support of education and research, and consistent with the district's educational objectives. Computers are to be used for academic, course-related purposes: research, word processing, preparing graphics, creating slide shows.

**Privileges:** The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.

**Illegal Activities:** Illegal activities are strictly forbidden. This includes but is not limited to threats, harassment, stalking, and fraud.

**Network Use:** Computer networks including the Internet may not be used in such a way as to disrupt the use of the network by others.

**Intellectual Property:** Respect the intellectual property of others by crediting sources and following all copyright laws. Students may not load or download software on school computers without authorization.

**Vandalism:** Vandalism will be grounds for losing computer privileges. It is defined as any malicious attempt to harm or destroy the equipment, the computer configuration, or data of another user, the Internet, or any other networks.

**Security:** Security on the computer system is imperative. Students are prohibited from using another individual's account without permission. Attempts to log on to the network as a system operator will result in cancellation of user privileges. Any attempt to breach the desktop security of a computer will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the school's computer resources.

### **GOOD CONDUCT RULE OF ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES**

The Board of Directors of the Lone Tree Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of Lone Tree Community School throughout the calendar year, whether away from or at school. Students who 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, or highly inappropriate. Participation in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the Board, administration, and individual activity coaches and sponsors. The high school principal shall keep records of violations of the Good Conduct Rule.

Activities in which a student may lose eligibility by violating the Good Conduct Rule include but are not limited to: athletics, instrumental and vocal music performances and contests, drama productions, speech contests, FFA, FCCLA, National Honor Society, all co-curricular clubs (e.g., Pep Club, Spanish Club), all honorary and elected offices (e.g., Homecoming King/Queen/court, class officer, student government officer or representative), cheerleading, drill team, state contests and performances for cheerleading and drill team, Future Problem Solvers, class trips, attendance at art fairs and art trips, FFA conventions and trips.

**GOOD CONDUCT RULE:** To retain eligibility for participation in Lone Tree High School's extracurricular activities, students must conduct themselves as good citizens at all times, both in and out

of school. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community.

Any student, after being confronted with the allegation, the basis of the allegation, and given the opportunity to tell the student's side and is considered more likely than not to have violated the school's Good Conduct Rule will be deemed ineligible for a period of time, as described below. A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- Possession, use, or purchase of tobacco products, regardless of the student's age;
- Possession, use, or purchase of alcoholic beverages, including beer and wine;
- Possession, use, or purchase of illegal drugs or the unauthorized possession, use, or purchase of otherwise lawful drugs;
- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s).

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

**PENALTIES:** 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--up to thirty (30) calendar days of ineligibility.

**Second offense** within the student's high school career--up to forty-five (45) calendar days of ineligibility.

**Third offense** within the student's high school career--up to sixty (60) calendar days of ineligibility.

**Fourth offense** within the student's high school career--up to ninety (90) calendar days of ineligibility.

**Fifth or more offense** within the student's high school career--one calendar year of ineligibility.

The period of ineligibility attaches immediately upon a finding of a violation. With a coach's/supervisor's permission, an ineligible student may attend practices or rehearsals during a period of ineligibility. An ineligible student shall not formally travel with the team or group performing, and shall not wear a uniform during such a period.

Successive periods of ineligibility: Any student, who is already serving a period of ineligibility for violating the Good Conduct Rule, may not serve a second period of ineligibility concurrently with the first. If a student violates the Good Conduct Rule while already ineligible, the periods of ineligibility will be served successively.

## **REDUCTION IN PENALTY**



**Evaluation and Treatment:** A student who has a third, fourth, and/or fifth violation of the alcohol and drug provision of the Good Conduct Rule may elect to seek an evaluation and, if recommended, treatment from a recognized substance abuse facility at the student's parent/guardian's expense. If the student seeks the evaluation, agrees to waive confidentiality to allow the facility sponsor to admit (self-report) a violation of the Good Conduct Rule prior to the initial confrontation by the high school to report back to the superintendent or designee regarding recommendations for treatment or follow-up care, adheres to the recommendation of the evaluation, and provides written documentation from the treatment center that the alcohol and/or drug problem is under control, the student's penalty for the third violation may be reduced by twenty (20) calendar days. If it is the student's fourth violation, the penalty may be reduced by thirty (30) calendar days. If it is the student's fifth violation, the penalty may be reduced to ninety (90) calendar days. This reduction is not available beyond the fifth violation.

**Admission Prior to Determination:** If a student comes forward to a coach, administrator, or activity sponsor to admit (self-report) a violation of the Good Conduct Rule prior to the initial confrontation by the high school principal, the student's penalty may be reduced to fifteen (15) calendar days for the first violation, to thirty (30) calendar days for the second violation, to forty-five (45) calendar days for a third violation, and to sixty (60) calendar days for a fourth violation within the student's high school career.

**Combined Reductions:** Reductions available in the above items of this section may not be combined.

**Behavior Agreement:** A student who has been found in violation of the provision described above as conduct that would be grounds for arrest or citation, may seek to reduce the penalty by entering into a Behavior Agreement. The final decision on whether a Behavior Agreement may or may not be written rests with the high school principal. A Behavior Agreement is an option only with a student's third, fourth, or fifth violation of the Good Conduct Rule. If a Behavior Agreement is allowed, it shall be in writing and include (but not be limited to) an oral apology for the student's behavior to the affected parties, and restitution where appropriate. The degree of reduction of the penalty, in such situations, shall rest with the administrator, but in no event shall the reduction exceed one-third of the penalty. If the student violates the agreement, the reduction of the penalty is forfeited and the number of days of ineligibility that were initially reduced shall immediately be imposed upon the student as days of ineligibility.

## **MIDDLE SCHOOL INFORMATION**

**MIDDLE SCHOOL PHILOSOPHY:** The middle school philosophy is designed to provide sixth, seventh, and eighth grade students with a more personalized school experience. It is based upon the concept that all students can learn. The aim of the middle school is to create a supportive climate that promotes improved self-esteem and enhances academic achievement through improved communication, cooperation, and coordination among teachers. Students benefit from a student-centered, integrated, holistic approach to education that is enhanced by flexible scheduling.

**MIDDLE SCHOOL COURSE REQUIREMENTS:** It is the policy of the Lone Tree Community School to provide our middle school students with a broad spectrum of required courses and exploratory classes.

**Core Classes:** All middle school students are required to take the following classes: Math (Pre-Algebra or Algebra), Science, Language Arts (Composition and Literature), and Social Studies.

**Exploratory Classes:** Every quarter (9 weeks) each student will have a new exploratory class until they have taken four throughout the year. Exploratory classes are an important part of our curriculum. It allows us to concentrate on needed skills at certain grade levels and offers students the opportunity to explore new academic areas. The middle school uses a six-day rotation schedule that allows us to schedule

exploratory classes with physical education classes. For example: If a student has PE 2<sup>nd</sup> period on days 1 and 4, that student will have the exploratory class on days 2, 3, 5, 6.

\*All 6<sup>th</sup> grade students will have the following exploratory classes: Keyboarding, Study Skills, Computer, and Social Skills.

\*All 7<sup>th</sup> grade students will have the following exploratory classes: Computer, Art, Social Skills, and Life Skills.

\*All 8<sup>th</sup> grade students will have the following exploratory classes: Social Skills, Computer, Agriculture, and Careers.

**8<sup>th</sup> Hour Study Hall:** All middle school students have study hall the last period of each day. This is the time when the middle school teachers review assignments given throughout the day, and students have time to complete work, ask questions, and prepare for the next day. Also, there are times when the middle school teachers plan special activities for the students during this time such as end-of-the-month activities and other important events.

**Band and Choir:** Middle school students have the opportunity to participate in Band and Choir. Band and Choir meet every other day, which allows students the opportunity to participate in both activities. If a student chooses not to be in Band and Choir, that student will have a study hall. If a student participates in only Band or only Choir, that student will have study hall when not in Band or Choir.

**7<sup>th</sup> Grade Math:** At the end of each school year, each student's math scores from the district MAP test and from the Iowa Assessments are reviewed. These scores, along with the math teachers' recommendations, are used to schedule students in the appropriate math class with the appropriate math teacher. This is a way to prevent students from becoming frustrated by moving "too fast" or "too slow" through the math curriculum. Our goal is to ensure that every student is successful and is comfortable learning math at an appropriate pace. We welcome your involvement in this process. If you have any questions or concerns, please contact Regan Stone, Middle School Principal, at 629-4610.

**(8<sup>th</sup> Grade) Pre-Algebra or Algebra I:** At the end of each school year, each student's math scores from the district MAP test and from the Iowa Assessments are reviewed. These scores, along with the math teachers' recommendations, are used to schedule students in the appropriate math class with the appropriate math teacher. This is a way to prevent students from becoming frustrated by moving "too fast" or "too slow" through the math curriculum. Our goal is to ensure that every student is successful and is comfortable learning math at an appropriate pace. We welcome your involvement in this process. If you have any questions or concerns, please contact Regan Stone, Middle School Principal, at 629-4610.

## **UNEXCUSED TARDY POLICY**

Students are expected to arrive to class on time. It is crucial for their success as a student. Being punctual ensures that a student has the opportunity to receive all information, material, and directions that other students are receiving. Being punctual also allows the student to settle into a routine of learning and helps to develop a positive attitude toward learning.

**Tardy to School:** Students who arrive late to school without a valid reason are subject to the following disciplinary action:

1<sup>st</sup> Offense: (Recorded; No penalty)

2<sup>nd</sup> Offense: (Recorded; No penalty)

3<sup>rd</sup> and 4<sup>th</sup> Offense: (1/2 hour detention—3:30-4:00)  
5<sup>th</sup> and 6<sup>th</sup> Offense: (1 hour detention—3:30-4:30)  
7<sup>th</sup> and 8<sup>th</sup> Offense: (1/2 day of in-school suspension)  
9<sup>th</sup> and 10<sup>th</sup> Offense: (1 full day of in-school suspension)

\*A STUDENT'S TARDY OFFENSES BEGIN ACCUMULATING WITH EACH NEW SEMESTER.  
\*CONSEQUENCES FOR STUDENTS ARRIVING MORE THAN 5 MINUTES LATE TO SCHOOL WILL BE DETERMINED BY THE PRINCIPAL.

**Tardy to Class:** Students who arrive late to class without a valid reason are subject to the following disciplinary action:

1<sup>st</sup> Offense: (Recorded; No penalty)  
2<sup>nd</sup> Offense: (Recorded; No penalty)  
3<sup>rd</sup> Offense: (Recorded; No penalty)  
4<sup>th</sup> Offense: (Recorded; No penalty)  
5<sup>th</sup> and 6<sup>th</sup> Offense: (1/2 hour detention)  
7<sup>th</sup> and 8<sup>th</sup> Offense: (1 hour detention)

\*THE PRINCIPAL WILL DETERMINE CONSEQUENCES FOR 9 OR MORE TARDIES.  
\*A STUDENT'S TARDY OFFENSES BEGIN ACCUMULATING WITH EACH NEW QUARTER.

## **BEHAVIOR and DETENTIONS**

**Behavior Expectations:** Teachers will communicate their specific classroom expectations to students at the beginning of the school year/semester. Students are expected to exhibit appropriate classroom behavior as outlined by each classroom teacher.

**Hallways:** Hallways are to be used only as a means of moving from one designated area to another. Students should not loiter in any hallways during class periods.

**Foul Language:** Foul language cannot be tolerated in school or at school activities. The only impression most observers or guests of the school have of us is our personal behavior. Use of foul language will tarnish the reputation of the Lone Tree School and its students. Disciplinary action may result from the use of foul language.

**Public Display of Affection:** School is neither the time nor the place for contact such as embracing, holding hands, and kissing. Disciplinary action may result for repeat offenders.

**Study Hall:** While in study hall, students are expected to conduct themselves as they would in a classroom. Students must bring reading material or enough work for the entire period. An opportunity to check out from the study hall to go to the library to work may be arranged with the study hall teacher. Access to the library and computer lab will be monitored and may be restricted due to availability of space, the amount/type of work a student is doing, and the conduct of the student. Study hall expectations will be discussed by study hall teachers.

**Library:** The library is a place for research and study. Students are expected to be on task and working productively. Students must use computers and other equipment and resources responsibly and appropriately. Food, candy, and beverages are not allowed in the library. Students who disrupt the working environment of the library or labs will lose library or lab privileges.

**DETENTIONS:** Detention is sometimes used as a consequence for inappropriate behavior at school or in the classroom. Students who receive a detention from administration or classroom teachers must report to the upper ICN room to serve the detention after school on that day or the following day. If a student chooses to skip the detention, the detention time will double. If a student continues to skip detention time, the student will serve in-school suspension. Example: Student X receives a ½ hour detention on Monday. Student X must serve the detention Monday after school or Tuesday after school. If Student X fails to serve the detention Monday or Tuesday, the detention time will double to 1 hour to be served Wednesday or Thursday after school. If the student fails to report to detention on Wednesday or Thursday, Student X will serve a ½ day in-school suspension on Friday.