

# Lake Mills High School



Student  
Handbook  
2019-2020

## Part 1 District Mission and Overview

### **Lake Mills Community School Districts Mission Statement**

*Through our collective efforts we are committed to teaching and learning for all.*

### **High School Mission Statement**

*Lake Mills High School is committed to promoting and maintaining an atmosphere of teaching and learning that encourages students to pursue personal excellence and to prepare for the challenge of tomorrow.*

*“Preparing students for tomorrow.”*

### **Learner/Essential Outcomes (LERCH)**

#### **Lifelong Learner**

Lake Mills Community School provides opportunities for students to creatively utilize knowledge, skills, and processes to succeed in future life roles.

#### **Effective Communicator**

Lake Mills Community School provides opportunities for students to effectively communicate by using speaking, writing, reading, listening, and viewing skills and other forms of communication which broaden the students’ view of the world.

#### **Responsible Citizen**

Lake Mills Community School provides opportunities for students to display respect for themselves and others, exhibit acceptable social behavior, and use various resources which enable productive citizenship and achievement of goals.

#### **Critical and Creative Thinker**

Lake Mills Community School provides opportunities for students to access and use various sources of information, establish and communicate viewpoints, and create original productions rather than reproductions of knowledge.

#### **Healthy Contributor**

Lake Mills Community Schools provides opportunities for students to understand and demonstrate components for healthy life roles both as an individual and as a group member of society.

(Board Policy 101)

### **Learner Centered Climate**

The ultimate goal of the Lake Mills Community School is to improve achievement and have a collaborative climate. We believe every learner should be empowered to experience the excitement and motivation needed to reach success.

(Board Policy 105)

To do this each student should:

- S** = feel safe to take risks
- O** = have ownership in their learning
- C** = be able to have choices in their learning
- C** = be able to collaborate with others
- E** = be engaged in their work
- R** = be involved in real world tasks, activities and assessments

### **Character Traits**

Certain character traits are expected from all people in our society. Therefore, the following character traits developed by the Lake Mills Area Ministerial Association will be practiced and integrated into the program and curriculum of the Lake Mills Community School:

Conflict Resolution

Honesty

Appropriate Sexual Behaviors

Respect for Authority

Attitudes Valuing Life

Citizenship

Tolerance and Respect

Equity and Multicultural Understanding

Responsibility with Freedom

(Board Policy 105)

### **Equal Educational Opportunity**

The school district does not discriminate in its education programs or educational activities on the basis of sex, race, religion, color, national origin, marital status, creed, sexual orientation, gender identity or disability. Students are educated in programs which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. The Affirmative Action Coordinator is the superintendent and can be reached at 641-592-0881. Inquiries may also be directed in writing to the Director of the Region VII [Office of Civil Rights, U.S. Department of Education](#), 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, (816) 268-0550, 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 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 the building level principal at 641-592-0893.

### **School Fees**

The school district charges fees for certain items, such as textbook rental. Students whose families meet the income guidelines for free and reduced price lunch, the [Family Investment Program \(FIP\)](#), transportation assistance under open enrollment, or students who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the school board secretary at 641-592-0883 for a waiver form. This waiver does not carry over from year to year and must be completed annually.

### **PBIS and Bulldog Pride (Be Safe, Be Responsible, Be Respectful, and Do Your Best)**

PBIS, the Positive Behavior Interventions and Supports program, is a vital component of our school-wide approach toward nurturing the whole child. Through this proactive approach, students learn appropriate behaviors to help them succeed in the classroom through specific teaching and positive reinforcement. Positive reinforcement gives students the attention they need while also reinforcing the appropriate behaviors for different situations.

**PBIS EXPECTATIONS MATRIX:**

	Cafeteria	Hallway/ Stairway	Study Hall	Classroom	Bathroom/Locker Rooms	Bus
Be Safe	*Walk *Stay seated *Dismiss as instructed	*Walk *Stay to the right	*Students must sign out and Sign in	*Know and follow classroom rules *Maintain personal space	*Flush *Keep areas clean *Practice good hygiene *Wash your hands	*Keep head, hands, feet, and objects inside the bus *Remain seated, face forward, and keep belongings out of the aisle *Safely enter and exit the bus at the bus stop, peacefully and safely *Wait for the bus until the bus arrives
Be Responsible	* Clean up eating area *Stay in lunch room or preapproved meeting areas	*Keep traffic moving *Keep your hands to yourself	*Work quietly *Be where you are supposed to be *Be on time *Passes required to leave study hall	*Be on time *Bring materials *Be prepared *Be on task	*Use between classes and during lunch *Keep cameras and video devices turned off *Lock personal belongings using the school provided lock	*Keep the bus clean *Pick up after yourself *Be on time *Report damage or problems to the bus driver
Be Respectful	*Practice good table manners *Follow adult instructions	*Respect Lunch room property *Practice good table manners *Follow adult directives *Use appropriate Language	*Be prepared *Follow instructions *Leave your area clean	*Communicate positively and appropriately with students and staff *Respect instructional time	*Respect others privacy *Honor other's personal space and their property	*Use a quiet voice *Talk about appropriate things *Follow the directions of the Bus Driver immediately
Do Your Best	*Polite conversations	*Move to class promptly *Keep it clean	*Complete schoolwork	*Be responsible for your own learning	*Report unsafe and unsanitary conditions to an adult *Socialize in appropriate locations other than bathrooms/lockers	*Use good manners *Use a quiet voice and talk about appropriate things

### **Jurisdictional and Behavioral Expectations Statement**

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

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

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

The school reserves and retains the right to modify, eliminate or establish school district policies, rules, regulations and student handbook provisions as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the office at 641-592-0893 for information about the current enforcement of the policies, rules, regulations or student handbook of the school district.

## **Part 2 Student Attendance**

### **Attendance**

Attendance in school is very important to academic success. Students are never able to make up the educational benefits gained from actual attendance if they are absent.

A student who is frequently absent will be advised by the principal and/or counselor that such absences will not be tolerated. If absences continue disciplinary action will be taken at the discretion of the principal.

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

### **Excused Absence**

The school determines whether an absence is excused or unexcused. The school will not excuse students for senior pictures, tanning appointments or hair appointments. In order for an absence to be excused, this procedure must be followed: (Board Policy 501.9)

1. The student's parent or guardian must notify the school explaining the reason for the absence.
2. Reason approved by principal's office.
3. If the absence is not verified, the student must pick up an admit from the principal's office before attending class.
4. All assignments must be completed in advance when possible.

### **Unexcused Absence(s)**

Classroom teachers will make it a priority to keep accurate attendance records and students will be responsible for making sure that any and all absences are verified in the high school office. In the case of unexcused absences, the following procedure will be followed.

1. Students who have NV or Not Verified absences must address them or they will become an unexcused (U) absences.
2. Any student with U or unexcused absences will be assigned Saturday school.
3. Six (6) unexcused absences in a class may mean a student is dropped from that class
4. Dropped students may use a one-time exemption and re-enter a class by contract with the teacher, principal, and parent.

### **Make Up Work**

School work missed because of absence must be completed. It is the student's responsibility to arrange for the work under the following guidelines: STUDENTS WHO HAVE BEEN ABSENT HAVE THE NUMBER OF DAYS ABSENT PLUS ONE ADDITIONAL DAY TO COMPLETE MAKE UP WORK.

### **Tardies**

In the transition from school to work, it is important that students are punctual. Classroom teachers will assign a minor and complete an ODR for the 3<sup>rd</sup> tardy in a semester. The teacher will also assign a detention and ask the principal for assistance if that detention is not served.

### **College Visits**

Seniors and juniors are encouraged to visit college campuses on weekends or school holidays. However, if that cannot be arranged, seniors and juniors may be excused to visit college campuses with a note signed by the student's parents.

## Part 3 Student Well Being and Safety

### **Anti-Harassment/Bullying Policy**

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board 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. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school district.

(Board Policy 104)

### **Steps for Reporting Harassment or Bullying to LMCS**

#### STEP 1

Complete a Harassment or Bullying complaint form and submit on the school web site or in a school office with as much detail as possible.

#### STEP 2

If you have not heard from a school administrator within 72 hours, please follow up with them via phone.

#### STEP 3

Immediately report any retaliation or further harassment to administration

#### STEP 4

Determination letter will be sent by administration

**NOTE: Law enforcement should be contacted immediately for serious or dangerous situations.**

### **School Day**

Students may be present on school grounds before 7:45 a.m. or after 3:30 p.m. only when they are under the supervision of an employee or an extracurricular activity sponsor. If school is dismissed early, students are expected to leave the school grounds within 15 minutes of dismissal.

### **HAWK-I Insurance for Children**

Parents can apply for low- or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children, birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescription, immunizations, physical therapy, vision care, speech therapy and hospital services to name a few. Parents are urged to call 1-800-257-8563 (toll-free) or go to the web site at <http://www.hawk-i.org/> for more information.

### **Emergency Drills**

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

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

**NOTE: In cooperation with local authorities, drug dog training may occasionally take place.**

### **Administration of Medication**

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

Medication is held in a locked cabinet and distributed by the school nurse. Medication must be in the original container with the following information either on the container, in the instruction sheet or in the parental authorization: name of the student; name of the medication; directions for use including dosage, times and duration; name, phone number and address of the pharmacy (if applicable); date of the prescription (if applicable); name of the physician (if applicable); potential side effects; and emergency number for parents.

### **Sexual Abuse and Harassment of Students by Employees**

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated Rachel Rognes at 641-592-0893 as it's Level I investigator.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm. Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

### **Asbestos Notification**

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 ([AHERA](#)) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools. The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

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

### **Physical Restraint of Students**

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property.



State law also places limits on school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's web site: [www.iowa.gov/educate](http://www.iowa.gov/educate) and search for Timeout, Seclusion and Restraint.

## Part 4 Student Rights and Responsibilities

### **Student Searches**

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected. A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

Reasonable suspicion may be formed by considering factors such as the following:

- eyewitness observations by employees;
- information received from reliable sources;
- suspicious behavior by the student; or,
- the student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.

A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- the age of the student;
- the sex of the student;
- the nature of the infraction; and,
- the emergency requiring the search without delay.

A student's body and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school official has reasonable and articulable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

### **Student Lockers and Desks**

Student lockers and desks are the property of the school district. Students shall use the lockers and desks assigned to them for storing their school materials and personal items necessary for attendance at school. It is the responsibility of each student to keep the student's assigned locker and desk clean and undamaged. The expenses to repair damage done to a student's locker and desk are charged to the student.

Although school lockers, desks and other spaces are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers, desks and other spaces are properly maintained. For this reason, lockers, desks and other spaces are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker, desk or other space. Periodic inspections of all or a random selection of lockers, desks or other space may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

The contents of a student's locker, desk or other space (coat, backpack, purse, etc.) may be searched when a school official has a reasonable and articulable suspicion that the contents contains illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

**Care of School Property**

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

**Cheating**

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, copying from other sources or similar cheating is not tolerated. In addition to the consequences given by the classroom teacher, discipline may include the loss of class credit and use of media center or computer.

**Use of District Technology and Personal Electronic Devices**

Technology integrated into effective instructional practices will support students and staff to grow as creators, contributors, and empowered, connected learners so that each person is prepared to achieve a lifetime of personal success. The PBIS expectations of safety, respect, responsibility, and personal best apply to all students when using technology. Staff may establish additional expectations for the use of technology depending on their instructional objectives, and students are required to follow the terms and protocols outlined by the teacher. Technology should never be used in a manner that disrupts the educational environment and is strictly forbidden in restrooms and locker room areas.

Devices will be provided to students for the educational program requires the use of technology. Students who choose to bring a personal electronic device (cell phone, iPod, e-readers, etc.) to school do so at their own risk. Lake Mills Community School is not responsible for lost, damaged, or stolen items. The use of any electronic devices by students is also subject to Board Policy #605.70.

**LMCS 1:1 Initiative**

The district is committed to issuing a technology device to every student. Before being issued a device, students and their families must participate in an orientation process and sign paperwork adhering to the responsibility and care of district technology equipment.

**Technology Fines**

As with any district property issued to students, Iowa statute allows the district to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property. Reimbursement may not exceed the actual cost to repair or replace the device. Fines will be assessed at the discretion of building administration according to the following schedule:

1st Offense (50% of Repair Cost)	2nd Offense (Full Repair Cost)
-------------------------------------	-----------------------------------

To minimize and prevent damage to student devices, students will be issued a protective case. When the device is not in use, it should be stored and transported in this case. Devices should not be placed in backpacks.

Any damage to, or loss of, student technology devices must be reported to the district immediately. Failure to do so may result in delayed repairs or increased fines. Under no circumstances should a student attempt to repair a damaged device or pay for the device to be repaired by an agency other than Lake Mills Community School. If you have any questions or concerns regarding technology fines, please contact the building principal.

### **Google Apps for Education (GAFE)**

Lake Mills Community School offers all students a Google Account with Apps for Education (GAFE) account to use on a variety of school-related projects. The district believes that learning to use these types of tools in safe and productive ways is essential in preparing students for a lifetime of personal success. For more information about Google Apps for Education, please visit <https://www.google.com/work/apps/education/>.

Access to and use of Google Apps for Education is considered a privilege for Lake Mills Community School students. The district maintains the right to immediately withdraw access to the account if there is reason to believe that violations of law or board policies have occurred. In such cases, the alleged violation will be referred to the building principal for investigation.

### **Use of the Network**

Students will be able to access the Internet at school. Individual student accounts will be issued to students. It is the student's responsibility to protect their account information. Our intent is to protect the rights of students and parents who choose not to risk exposure to questionable material.

The use of the network is a privilege and may be restricted or taken away for violation of Board policy or regulations. It is the user's responsibility to abide by the policies and procedures of any accessed network or site.

Students will adhere to appropriate online behavior at all times including respect for all copyright and license agreements and citation of all references and sources. Students are also expected to apply the same privacy, ethical, and educational considerations utilized in other forms of communication.

### **Restricted Material**

Students should not intentionally access or download any text file or picture, or engage in any communication that includes material which is obscene, libelous, indecent, vulgar, profane or lewd. They should also refrain from actions that cause a material and substantial disruption to the learning environment. .

### **Unauthorized Costs**

If a student gains access to any service via the Internet which has a cost involved or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs. Students who access restricted materials on the Internet are subject to disciplinary action.

### **Posting of Information**

Students who wish to post or distribute information must receive permission from the principal at least 3 days before the posting or distribution. This applies whether the information deals with school-sponsored or non-school-sponsored activities. The principal can explain or answer questions regarding the school's rules on posting and distributing materials.

### **Graduation Requirements**

For graduation from the Lake Mills Community School, forty-six (46) credits plus four (4) PE credits are required. A credit is granted for satisfactory completion of the work in a subject for which classes meet five (5) periods a week for one (1) semester. Students are also required to complete their Senior Expo presentation.

English--(8.5 credits): English 9, Speech, English 10, English 11 and English 12

Social Studies--(6.0 credits): American History Survey 9, World History, Government, and Economics

Science--(6 credits): Physical Science, Biology and Chemistry or Conceptual Chemistry

Math--(6 credits): General Math, Transition Math, Extended Algebra I & II, Algebra I & II, Geometry, Math IV or Pre-Calculus

Health:(1 credit)

Financial Literacy: (1 credit)

Visual Arts: (1 credit)

Physical Education:(4 credits) PE 9, 10, 11, 12 or Weight Training  
(Board Policy 505.5)

### **Commencement**

Participation in commencement will not be allowed for any senior student who is not fully eligible for a signed diploma. Students who are not in "good standing" may be withheld from commencement participation.  
(Board Policy 505.7)

### **Scholastic Honors**

The Lake Mills High School honor roll will honor students for academic achievement. The honor students will be recognized in three categories:

1. 4.0 grade point average
2. 3.99 to 3.50 grade point average
3. 3.49 to 3.00 grade point average

### **Academic Letter**

Academic letter certificates are awarded to any high school student who has earned a 3.25 grade point average for the entire year. Student who want a letter for their letter jacket, can purchase in the high school office.

### **Junior Honor Students**

Juniors who have been full time students and attended Lake Mills High School for a minimum of 4 semesters achieved academically are honored in two categories:

1. High honors GPA = 3.70-4.00 (Gold Cords)
2. Honors GPA = 3.35-3.69 (Silver Cords)

### **Senior Honor Students**

Seniors who have achieved academically are honored at graduation in two categories:

1. High honors GPA = 3.70 or greater (Gold Cords)
2. Honors GPA = 3.35-3.69 (Silver Cords)

### **Pass/Fail Option**

Lake Mills High School teachers may offer a pass-fail option in some courses. Required courses cannot be taken pass-fail. ***All pass/fail forms must be completed and signed by the fifteenth day of that semester to be valid.***

### **Early Graduation**

A junior student may request to graduate early. Each student's request for early graduation will be given consideration on an individual basis with subsequent final disposition to be made by the Board of Education. A student of Lake Mills Community High School may graduate at the end of the first semester of the senior year (7 semesters) provided they follow proper procedure. These procedures may be picked up in the High School Office.  
(Board Policy 505.6)

### **Incomplete Grades**

A student who has an incomplete grade at the end of a quarter or semester must complete all work within two weeks after the end of the grading period or receive a failing grade for that course.

### **Dropping a Class**

Classes are dropped or changed only with consent of the teacher, counselor, and principal. It is very seldom that students will be permitted to change their schedule after final registration. Parent permission may also be required to change a schedule. Changes for a good cause will be **allowed only during the first five days of a semester**. Teacher and/or administration may counsel a class change at any time.

### **Physical Education**

All students are required to actively and successfully participate in the physical education program or weight training program each year until graduation. All students will be required to complete a Physical Activity Contract in order to comply with the Healthy Kids Act.

### **Student Assistant**

Senior students may earn full or partial credit by working as a teacher's aide, library assistant, office aide or lab aide. Students should visit the office for details.

### **Study Hall Rules and Expectations**

1. Quietly enter the study hall and be seated in your seat. Bring ALL study materials to study hall. Students should not go to their lockers during study hall unless it is an occasional emergency granted by the study hall supervisor.
2. After attendance is taken, students will be allowed to sign out, following these guidelines:
  - A. Any student leaving study hall will need a pass and will sign out with the study hall teacher. Please use both first and last names and make them readable.
  - B. If you want to see a teacher, have a signed pass from that teacher BEFORE study hall begins. Those students with pre-signed passes will be given permission to sign out first.
  - C. Those wishing to check out to the LMC will come up for a pass and sign out.
  - D. Students needing to sign out for any other reason will come up for a pass and sign out.
  - E. You must return to the study hall before the end of the period with your signed pass. Anyone who abuses sign-out privileges may lose this privilege.
3. QUIET study time continues until the end of the period.  
(Continued)
4. Students may work together ONLY after receiving permission from the study hall supervisor. If you are to work with another student for a class, bring a pass signed by the classroom teacher giving permission to do so.
5. Show respect to all people and property; do not lean back on chairs as they will break.
6. You may not bring food or drink to study hall.
7. ***Remember that study halls are for your benefit.***

### **School Activity Absence/Field Trips**

All absences related to a school activity will be excused if a student has returned a teacher/sponsor signed absence sheet (blue slip) to the office prior to leaving on the activity.

### **Rules, Regulations and Expectations**

All students are subject to the following rules/regulations and consequences:

1. Students need permission to be in the halls during class time.
2. Students are to go directly to the destination on the pass.
3. Public displays of affection are prohibited.
4. Use of profanity is prohibited.
5. All students will remain on the school grounds from 8:20 to 3:15 unless they have permission from the High School office to leave.
6. Students arriving in school before 8:10 are to go to the foyer, unless they have permission to be elsewhere.
7. All students, unless supervised, should be gone from the building by 3:30.
8. Students are to park in the correct lots and within the marked parking spots. **Improperly parked cars will be ticketed.**
9. Students may only drive cars during the school day with permission from parents and/or the building principal. Permission will be limited to those who have permission from parents.
10. At lunch time students must remain in the foyer.
11. Students who have parental permission may go home for lunch. Students may not leave school during lunch without approval from the office.
12. Students should dress appropriately. Clothing that creates a material, substantial disruption or that violates the schools character traits is not acceptable.

#### ***It is not acceptable to wear. . .***

- √ Halter tops
- √ Clothing that leaves the midriff bare
- √ Clothing with holes that reveals undergarments
- √ "Muscle shirts" that are revealing
- √ Clothing with inappropriate wording or connotation
- √ Clothing that is overly tight and/or revealing
- √ Clothing with obscene or indecent sayings or pictures and/or advertises an alcoholic beverages, drugs or tobacco
- √ Hats during the school day

Any violations of the above rules and regulations will be dealt with in an appropriate manner. Frequent violations of these rules and regulations could result in one or all of the following consequences:

1. Detention.
2. In- School Suspension.
3. A one day suspension from school.
4. A three day suspension from school.
5. A 10 day suspension from school.
6. Suspension from school for the rest of the semester.
7. Recommendation to the School Board for expulsion.

### **Tobacco and Drugs**

The possession of cigarettes, drugs, alcohol and/or smoking, drinking, using drugs or being under the influence of alcohol or drugs by students while on school property or at school events are prohibited. This policy includes look-a-like products. Students who violate this policy will be subject to disciplinary actions and law enforcement maybe contacted.

(Board Policy 502.7)

### **School Visitor Policy**

Any visitor must have received prior approval from the Lake Mills administration/office. Visitors must check in at the office upon entering the building.

### **School Activity Rules and Regulations**

1. In order to participate in a practice or activity, the student must be in school for the **last half day**. Circumstances may allow the student to participate if there is prior approval by the building level principal.
2. Participating students must travel to and from out of town events in transportation provided by the school. The only exceptions are:
  - A. An injury to a participant that requires alternate transportation.
  - B. Parents/Guardians make arrangements with the director or coach to transport their and only their student
3. Eligibility for participation in competition or performance requires that the student pass a minimum of five (5) credits during the previous semester. Students who do not pass the state minimum of four credits must pass five semester credits to regain their eligibility. Students who pass the state minimum of four credits may regain eligibility after the next quarter if they are passing five credits.  
(Board Policy 504.6)
4. **NO PASS NO PLAY:** this rule states that you must pass all classes to be fully eligible to participate in athletics, music and speech. If you fail a class or have incomplete grade you **WILL NOT** be fully eligible. This Iowa Department of Education rule does not apply to cheerleading.

### **Good Conduct Policy**

Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy, and must refrain from activities which are illegal, immoral or unhealthy. Students failing to demonstrate good conduct may be subject to disciplinary measures as outlined by this policy and the administrative regulations supporting it. The principal shall keep records of student violations of the good conduct rule by building level and will be responsible for monitoring service hours.

#### **DEFINITIONS:**

**A. Violation:** Any student who is observed by a school employee, a school board member, or two adult community members not related to each other, or admits to or is found by substantial evidence to have:

1. possessed or consumed an alcoholic beverage;
2. possessed or used controlled substance as defined by the Code of Iowa;
3. possessed or used tobacco, in any form; including use of vapor-producing look-a-likes where the original would include tobacco or nicotine
4. violated a school board policy;
5. committed a crime or is under the jurisdiction of any court for juvenile delinquency;
6. committed an act of vandalism or stole something from a student within our school or another school is in violation of the Good Conduct Rule.

**Note: Students who have violated this policy should make a report to an administrator or coach as soon as possible. The entire Good Conduct Policy is available on the school website at [www.lake-mills.org](http://www.lake-mills.org) or copies can be obtain from the high school office (Board Policy #503.4)**

### **Weapons Policy**

The Lake Mills School Board believes weapons and other dangerous objects in school district facilities cause material and substantial disruption to the school. Weapons and other dangerous objects shall be taken from students and others who bring them onto school property. Appropriate disciplinary actions will be taken.  
(Board Policy 502.6)

### **Assault/Threats**

A student who assaults or threatens another student or employee will be subject to disciplinary actions. Law enforcement may also be notified.

### **Title IX**

It is the policy of the Lake Mills Community School district not to discriminate on the basis of race or sex in its educational programs, activities, or employment policies as required by Title VI of the 1964 Civil Rights Act and Title IX of the 1972 Education Amendments. It is also the policy of this district that the curriculum content, instructional materials, and school activities sponsored reflect the cultural and racial diversity present in the United States and the variety of careers, roles and the life styles open to women as well as men in our society.

### **Post Secondary Enrollment Option**

Administrative approval is required to complete required course work with PSEO classes. Please visit with the high school principal for additional information and requirements.

### **Freedom of Expression**

Under the U.S. Constitution, all individuals have the right of freedom of expression. Since, however, student expression made on school premises or as a part of a school-sponsored activity may be attributed to the school, such expression must be appropriate to the activity. Students will be allowed freedom of expression of their viewpoints and opinions as long as the expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons, or contain obscenity or indecency. (Board Policy 502.3)

### **Student Records**

In order to facilitate the educational process of the student, records on each student are kept in the building in which the student is currently attending. The custodian of the records is the building principal. Questions regarding student records should be directed to the principal's office. (Board Policy 506)

### **Publications**

Students shall be free to express themselves in school- sponsored publications except for the following restrictions:

1. Students shall not publish or distribute materials which are obscene, libelous, or slanderous.
2. Students shall not publish or distribute materials which encourage students to commit unlawful acts, violate lawful school regulations and/ or disrupt the orderly operation of the school. (Board Policy 504.3)

## **LMCS Web Page and School Calendar**

**@**

**[www.lake-mills.k12.ia.us](http://www.lake-mills.k12.ia.us)**