

# Lake Mills Middle School/High School



## Student Handbook 2025-2026

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## Educational Philosophy of Lake Mills Community School District

As a school corporation of Iowa, the Lake Mills Community School District, acting through its board of directors, is dedicated to promoting an equal opportunity for quality public education to its students. The board's ability may be limited by the school district's ability and willingness to furnish financial support in cooperation with student's parents and the school district community. The board is also dedicated to providing the opportunity to develop a healthy social, intellectual, emotional, and physical self-concept in a learning environment that provides guidance to, and encourages critical thinking in, the students for a lifetime.

The board endeavors, through the dedication of the school district's resources, to encourage students, who come to the school district from a variety of backgrounds, to look forward to the time when they will have jobs, homes, families, places in the school district community, and attain recognition as individuals. In order to achieve this goal, the board will seek qualified employees dedicated to the development of their professional skills for the betterment of the education program and for the expertise for educational productivity. Instruction and curriculum are the key elements of public education. Critical thinking and problem-solving skills that will assist the students' preparation for life are instructed as part of a sequentially coordinated curriculum.

The school district strives to prepare students for employment, to discover and nurture creative talent and to prepare them to meet and cope with social change in an atmosphere conducive to learning. The support and involvement of the home and the school district community are essential to achieve educational excellence in the school district. The school district strives to maintain an active relationship with the home and the school district community to create within the students an awareness of dignity and worth of the individual, civic responsibility and respect for authority.

## Lake Mills Community School District Mission Statement

It is the mission of the Lake Mills Community School that *“through our collective efforts we are committed to teaching and learning for all.”*

## Essential Learner 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:

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

## 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.”

## Guiding Principles of Lake Mills High School

- Learning is our priority.
- Integrity is our foundation.
- Diversity is our strength.
- Respect is our norm.
- Collaboration is our culture.
- Excellence is our expectation.

## 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

## 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
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## Equal Education 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.

Equity Coordinator, Connor Kem, Elementary Principal [ckem@lake-mills.org](mailto:ckem@lake-mills.org)

Lake Mills Community Schools  
102 S 4th Ave East  
Lake Mills, IA 50450  
641-592-1882

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules, and regulations pertaining to contract compliance and equal opportunity.

**NOTE:** A school district may have a different coordinator for each law or consolidate the responsibilities under one employee. The Iowa Department of Education encourages districts to have no more than two (2) coordinators: one for employment and one for programs. If the district has more than one coordinator, publications of this policy and notifications must include the name, contact address, contact phone number and email address for each coordinator,

**NOTE:** The language utilized above is consistent with Iowa Department of Education guidance released in the School Leader Update on September 1, 2015. The classes listed are all mandatory.

**NOTE:** Some conduct that falls under a school's equal educational opportunity policy also may trigger responsibilities under the state's anti-bullying/anti-harassment laws. By limiting the response to a specific application of its equal educational opportunity policy and the accompanying grievance procedures, a school may fail to properly consider whether the alleged conduct also results in bullying and/or harassment.

## Jurisdictional Statement 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.

## **Use of school name and mascot**

The use of Lake Mills High School, LMHS, Bulldog(s), and/or mascot or any other name or logo used in any manner that relates or implies affiliation with the Lake Mills Community School District must first be approved by Lake Mills Community School administration.

## **Registration and Enrollment**

To register for Lake Mills high school please see the link provided or visit our website at <https://www.lake-mills.k12.ia.us/registration/>

## **School Fees**

The school district charges fees for certain items, such as lost school-issued equipment, textbooks, etc. 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.

## **Procedures for Open Enrollment**

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Lake Mills Community School district will follow guidance from the Iowa Department of Educational on open enrollment. Open enrollment may result in loss of athletic eligibility for students open enrolling. Students interested in open enrolling out of the school district must contact the superintendent of schools for information and forms. (Board Policy 501.15)

## **Procedures for students transferring to Lake Mills High School**

Students who transfer into the school district must meet the immunization and age requirements set out for students who initially enroll in the school district. The school district reserves the right to deny admission to any nonresident student unless the student is complying with open enrollment procedures.

The school district shall request the student's cumulative records from the previous school district. If the student cannot offer proof of grade level, the superintendent will make the grade level determination. The superintendent may require testing or other information to determine the grade level. The superintendent shall determine the amount of credits to be transferred. If the student has not previously attended an accredited school, it is within the superintendent's discretion to accept or reject credits or grades.

The board may deny admission if the student is not willing to provide the board with the necessary information. In addition, any student who is transferring into this district and has been found to be ineligible for extra-curricular activities in his/her previous school will normally be expected to fulfill the ineligibility at this school. The actual details for regaining eligibility will be determined by the administration. (Board Policy 501.6)

## **Procedures for students transferring to another school district**

If the student's parents wish to withdraw or transfer the student from school prior to completing and graduating from the education program, they should notify the superintendent in writing as soon as possible of the decision to withdraw or transfer the student from the education program. The student or parent should present this written notice to the district office and receive instructions regarding the return of textbooks, library books, locker equipment, hot lunch tickets, etc.

The notice should state the student's final day of attendance. If the student is not enrolling in another school district, the Lake Mills Community School District will maintain the student's records in the same manner as the records of students who have graduated from the Lake Mills Community School District.

If the parents wish to have the student's cumulative record sent to the new school district, the parents must notify the superintendent in writing. This notice will include the name of the school district and the person at the new school district to whom the student's cumulative records should be sent. If the new school district requests the student's cumulative records, the Lake Mills Community School District will forward the cumulative records and notify the parents the records have been sent. The notice will inform the parents of their right to review the records sent.

If the student is of compulsory education age and not transferring to another public school district or an accredited nonpublic school, the parents will notify the superintendent that the student is receiving competent private instruction and file the necessary competent private instruction reports. (Board Policy 501.7)

## **School Safety & Emergency Drills**

Periodically, the school holds emergency fire, tornado and other 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.

## **FIRE DRILL INSTRUCTIONS**

Fire drills will be held periodically with/without schedule and announcement. You are asked to follow the instructions carefully. You should know how to leave the building from each room you may be in during the day.

- All books must be left in the room during the fire drill.
- Do not go to your locker to get your coat, etc.
- Walk rapidly, but do not run.
- Unnecessary noises and talking are to be avoided.
- When outside of the building, go at least fifty yards from the building and report to your advisor.
- Await the return signal before reentering the building.

## **TORNADO DRILL & SAFETY PLAN INSTRUCTIONS**

General Instructions

- Stay away from glass doors and windows.
- Stay out of the gymnasium and all areas with large beams in the ceilings.
- Follow instructions/directions to the tornado safe room (wrestling room).
- Remain quiet and orderly until the all-clear signal is given.

## **School Day and Supervision**

### **Hours of Operation**

Onsite classes will begin at 8:20 a.m., and end at 3:15 p.m. daily on Monday, Tuesday, Thursday, and Friday. Wednesday's schedule will be 8:20 a.m. - 2:00 p.m. Students are expected to be in the building before classes begin, and be in class when each tardy bell rings.

### **Student Supervision**

Lake Mills High School general student supervision begins at 7:45 a.m. and ends at 3:30 p.m. Students and/or parents are expected to secure any other arrangements necessary due to individual circumstances.

Students may be present on school grounds before 7:30 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.

### **Visitors and Volunteers on Campus**

Visitors and those willing to volunteer their services are welcome at Lake Mills Middle and High Schools. For the safety of our students and guests, all visitors **MUST** report to the front office to sign in and receive a visitor's pass. This pass must be worn and visible at all times while on the Lake Mills Middle School/High School campus. *Volunteers* will be required to complete a background check prior to their volunteer service time.

### **Special Deliveries to School**

The school office will accept deliveries to the office for students. Deliveries to the school office for students are accepted during school office hours. Students will be called to the office to be advised of their deliveries between classes, and may pick up their **essential** deliveries between classes, otherwise they will be advised to pick up their deliveries at the end of the school day. Class time will not typically be interrupted.

### **Inclement Weather**

When school is canceled because of inclement weather prior to the start of the school day: students, parents, and staff are notified via SchoolMessenger. It is also broadcast over the radio, on television stations, and the Lake Mills Community School District Facebook page. The missed day may have to be made up at a later date. If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means. The superintendent determines whether buses will follow the regular routes. If the buses do not follow the regular routes, they will follow emergency routes or the parents are responsible for picking up the students at the student's school.

Extra-curricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are generally canceled and rescheduled. If the extra-curricular activity is to be held, attendance shall be optional, and students and parents are notified by the same means as above.

During inclement weather, we want to remind parents of the media outlets, as well as School Messenger, that will report Lake Mills school closings. Parents can "opt-in" for messages from Lake Mills Community School District. If you would like to receive school-related alerts via text from SchoolMessenger you can sign up by sending a text message of "Y" or "Yes" (case sensitive) to our school's short code number, **67587**.

Before contacting the school, please check the radio or television for weather-related school delays or closings. Please listen to one or more

of the following to see weather-related school closings for our district.

**Radio:**

- KLOW
- KGLO
- Alpha Media Radio Affiliates
- 

**Television:**

- KAAL (Channel 6)
- KIMT (Channel 3 )
- KTTC (Channel 10)

## **Animals in the Classroom**

Live animals will not be allowed in school district facilities except under special circumstances and only for an educational purpose. Permission from the principal will be required of anyone wishing to bring an animal into school district facilities. Appropriate supervision of animals is required when animals are brought into the school district facilities. The person bringing the animal must furnish transportation for the animal brought to school. Animals will not be allowed to travel to and from the student's attendance center on the school bus without prior approval from the principal. It is the responsibility of the principal to determine the appropriate supervision of animals in the classroom. This policy is not intended to address the use of service animals, assistive animals, therapy animals or emotional support animals on District property.

## **Illegal Substances Found in School or in Student's Possession**

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances and possessing or using tobacco, tobacco products or look-a-like substances such as e-cigarettes, etc. Parents of students found in violation of this policy will be contacted, and the students may be reported to law enforcement officials. Appropriate penalties will be determined by the administration.

## **Weapons**

The board believes weapons and other dangerous objects in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district. School district facilities are not an appropriate place for weapons or dangerous objects. Weapons and other dangerous objects shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess a weapon or dangerous objects on school property shall be notified of the incident. Violators may be reported to the law enforcement officials.

Any student who is in possession of an object that meets the state definition of a dangerous weapon may be expelled for duration to be determined by the Board. That includes, but is not limited to: a dagger, razor, stiletto, switchblade knife, or a knife having a blade exceeding five inches in length.

Students who bring items to school that do not meet that definition but are capable of inflicting injury to others may be subject to suspension and/or expulsion. Pocket knives, penknives and the like would fit this definition. Circumstances will dictate which possibility the administration will pursue. In addition, any student who actually uses an object in such a manner as to indicate that the defendant intends to inflict death or serious injury upon another, and which, when the object is so used, is capable of inflicting death upon a human being may be expelled for a period of time to be determined by the Board.

Students bringing a firearm to school shall be expelled for not less than twelve months. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas. Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects for educational purposes. Such a display shall also be exempt from this policy.

## **Class Organization**

Each grade in high school is a unit in itself, and as such, organizes and elects its own class officers each year. The class officers are: President, Vice President, Secretary/Treasurer. The entire class votes for its class officers by secret ballot with the candidate receiving the majority of votes declared the winner.

1. All candidates running for Class Office or the Student Council must file a nomination paper, which includes ten signatures of bona fide



- members of their grade within the Lake Mills High School student body.
2. Nomination papers must be picked up and returned by the candidate by the deadlines established in the spring by the principal, activities director, and/or student council sponsor.
  3. Elections are held in the spring, with officers taking over their positions for the following fall semester.
  4. Elections for officer positions and class representatives may take place in separate elections.

## Attendance

Attendance is required from the start of school day (8:20 AM) to the end of the school day (3:15 PM or 2:00 PM on Wednesday). Students are expected to be in class and to make attendance a top priority. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives.

Students who know they will be absent should notify the office prior to the absence. It is the student's responsibility to make arrangements with their teachers for make-up work, in advance. If advance notification is not possible, the primary contact for the child should notify the office at 641-592-0893 or via email to Katie Kaufman ([kkaufman@lake-mills.org](mailto:kkaufman@lake-mills.org)) on the day of the absence. It is acceptable to leave a message on our 24 hour/day voicemail. If no notification is received from the primary contact, the school will assume that they are unaware of the absence and will take appropriate measures to contact them to remedy the situation.

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 or make verified contact with 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, or the permission has been verified by the office and parent .

## Roles & Responsibilities of Primary Stakeholders

**Student:** The student's responsibility is to be in school, in class, on time every day.

**Primary Contact:** The primary contact's responsibility is to see that the student attends school every day. If an absence is needed, they should notify the school, preferably ahead of time.

**Teacher:** The teacher's responsibility is to communicate the school's attendance expectations for students. Teachers will take roll accurately and in a timely manner. Teachers will communicate with students and primary contact when attendance becomes a concern.

**Building administration:** School administration will follow policy in determination of whether a student will be considered absent, chronically absent, or truant. The building administrator or designee conducts appropriate conferences and determines whether or not interventions will be taken. He/she or designee will notify the student and primary contact of any required action.

## Types of Absences

### ● Exempt Absence:

Exempt absences are only those which meet the following criteria:

- Excused by court of record or judge
- Attendance at a religious service or receiving religious instruction
- Verified medical reasons
- Individualized Education Plan (IEP) that modifies attendance
- Section 504 plan identifies a disability that affects a student's attendance

*Note: Participation in School Related Activities will not count towards absences. Missing school in order to be a spectator will count as an absence*

- **Non-Exempt Absence:** Any absence not listed under Exempt Absence section above. Any absence that has not been reported by the primary contact or arriving 15 (or more) minutes late to class without a pass from a staff member; or leaving school without permission. The following steps could be taken for excessive non-exempt absences:

- School Engagement Meeting
- Lunch detention
- After school detention
- In-School Suspension
- Out of School Suspension
- Loss of credit and failing grade

**Tardy:** A student is considered tardy when they arrive after the bell without prior approval from a staff member. Tardies are given when a student is late to class, but arrives before the unexcused absence time( >15 minutes). Three (3) tardies will constitute an unexcused absence, AND the student will be issued a detention to be served with the teacher upon receiving a 3rd and subsequent tardy in a given quarter. The teacher will ask for assistance from the principal if the student fails to serve the detention.

**Chronically Absent:** The state of Iowa defines chronically absent as any student who has missed more than 10 percent of the days or hours in a grading period. A student will be considered chronically absent if they reach 9 absences in any semester.

1. A Building administrator or designee will send a notice to the Winnebago County Attorney, and a notice by certified mail to the student's primary contact that includes information related to the student's absences from school and the policies and disciplinary processes associated with additional absences.
2. If a child is absent from school 15 percent (13 days) of the days or equivalent hours in a grading period, a building administrator or designee will coordinate a School Engagement Meeting with the student, parent/ primary contact, the building administrator, and or designee. Additionally, other members of the student support team, teachers/staff, or others as needed could be involved in the School Engagement Meeting. The meeting will be held to identify the causes of the student's absences and outline the future responsibilities of each participant related to the student's attendance.
3. An Absenteeism Prevention Plan shall be created and signed by all participants in the school engagement meeting outlining the conditions of attendance and responsibilities of the parties involved.
4. If participants fail to enter into an absenteeism prevention plan, or if the child, parent/primary contact violates a term of the absenteeism prevention plan or fails to participate in the school engagement meeting, the Winnebago County Attorney may initiate a proceeding.
5. A school official will contact participants at least weekly during the remainder of the school year to monitor the performance of the participants under the plan.

**Truancy:** The state of Iowa defines truant as any student who has been absent from school for any reason for at least 20 percent of the days or equivalent hours in the grading period. A student will be considered truant if they reach 18 absences in any semester. The following steps could be taken for truancy:

1. Building administrator will coordinate a meeting with the student and the primary contact. Additionally, other members of the student support team, teachers/staff, or others as needed could be involved in determining the next steps for educational placement.
2. Letter and attendance information will be sent to the Winnebago County Attorney, as part of the Truancy Task Force.
3. Student may be referred to the Department of Transportation (DOT) for a potential suspension of license

Exempt Absences	Non-Exempt Absences
Documented chronic or extended illnesses, hospitalizations, medical, dental, and other appointments that are verified by a particular professional. Students will be excused for the amount of travel time to and from their appointment.	Illness not verified by a medical professional
Death or emergency illness of the family or close friend	Shopping trips, hunting trips, vacations, and spectating at a sporting event
Suspension from school	Personal employment unless approved by a school work experience supervisor or building administrator
Prior approval or notification of a court appearance or other legal proceedings beyond the control of the family	All other absences not pre-approved by the building administrator
College Visits (efforts should be made to schedule visits on weekends or school holidays when possible)	Failing to report to school without the permission of the primary contact
Absences that are excused by a school nurse	Being more than 15 minutes late to class without permission from the teacher or the building administrator
Other absences pre-approved by building administration	Leaving the school building during the day without first having secured permission from school administration and/or officials

It is the responsibility of the student and/or primary contact to notify the school of all absences. Failure to follow proper grievance procedure within 3 school days will result in the presumption that the student's attendance records are accurate. A student may be removed from class/classes and may not earn credit. If the student has reached the maximum number of unexcused absences or has been referred for having excessive absences, and feels that there has been an error made in their attendance records, the primary contact and/or student provide documentation to building administration that the student was at an approved appointment or other absence that is considered excused.

*Consistent with Compulsory Education provisions (as explained in Chapter 299 of the School Laws of Iowa), Lake Mills Community School administration reserves the right to use various strategies to improve overall student attendance. Strategies designed to improve attendance may be, but are not limited to, the use of attendance contracts, verification or notes required for each absence such as a doctors note, meetings with parents*

*or guardians, special transportation requirements, recommendation to alternative services, amended student schedules, suspension of students driving privileges, referral to the county attorney for mediation, and/or changes to students daily course schedule. According to Chapter 299 of the Code of Iowa, the boards of directors of a public school are given the authority to require students to attend school for a set number of days. The board of directors for the Lake Mills Community School District, by resolution, requires all high school students to attend school for a minimum of 162 days/1000 hours. Chronic absenteeism will be reviewed and may result in loss of credit and/or referral to the Winnebago County Attorney for further action.*

### **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.

## **Suspension & Expulsion**

Iowa Code gives the Board of Directors the power to suspend students and the authority to confer this power on members of the professional staff. The principal of each school building may temporarily suspend a student for a period not to exceed ten (10) days for disciplinary reasons by following the due process procedures. The minimal due process procedures include the right of students to:

1. Be given oral and/or written notice of the charge.
2. Be given the opportunity to admit or deny such 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.

The president of the Board shall be advised immediately and in writing of all short-term and extended suspensions. The building principal will do re-admissions of the student after short-term suspension. Re-admission after extended suspension may occur following a hearing conducted by the superintendent. The purpose of this informal hearing shall be to determine the most appropriate educational program available for the student, or to consider an administrative recommendation to the Board for expulsion.

The superintendent shall attend the informal hearing with the principal, the student, the parents, and any other parents deemed appropriate by the superintendent or requested by the parent or the student. Parents and students should be aware that under certain circumstances school officials are obligated to inform law enforcement authorities of certain types of student misbehavior, in addition, legal action may be instituted against the student.

## **Student Expulsion**

Students shall conduct themselves in accordance with policies identified at the building level as well as those specifically developed by the Board. Students who fail to abide by that policy may be expelled from school.

It shall be within the discretion of the superintendent to recommend to the board the expulsion of a student for disciplinary purposes. Only the board may take action to expel a student and to readmit the student. It shall be within the discretion of the board to discipline a student depending on the nature of the offense and the circumstances surrounding the offense. The principal shall keep records of expulsions in addition to the board's records. (Board Policy 503.2)

## **Parental/Primary Contact Rights, Involvement, and Educational Concerns**

### **Change of Address, Phone, and Emergency Contacts**

It is the responsibility of the primary contact of the student(s) to maintain updated contact information. Please keep these numbers current via our PowerSchool system. Whenever possible, the primary contact will be notified by phone and updated information will be requested. If the primary contact and emergency contacts cannot be reached, appropriate medical personnel will be contacted. In cases of emergency, the student could be transported to a hospital or doctor's office by ambulance, or another convenient type of transportation. If possible the family physician listed on the office records may be contacted.

### **Legal Status**

If a student's legal status such as the student's name or the student's custodian agreement should change during the school year the primary contact or guardian must notify the school district. The school district needs to know when these changes occur to ensure that the school district has a current student record. It would be the responsibility of the primary contact to make the school aware of their request not to have their child's picture taken or published.

### **Educational Concerns**

Parents and other members of the school district community may view the instructional materials used by students. Copies may be obtained according to board policy. Assessments, including assessment materials, are only available for inspection with the consent of the building administrator. Persons wishing to view the instructional materials or to express concerns about instructional

materials should contact the building administrator.

## **Health and Medical**

The health, well-being and safety of each student who attends Lake Mills High School is of the utmost importance to the staff. All students must conduct themselves in a manner that provides a safe environment for others as well as for themselves. Students are encouraged to notify teachers or administrators whenever they notice the possibility of risk of injury or harm to themselves or to others.

### **Physical Examinations**

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

### **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.

### **Health and Services**

Our district provides nursing staff that is readily available in the school building as needed.

### **Administration of Prescription Medication**

Students may need to take prescription or non-prescription medication during school hours. Students may carry prescription medication only with the permission of the parents and 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 will be held in the office or the nurse's office and distributed by the office secretary. 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 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 of parents.

It is best if medications can be administered at home. Should it become necessary that medicine be administered at school, however, these procedures must be followed:

1. Prescription drugs must be in the original container with the prescription label, and will be kept in a locked file in the school office. Medications must be administered according to label instructions.
2. A medication permission form, provided by the school, must be completed and signed by the parents/guardian.
3. Over the Counter Medications - Parents who wish to have non-prescription medications administered, must contact the school nurse or in her absence, the building secretary. A medication form must be completed and on file in the school. These medications will be administered at the school nurse's discretion.

### **Student Illness or Injury at School**

A student who becomes ill or injured at school must notify a school employee as soon as possible. In the case of serious illness or injury the school will attempt to notify the primary contact using the emergency contact information. If the student is too ill to remain at school, he/she/they will be released to the parent, or with parent permission released to go home.

The school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school contacts the emergency medical personnel, if necessary, and attempts to notify the primary contact.

### **Guidelines for Illnesses: Communicable and Infectious Diseases**

In an effort to prevent an illness from spreading, students need to be fever free for 24-hours, without the use of fever reducing medications, before returning to school. Students who may have a communicable or infectious disease are allowed to attend school if it does not create harm/risk for themselves or others, and staff members. If there are questions regarding the overall health of the student(s), the school may ask that documentation from a physician to participate in school or school related activities be provided.

### **Immunizations**

All children must comply with the state immunization law and provide an Iowa Department of Public Health Certificate of Immunization before starting school. On top of kindergarten required immunizations, 7th graders are now required to have Tdap and meningitis vaccinations and 12th graders are required to have meningitis vaccination. State law requires these additional immunizations before the first day of school. Students without the proper certificate are not allowed to attend school until they receive the immunizations or the student makes arrangements with the principal. Only for specific medical or religious purposes are students exempted from the immunization requirements. Students may also be required to pass a TB test prior to attending school. Primary

contact(s) of students who have questions should contact the building office and/or building nurse.

- [Iowa Department of Public Health website for Immunization requirements.](#)

## **Mental Health**

Lake Mills has school counselors. These counselors are there to help guide students with issues that affect their school performance. These counselors provide them with tools and strategies to cope and overcome what is bothering them. School counselors however are not specialized in mental health. When we see mental health concerns in our students we will refer to outside counselors and/or other specialists who are more equipped to help your child.

Hotlines for help

<https://www.samhsa.gov/find-help/988>

<https://yourlifeiowa.org/>

call - 855-581-8111

text - 855-895-8398

<https://www.iowacrisischat.org/>

## **Academics**

Students must successfully complete the courses required by the school board and Iowa Department of Education in order to graduate. It is the responsibility of the superintendent to ensure that students complete grades one through twelve and that high school students complete 50\* credits prior to graduation. The required courses of study will be reviewed by the board annually.

### **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 are scheduled to meet five (5) periods a week for one (1) semester. Students are also required to complete their Senior Expo presentation.

English--(9 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): 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:(2 credits) PE 9, 10, 11, 12 or Weight Training  
(Board Policy 505.5)

### **Requirements for 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)

### **Graduation and Commencement**

Students who are in good standing, that meet the graduation requirements set by the board, and attend the commencement rehearsal are allowed to participate in the graduation ceremony and in senior activities. 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)

### **Student Honors & Awards**

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

### **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. Students who want a letter for their letter jacket, can purchase it 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 = 3.70-4.00 (Gold Cords)
2. Honors GPA = 3.35-3.69 (Silver Cords)

## Senior Year Plus Programs

Advanced Placement (AP®) courses are college-level courses offered by high schools. The College Board provides the courses, curriculum requirements, and optional tests. Based on the examination score and the postsecondary institution's policies, students may be eligible for college credit or advanced standing at the college or university they later matriculate.

The Post Secondary Enrollment Options (PSEO) Act was enacted in 1987 to promote rigorous academic pursuits by providing high school students access to enroll part-time in nonsectarian courses in eligible postsecondary institutions. Now offered through Senior Year Plus, the program is available to eligible juniors and seniors as well as freshmen and sophomores who are identified as gifted and talented according to the school district's criteria and procedures. Students must be proficient in the areas of math, science and reading on the Iowa Assessment of Student Progress (ISASP) to take these courses.

Concurrent Enrollment: Concurrent enrollment is available to all students in grades 9-12 who meet the eligibility requirements established by the community college and the local school district. The program shall be made available to all eligible resident students in grades 9-12 (281 IAC 22.11). The Concurrent Enrollment program, also known as district-to-community college sharing, promotes rigorous academic or career and technical pursuits by providing opportunities for high school students to enroll part-time in eligible nonsectarian courses at or through community colleges. Per Senior Year Plus, concurrent enrollment courses are offered through contractual agreements between community colleges and school districts within their service area. The program is available to students in grades 9-12 according to the school district's criteria which states that students must be proficient in the areas of math, science and reading on the most current Iowa Assessment of Student Progress (ISASP) to take these courses.

Career Academies are programs of study offered to high school students through an agreement or contract between their high school and a community college. They bridge high school and community college CTE programs. Iowa defines career academies differently than national models, which often involve small learning communities. In Iowa, career academies are programs for students that combine a minimum of two years of secondary education with an associate degree in a career preparatory program. The career academy is a program of study that is non duplicative, sequential, and ensures that the course of study is skill standards-based, integrates academic and technical instruction, utilizes work-based and work-site learning where appropriate and available, utilizes an individual career planning process with parent involvement, and prepares an individual for entry and advancement in a high-skill and rewarding career field

## Work Experience Credit

Students may have the opportunity to:

Conduct work internships under the supervision of a career-technical education (CTE) teacher. The employment **MUST** relate to the CTE field. (For example, students in the Food & Nutrition CTE area could seek employment at a restaurant.) **It is the student's responsibility to find employment before the semester begins.** Students will turn in a weekly reflection log to the CTE teacher signed by the employer during their meeting on Fridays. The student, parent, instructor, and employer will sign the application. The application requires the student to state how the employment is relevant in that CTE field. Final approval of the work experience lies with the CTE instructor and administration. Students may be excused for part of the day each semester to participate in the work experience. Students will receive a grade of Pass or Fail at the completion of the semester. Any student fired (for good cause) from a school related work internship will receive a failing grade and be scheduled to a study hall during their previously scheduled work internship periods.

- *Application for CTE Work Experience Credit*

## Physical Education (PE) Waiver Requests

The Iowa Legislative and Iowa Administrative Code require that all students who are physically able, participate in physical education (PE) each semester they are enrolled in school. PE Waivers may be available to students in 9th through 12th grades under the following circumstances following a written parental request:

1. Off-Campus Educational Program. If a student is enrolled in an off-campus learning program (ie: the John V. Hanson Career Center, NIACC, or other off-campus location.) the student may be granted a waiver from the physical education requirement.
2. Academic Course Not Otherwise Available. If a student seeks to enroll in "academic courses not otherwise available to the student," the student's parent may request a waiver from physical education, in writing. The course must be required for graduation or a required elective. This waiver is only available if the conflict in the student's schedule is an academic course.

If the student withdraws from the off-campus learning program or drops the course causing the conflict at any time during the semester, the student **MUST** enroll in physical education.

**For all students, until a completed waiver form is received by the principal's office, a student will be scheduled into a physical education course.**

## Grading Policies

Report cards are provided at the end of each nine-week period via electronic communication (PowerSchool) or by printed copy. Only semester grades are used to determine grade point averages (GPA).

## Homework/ Late Work/Make up Work Policy

Homework provided to the students will be based on classroom teacher discretion and course requirements. Late work will be determined by the teacher through their course requirements. School work missed because of an 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.**

## Incomplete Grades

Students who have assignments that are not completed at the end of a nine-week, or semester grading period, shall receive a letter grade of "I". Students will have a maximum of two weeks to complete these assignments, unless otherwise designated by administration. Failure to complete the make-up of these assignments within those two weeks will result in the student receiving an "F" grade for the incomplete work. A final semester or nine-week grade will then immediately be determined. Students, who because of a lengthy illness or other unusual circumstances, may be granted, by agreement with the principal and teacher, additional time to make up their incomplete assignments.

## Dropping a Class

Students should have a justifiable reason to drop a class or change their schedule. **A student may be allowed to drop a high school class only during the first 5 school days of each semester without penalty.** When students wish to drop a course, or change their schedule, they must receive approval from the school counselor, and/or principal, and parent/guardian. **A student who drops a course, other than at the above stated times, shall receive a semester grade of "F" in the course dropped.** To be enrolled as a full time high school student and remain eligible for extracurricular activities, all students must maintain a course load of 6.5 classes per semester.

On-site college courses taught at Lake Mills High School will abide by the 5 school day drop policy. Students who would drop an on-site college course after 5 school days would receive an "F" for the dropped course and subsequently be ineligible for extracurricular participation.

Students planning on taking Concurrent Enrollment credit or PSEO courses outside Lake Mills High School should understand the requirements prior to officially registering for the course. To ensure this understanding, eligible students must complete a [Lake Mills High School Parent Permission and Acknowledgement Form](#) with their parents and approval prior to signing up for college courses. All policies and requirements outlined in this agreement will be followed.

## Grade Point Average (GPA)

Grade point averages and class rank for all students will be determined as follows:

1. Only a student's semester grades will be used.
2. Any system used by the teacher will eventually produce a letter grade. These letter grades will be reported on the report cards as a nine week's grade. Semester grades only are used to figure the student's grade point average and class rank. The following system will be used to figure the GPA of a student:

A = 4.000 A- = 3.667 B+ = 3.333 B = 3.000 B- = 2.667  
C+ = 2.333 C = 2.000 C- = 1.667 D+ = 1.333 D = 1.000  
D- = 0.667 F = 0.000

3. Grades earned by each student during his/her 9th, 10th, 11th and 12th grade years will be used in determining grade point averages

## 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.***

## Lake Mills 6-12 Academic Integrity Policy

The purpose of this policy is to create and maintain an environment in which students are held and hold each other accountable for becoming ethical users of information and ideas. Our goal is for students to learn and practice ethical behaviors in regard to information and information technology. All credit earned at Lake Mills High School is under the condition that academic integrity has been maintained. Violations of academic integrity may have multiple consequences both immediate and future, including a student's ability to gain admittance to a college or eligibility for a scholarship, and may affect their employability.

## Definitions

**Academic integrity:** Following the guidelines set forth by course instructors and adhering to the values of honesty, trust, fairness, respect, and responsibility in all facets of the learning process.

**Academic misconduct:** Any violation of academic integrity, either while acting alone or assisting others. There are five (5) areas listed below that constitute academic misconduct along with examples of each.

<b>Academic misconduct is an act in which a student:</b>	<b>Examples include <u>but are not limited to</u>:</b>
1) Commits plagiarism	<ul style="list-style-type: none"> <li>• See next section</li> </ul>
2) Submits falsified, forged, or invented work/information instead of actually doing the work, research, or task themselves	<ul style="list-style-type: none"> <li>• Changing or creating data in a lab experiment</li> <li>• Writing up a fake interview</li> </ul>
3) Uses unauthorized tools or materials in any academic work	<ul style="list-style-type: none"> <li>• Using notes, programmable calculators, or any other devices on an assessment when such use is not allowed</li> <li>• Stealing or selling tests or course materials</li> <li>• Using computer or on-line resources for more than what has been authorized by instructor</li> </ul>
4) Misuses or falsifies academic documents	<ul style="list-style-type: none"> <li>• Altering a transcript or report card</li> <li>• Signing another person's name to any official document (forgery)</li> </ul>
5) Assists other students in any of these acts	<ul style="list-style-type: none"> <li>• Allowing a person to use your notes on a test</li> <li>• Allowing a person to see your answers (sharing your answers) on a test</li> <li>• Sharing papers or assignments</li> </ul>

**Plagiarism** can be a form of academic misconduct. Plagiarism is taking credit, whether deliberate or not, for another person's or source's (print or non-print) ideas or words, works or processes without proper citation or credit.

Sources do not need to be cited for material that is considered to be "common knowledge" – that is factual information that is considered in the "public domain" because it is published in multiple standard reference works. Likewise, when common knowledge is related to a field or specialty, sources may not need to be cited if the information is widely known to people within that field. Because it may be hard to determine what is considered common knowledge, it is a good idea to cite sources or ask your teacher for guidance.

### **Examples of Plagiarism**

<b>Examples of intentional (not limited to)</b>
<ul style="list-style-type: none"> <li>• Submit a purchased paper (from on-line or other source)</li> <li>• Copy another student's work (Writing, photograph, sound or video recording, musical composition)</li> <li>• Word-for-Word Plagiarism: either same as original, whole paragraphs/sentences copied</li> <li>• Using AI technology to produce an assignment (ex: ChatGPT, Rytr)</li> </ul>
<b>Examples of unintentional (not limited to)</b>
<ul style="list-style-type: none"> <li>• Patchwork paraphrasing (copying phrases without citations)</li> <li>• Use of own words but uses author's ideas and structure with no citations</li> <li>• Use of quotations with no citations</li> <li>• Use of published images without citation</li> </ul>

**Cooperative Learning /Group Work:** Because this type of work presents unique learning opportunities, it is important that each student do his/her assigned part in a timely manner consistent with the teacher's rubric or timeline. Relying on others to do his/her work because a student fails to complete



his/her part in a timely manner, either intentionally or not, is considered academic misconduct and the student will be subject to the consequences outlined by the individual teacher. Other members of the group who fully participate and complete their work will not be subject to consequences including a reduced grade because of the student’s failure to complete his/her part of the group project.

**Teacher Responsibilities:** Teachers at LMCS are committed to teaching and upholding ethical standards when it comes to appropriate use of information and information technology. To this end, teachers will:

- Review the Academic Integrity Policy with students at the beginning of each semester and provide reinforcement as necessary particularly when projects and papers are assigned.
- Provide clear and detailed guidelines when a paper or project is assigned including reference to using proper MLA, APA or other formats, extent of help allowed from peers and other adults, check points and deadlines.
- Oversee group work with appropriate checkpoints to ensure that all students are fully participating in the group; including clear direction on cooperative learning roles, responsibilities, and expectations for group projects.

**Student Responsibilities:** students at LMCS are committed to learning and practicing ethical behaviors when it comes to learning and using information and information technology by:

- Completing and submitting their own work consistent with teacher guidelines for individual or group work and accepted standards such as the MLA or APA format.
- Asking for help/clarification early and often if they do not understand an assignment or are experiencing difficulty which may prevent the timely completion of their work.

**The procedure and consequences of the alleged academic misconduct are stated below.**

Intentional Academic Dishonesty
<ul style="list-style-type: none"><li>• PBIS referral</li><li>• Parent/Guardian involvement</li><li>• Corrections or revisions for credit</li><li>• Reteaching of proper citation expectations and practices</li><li>• Possible administrative action</li></ul>
Unintentional Academic Dishonesty
<ul style="list-style-type: none"><li>• Conversation with classroom teacher</li><li>• Corrections or revision for credit</li><li>• Reteaching of proper citation</li></ul>

**Academic Misconduct Appeal Process**

If a student or parent wishes to appeal the consequence that is assigned or believes that the outcome/findings are unjustified, the student or parent may make a written appeal to the building administrator. Our building administrator will then proceed with the appeal process.

**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. Unsupervised students must leave 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 school's character traits is not acceptable.

### **Student Appearance (Dress Code)**

#### ***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 revealing
- ✓ Clothing with obscene or indecent sayings or pictures and/or advertises an alcoholic beverages, drugs or tobacco
- ✓ Hats/hoods 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.

13. Students not wearing inappropriate clothing will be asked to change clothes. Students unwilling to change their apparel will be subject to disciplinary actions.

## **GOOD CONDUCT RULE**

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-alikes 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.

B. Concern Council: Upon knowledge or admittance of any violation, the student, along with his or her parent(s), will meet with the Concern Council for the purpose of having the student explain the violation, write a plan to avoid similar violations in the future, review consequences of subsequent violations, and plan the hours of service. The Concern Council is comprised of: Building level guidance counselor; coaches/directors of the season in which the offense occurred, and the Principal. The Equity Coordinator may be included at the invitation of the student. The purpose of the Concern Council is to encourage responsible citizenship and healthy contribution and to reinforce the intent of the Good Conduct Rule.

C. Honesty Provision: A student should voluntarily admit to a violation within seven (7) days of the violation. If the student is found to have violated the policy, and neglected to have admitted to the violation within the seven (7) days, the student will begin his/her period of ineligibility at the next violation level.

FIRST VIOLATION: Meet with Concern Council, 10% Ineligibility, 8 Hours of Service (minimum of one event in each activity for 12 months from the date of violation)

SECOND VIOLATION: Meet with Concern Council, 25% Ineligibility, Additional 16 Hours Service for 12 months from the date of violation, and seek, if appropriate, evaluation from a counselor and complete the recommended treatment.

THIRD VIOLATION: Meet with Concern Council, 50% Ineligibility, Additional 32 Hours Service, for 12 months from the date of violation, and seek, if appropriate, evaluation from a counselor and complete the recommended treatment.

SUBSEQUENT VIOLATIONS: Meet with Concern Council, Additional 32 Hours Service

### **RULES AND REGULATIONS AFFECTING THIS POLICY**

1. Violations are cumulative by school level. If a student accumulates any violations in middle school, these violations are erased from the records when the student enters high school. All high school violations are cumulative for a four year period and are not erased at the end of each school year.
2. If a violation occurs in mid-season, the student will serve all of their ineligibility during the current season and post season. Ineligibility will only carry into the next year's season if it cannot be completed in the current season and the post season.
3. The student must admit in person to the building level principal within seven (7) days of the violation to fall under the violation sequence. If the principal is not available, the student may contact another administrator.
4. If service and evaluation are involved in the ineligibility, the student must complete these within the ineligibility period or risk further ineligibility.
5. Students who are suspended under any violation level must attend all practices and follow all rules and regulations of the program to be eligible to compete at the end of the ineligibility.

#### Clarification on Good Conduct Violations: (Mere Presence)

- Being in the presence of illegal consumption of alcohol or other illegal substances puts you in jeopardy of violating the Good Conduct Policy.
- First, do not attend the gathering if you think illegal or prohibited drugs or alcohol may be present. If you find yourself in the presence of alcohol or other illegal substances, leave immediately. (As defined in dictionary: "without lapse of time")

#### DUE PROCESS PROVISION

An informal investigation of the charges shall include, but not necessarily limited to, written or oral notice to the student of the charge made and an opportunity to respond. Should the student or his/her parents feel the penalty is unjustified or unfair, they may appeal as set forth by the due process rule, adopted by the Board of Education. During the appeal procedure, the student shall remain ineligible.

#### APPEAL PROCEDURE:

A student shall be provided a hearing with a school administrator. The student will be given oral or written notice of the hearing, and a reasonable effort will be made to notify the parents or guardians of the hearing. During the hearing the student shall be told the basis for the accusation, and shall be given an explanation of the evidence. The student shall be given an opportunity during the hearing, to present his/her side of the story. The school administrator shall determine whether the student has violated the Good Conduct Rule, and shall notify the parents or guardian in writing of the decision.

The Administration's decision may be appealed within seven (7) calendar days to the Board of Education delivering a written appeal notice to the Superintendent of Schools. The Superintendent shall schedule the appeal for a regular or special meeting of the Board, which shall be held within fourteen (14) calendar days after receipt of the appeal notice. The decision of the Board shall be set forth in the written minutes of the Board and may affirm or modify the prior decision.

#### ACTIVITIES AFFECTED BY POLICY

Students who have violated the policy may attend club meetings which are required and are not public performances. For administrative purposes, 'events' shall be considered as scheduled games or public performances in which the student is involved. At no time shall a student's grade(s) be impacted by violation of the Good Conduct Rule.

Activities/Events are: Athletics, Band (unless a graded performance), Cheerleading, Chorus (unless a graded performance), Drama School Play, FCCLA, FFA, Flag & Rifle (unless a graded performance), School Musical (unless a graded performance), Science Club, Speech, Variety or Pops Concert (unless a graded performance), and voting rights as a Class Officer or Student Council representative

#### **Student Eligibility for Extracurricular Activities and/or Public Performances** (representing LMHS) The Lake Mills Community

School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students, who participate in extracurricular activities and/or perform in public, serve as ambassadors of the school 365 days a year, whether they are at or away from or at school. Students, who wish to exercise the privilege of participating in extracurricular activities and/or public performances, must conduct themselves in accordance with board policy. 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 following activities are covered by the board's policy and these rules:

- Athletics, designated instrumental and vocal music performances, drama productions, speech contests, E-Sports, all co-curricular clubs (e.g., FBLA, FFA, etc.), all honorary and elected offices (e.g., Homecoming King/Queen/court, class officer, student government officer or representative), state contests and performances for cheerleading and drill team, mock trial, or any other activity where the student represents the school outside the classroom.

#### **Scholarship Rules/Athletics Eligibility**

- A. All contestants must be enrolled and in good standing in a school that is a member or associate member in good standing of the organization sponsoring the event.
- B. All contestants must be under 20 years of age.
- C. All contestants shall be enrolled students of the school in good standing. They shall receive credit in at least four subjects, each of one period or "hour" or the equivalent thereof, at all times.
- D. All contestants must not be a member of a college squad, nor trained with a college squad, nor have participated in any college contest, nor engaged in that sport professionally.
- E. All contestants shall be in attendance at school for the last ½ day (½ of all classes in the day) of a scheduled competition or practice in order to participate that day (exceptions will be made for students enrolled less than full-time). Absences for other reasons must be cleared through the administration for the student to be eligible for participation the day of the absence.

To qualify under this rule, a "subject" must meet the requirements of 281—Chapter 12. Coursework taken under the provisions of Iowa Code chapter 261C,

post-secondary enrollment options, for which a school district or accredited nonpublic school grants academic credit toward high school graduation shall be used in determining eligibility. No student shall be denied eligibility if the student's school program deviates from the traditional two-semester school year.

- (1) Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. Grading period, graduation requirements, and any interim periods of ineligibility are determined by local policy. For purposes of this sub-rule, "grading period" shall mean the period of time at the end of which a student in grades 9 through 12 receives a final grade and course credit is awarded for passing grades.
- (2) Subject to the provision below regarding contestants in interscholastic baseball or softball, if at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests for 20 calendar days. This definition shall not apply to a student in the ninth grade.
- (3) At the end of a grading period that is the final grading period in a school year a contestant in interscholastic baseball or softball who receives a failing grade in any course for which credit is awarded is ineligible to dress for and compete in interscholastic baseball or softball for the four consecutive weeks following the end of the final grading period.
  - A. A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives of the student's individualized education program.
  - B. A student who meets all other qualifications may be eligible to participate in interscholastic athletics for a maximum of eight consecutive semesters upon entering the ninth grade for the first time. However, a student who engages in athletics during the summer following eighth grade is also eligible to compete during the summer following twelfth grade. Extenuating circumstances, such as health, may be the basis for an appeal to the executive board, which may extend the eligibility of a student when the executive board finds that the interests of the student and interscholastic athletics will be benefited.
  - C. All member schools shall provide appropriate interventions and necessary academic support for students who fail or who are at risk to fail, and shall report to the department regarding those interventions on the comprehensive school improvement plan.
  - D. A student is academically eligible upon entering the ninth grade. No student shall be eligible to participate in any given interscholastic athletic sport if the student has engaged in that sport professionally.
  - E. No student who has been a member of a college squad or who has trained with a college squad or participated in a college contest shall be eligible for any athletic contest.
  - F. A student who is eligible at the close of a semester is academically eligible until the beginning of the subsequent semester.
  - G. The local superintendent of schools, with the approval of the local board of education, may give permission to a dropout student to participate in athletics upon return to school if the student is otherwise eligible under these rules.
  - H. 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](#))

### **Band/Vocal Eligibility**

Both Associations have adopted a "no pass/no play" rule. The period of ineligibility is the immediate next 30 calendar days following issuance of the final grades. The IHSMA has further refined its rule to make an exception for graded activities that are sanctioned or sponsored by that Association.

### **Field Trips or Academic Events Eligibility**

Lake Mills High School works to provide opportunities for students to experience learning in alternate locations. These locations can include, but are not limited to: field trips, events partnered with CCTC, College and Career Transition Counselors, conferences, work-based learning visits, etc. Students who are not in good standing, academically or behaviorally, may not be allowed to attend. Components that factor into the decisions are attendance, academic work, current course grades, behavior, and in good standing based on administrator discretion.

## **Student Rights and Responsibilities**

### **Anti-Bullying & Anti-Harassment**

Lake Mills Community School District is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Bullying and/or harassment of or by students, employees, and volunteers is against federal, state, and local policy and is not tolerated by the board. Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so. Complaints may be filed with the superintendent or superintendent's designee pursuant to the regulation accompanying this policy. Complaints will be investigated within a reasonable time frame.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the regulation, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

## Retaliation Prohibited

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures. Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds.

## Definitions

For the purposes of this policy, the defined words shall have the following meaning:

- “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging. “Harassment” and “bullying” mean any repeated or potentially repeated electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristic of the individual which creates an objectively hostile school environment that meets one or more of the following conditions:
  - (1) Places the individual in reasonable fear of harm to the individual’s person or property.
  - (2) Has a substantial detrimental effect on the individual’s physical or mental health.
  - (3) Has the effect of substantially interfering with the individual’s academic or career performance. Has the effect of substantially interfering with the individual’s ability to participate in or benefit from the services, activities, or privileges provided by a school.
- “Trait or characteristic of the individual” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- “Volunteer” means an individual who has regular, significant contact with students.

## Publication of Policy

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district’s website,
- Copy shall be made to any person at the district administration office at Lake Mills, Iowa

## Filing a Complaint ([CLICK HERE for Anti-Bullying/Harassment Complaint Form](#))

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent’s designee. An alternate will be designated in the event it is claimed that the superintendent or superintendent’s designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed. School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

## Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment. The Equity Coordinator (hereinafter “Investigator”) will be responsible for handling all complaints alleging bullying or harassment.

If the Complainant is under 18 years of age, the Investigator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. *The investigation may include, but is not limited to the following:*

- *A request for the Complainant to provide a written statement regarding the nature of the complaint;*
- *A request for the individual named in the complaint (hereinafter “Respondent”) to provide a written statement;*
- *A request for witnesses identified during the course of the investigation to provide a written statement; and*
- *Review and collection of documentation or information deemed relevant to the investigation.*

The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. Upon completion of the investigation, the Investigator shall issue a report with respect to the findings.

## Decision

If, after an investigation, a student is found to be in violation of the policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by

appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds. A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the policy adopted pursuant to this section, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

*Decision continued on the next page...*

Individuals who knowingly file false bullying and/or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have

retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

**NOTE:** School districts are required to integrate the anti-bullying and anti-harassment policy into the comprehensive school improvement plan and shall collect and report data regarding instances of bullying and harassment as required by law.

**NOTE:** Some conduct that falls under a school's anti-bullying/anti-harassment policy also may trigger responsibilities under one or more of the federal and state antidiscrimination laws. By limiting the response to a specific application of its anti-bullying/anti-harassment disciplinary policy and the accompanying procedures, a school may fail to properly consider whether the alleged conduct also results in discriminatory bullying and/or harassment.

**NOTE:** Parents, guardians, and community members who may have concerns about the Lake Mills Community School District or the Lake Mills Community School Board of Education may follow the general steps provided by the Iowa Department of Education (**Iowa Code § 279.66(2)**). Please access the following website for more information: <https://educateiowa.gov/pk-12/parent-guardian-and-community-concerns>

**Student Threats of Violence**

Effective student discipline policies serve the needs of the District in maintaining the order of the education environment while safeguarding the education interests of all students. For this reason, it is crucial to engage many perspectives in crafting sound policies related to discipline. The board, in conjunction with teachers and administrators in the District, have assigned further meaning to concepts listed in this policy.

**Incident Levels Defined**

Incident levels must escalate, with Level 1 being less severe than Level 3 incidents. However, the District maintains discretion in applying the level of discipline appropriate for an incident. In making this determination, the administration will consider the following definitions of incident levels. Because no definition could encompass all possible threats or incidents, the administration has discretion in determining which level to assign the incident after looking at the nature of the incident as well as the age, grade level, and maturity of the student.

Level 1 Defined: Behavior causes disruption to the school environment.

Level 2 Defined: Violations are more serious in nature and jeopardize order, safety and/or property damage and threaten the safety and well-being of others.

Level 3 Defined: Behaviors are the most extreme, often using force, causing harm or injury, involving violence, possession or use of a weapon, causing substantial risk or a pattern of persistent Level 2 behavior.

**Timeframe for Determining Repeated Incidents**

The District will consider all incidents occurring within one calendar year as sufficiently close in proximity between incidents to establish that a repeated incident has occurred. The rationale for establishing this timeframe is as follows: It is the expectation that students learn from misbehaviors, make efforts to show remorse and change behaviors. For this to be long-term improvement, students should be able to display the desired behavior for at least one calendar year. The administration will have discretion to alter this timeframe when appropriate under the circumstances, depending on the nature of the incident as well as the age, grade level and maturity of the student. Considerations for Determining the Maturity of the Student

The District believes that gauging the maturity of a student is subject to interpretation and best left to the licensed employees who interact most

closely with the student on a regular basis. Assessing a student's maturity level is based on individual characteristics unique to each student. Therefore, in making a determination about the maturity of a student, the administration may consult with the student's classroom teacher and other relevant licensed staff. The administration will consider the following factors in determining the maturity of the student:

- Age of student
- Expected acceptable behavior of peers

Considerations for Determining Whether the Off-Campus Threat of Violence or Incident of Violence Will Directly Affect the Good Order, Efficient Management and Welfare of the School District

The District recognizes that students maintain First Amendment rights to free expression both within school and outside. However, free speech protections are not absolute and do not extend to true threats of violence toward an individual or a group of individuals. In considering whether a threat or incident of violence will directly affect the good order, efficient management and welfare of the school district necessitating the need for investigation, the administration will consider, among other things, the following factors:

- The specificity of the threat for time, location or individual(s) targeted; • The reasonable likelihood of the student's ability to carry out the threat;
- The reasonable likelihood that the threat will interfere with the operation of the educational environment.

In addition to the notification requirements in policy, the administration will apprise the parents or guardians of any student who suffered violence or a threat of violence, of the rights to file complaints under any other relevant board policies including but not limited to anti-bullying/anti-harassment and Title IX.

## Educational Records

Student records containing personally identifiable information, except for directory information, are confidential. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary in the central administration office. The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. They are:

1. The right to inspect and review the student's educational records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's educational records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to inform the school district that the parent does not want directory information, as defined below, to be released. Any student over the age of eighteen or parent not wanting this information released to the public must make an objection in writing by September 15 to the principal. The objection needs to be renewed annually.
5. NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION.

6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the Board may deny admission if the student is not willing to provide the board with the necessary information. In addition, any student who is transferring into this district and has been found to be ineligible for extra- curricular activities in his/her previous school will normally be expected to fulfill the ineligibility at this school. The actual details for regaining eligibility will be determined by the administration.

## Study Hall Rules and Expectations

1. Quietly enter the study hall and be seated in your seat. Bring ALL study materials to the 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 the 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.
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 the study hall in the LMC.
7. ***Remember that study halls are for your benefit.***

## Use of Motor Vehicles & Parking

***Driving a motor vehicle to and from school is a privilege - not a right.*** Students who drive motor vehicles must park only in the designated areas. Students may not loiter around or be in their vehicle, nor leave the school grounds in their vehicle during the school day without permission from the administration. Obey all parking/driving regulations when parking/driving on school grounds. Students in violation of the above are subject to disciplinary action, which may include losing driving privileges to and from school, loss of parking privileges, and/or notification to the Department of Transportation (DOT). Only the seniors may park in the senior parking lot with displayed senior parking pass. All others must park in designated lots. Bikes and scooters must be parked in designated areas.

## School Property/Electronic Devices/Lockers (i.e. BOOKS, STUDENT LOCKERS, DESKS, LAPTOPS, TABLETS)

Student lockers, laptops, desks, books, materials and any other school issued items 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 shall be the responsibility of each student to keep the student's assigned locker, desk, and technology device clean and undamaged. The expenses to repair damage done to a student's locker, technology and desk can be charged to the student.

Although school lockers, desks, computers, and other tech devices and 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 ensuring the lockers, desks, computers, and other tech devices, and other spaces are properly maintained. For this reason, lockers, desks, computers, and other tech devices, and other spaces are subject to unannounced inspections and students have no legitimate expectations of privacy on these devices or areas. Periodic inspections of all or a random selection of lockers, desks, computers, and other tech devices, or other spaces 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 school issued locker, desk, computer, or other personal space (coat, backpack, purse, etc.) may be searched when a school official has a reasonable and articulable suspicion that the contents contain illegal or contraband items or evidence of a violation of law, school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

## Searches

Although school lockers, desks, technology 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 ensuring the lockers, desks and other spaces are properly maintained. For this reason, lockers, desks, school issued technology and other spaces are subject to unannounced inspections; and students have no legitimate expectations of privacy in the locker, desk, school issued technology or other space. School officials in the presence of the student or another individual may conduct periodic inspections of all or a random selection of lockers, desks, technology or other space. 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, and school issued technology or other space (coat, backpack, purse, etc.) may be searched when a school official has reasonable and articulable suspicion that the contents contain illegal or contraband items or evidence of a violation of law or school policy or rule.



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.

Such searches should be conducted in the presence of another adult witness when feasible. Searches may include law enforcement and their canine. Such searches are unannounced. Students will be detained in their respective classroom until the search is completed.

## 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 website: [www.iowa.gov/educate](http://www.iowa.gov/educate) and search for Timeout, Seclusion and Restraint. Other information on contacting the Department of Education can be found at this link: <https://educateiowa.gov/pk-12/parent-guardian-and-community-concerns>

## Cell Phones & Personal Technology (LMCS Board Policy 503.09 & 503.09R1)

### High School

Iowa law prohibits the use of cell phones, smart watches, or other personal electronic devices during instruction.

High school student use of cell phones, smart watches, and personal technology (any electronic device not issued by the school district) is allowed before and after school, during passing time, study halls, and during the lunch period. During class time, or other instructional time, the expectation is that cell phones, smart watches, or other personal electronic devices are not visible and personal technology devices are not being utilized. Teachers may provide a cubby, or specific location within the classroom for cell phones, smart watches, or other personal electronic devices to be placed during the class period. The expectation is that students place their devices in the proper location (as determined by the teacher), and those devices will return to the student at the end of the class period, unless extenuating circumstances occur. 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.

If a student wishes to use the bathroom during the class period, cell phones, smart watches, or other personal electronic devices are required to remain in the classroom. The misuse of a cell phone/personal technology device during school hours may result in the phone/personal technology device being taken away and turned into the school office. If a device is placed in the high school office, the administration will determine the process for returning the device to the student and/or the family.

Students are expected to follow the directions of any staff member if asked to put away a device at any time of the school day or school sponsored activity. If there are repeated offenses to the cell phone and personal technology policy, a meeting could be required for student, family, teacher, and administration. Additionally, restrictions on use, time, and location of cell phones could be put in place. For example, a student may be asked to place their cell phones, smart watches, or other personal electronic devices in the high school office for the day. Headphones or earbuds are treated the same as cell phones if taken away. Please note that the school is not responsible for any lost or stolen property.

### Middle School

Iowa law prohibits the use of cell phones, smart watches, or other personal electronic devices during instruction.

Middle school student use of cell phones, smart watches, and personal technology (any electronic device not issued by the school district) is not allowed between the start of the school day (usually 8:20 AM) and the end of the school day (usually 3:15 PM). If cell phones, smart watches, or other personal electronic devices are brought to school, they should not be turned on, seen, heard, or used until after the dismissal bell at the end of the school day (this includes lunch). The misuse of a cell phone/personal technology device during school hours may result in the phone/personal technology device being taken away and turned into the school office. If a device is placed in the high school office, the administration will determine the process for returning the device to the student and/or the family. Headphones or earbuds are treated the same as cell phones if taken away. Please note that the school is not responsible for any lost or stolen property.

## Personal Property

Backpacks and purses are not allowed in high school classes. Students should put backpacks and purses in their locker. If a student has a legitimate need to carry a backpack or purse to their classes it needs to be approved by school administration prior to having the backpack or purse in class.

## Homeless Child or Youth & Unaccompanied Youth

Homeless students are those who do not have a home that provides shelter for them. Information is available at the LMCS businesses office that outline what services and help is available for homeless students. Students who are identified as being homeless may be referred to the Department of Human Services and/or other services. *“Homeless child or youth” is defined as a child or youth from the age of 3 years through 21 years who lacks a fixed, regular, and adequate nighttime residence and includes the following:*

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

## Reporting Abuse of Students by Employees ([Link to form here](#))

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge. The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

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.

The school district has appointed a Level I investigator and alternate Level I investigator. The school district has also arranged for a trained, experienced professional to serve as the Level II investigator. The Level I investigator and alternate will be provided training in the conducting of an investigation at the expense of the school district. The names of the investigators are listed in the student handbook published annually in the local newspaper and posted in all school facilities. The superintendent is responsible for drafting administrative regulations to implement this policy.

**NOTE:** This policy is a reflection of current Iowa law regarding abuse of students by school district employees. Refer to the Iowa Department of Education training manual for supporting materials and forms.

[http://www.iowa.gov/educate/index.php?option=com\\_content&view=article&id=860:chapter-102-level-i-investigat-or-manual&catid=411:legal-lessons](http://www.iowa.gov/educate/index.php?option=com_content&view=article&id=860:chapter-102-level-i-investigat-or-manual&catid=411:legal-lessons)

***The last sentence of the third paragraph is mandatory in the law and is an item in the DE accreditation report.***

Level I Investigator, Rachel Rognes  
Lake Mills Middle/High School  
102 S 4th Avenue E  
Lake Mills, IA 50450  
Phone: 641-592-0893  
Email: [rognres@lake-mills.org](mailto:rognres@lake-mills.org)

## Transportation & Routes

Transportation rules, regulations, routes, changes, pick up and drop off locations, and any other information related to transportation for Lake Mills Community School District students can be directed to the district transportation director. Please call 641-592-7001. It is our intent that bus transportation be a safe and pleasant experience for all. We encourage communication between child, parent, and driver if problems occur. Cameras are in use daily on the buses for the safety of the students and the drivers.

## **Bus & Other School District Vehicles - Expectations/Discipline/Procedures**

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extra-curricular activities or any other destination must comply with school district policies, rules and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading or unloading or leaving the bus. If an issue were to arise, the bus driver will notify the transportation director and/or the building administrator for which the student currently resides. The driver, sponsor and chaperones are to follow the school district policies, rules and regulations for student violations. Persons riding in school district vehicles shall adhere to the following rules:

1. Riders must be at the designated loading point before the arrival time.
2. The driver may assign riders a seat.
3. Riders who damage seats or other equipment will reimburse the school district for the cost of the repair or replacement.
4. Waste containers are provided on all vehicles for riders' use.
5. Permission to open windows must be obtained from the driver.
6. Classroom conduct is to be observed by students while riding the vehicle except for ordinary conversation.
7. The driver is in charge of the riders and the vehicle, and the driver is to be obeyed promptly and cheerfully.
8. Riders should assist in looking after the safety and comfort of younger riders.
9. Riders who must cross the roadway to board or depart from the vehicle must pass in front of the vehicle (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
10. Riders must not throw objects about the vehicle nor out the windows.
11. Shooting paper wads, squirt guns or other material in the vehicle is not permitted.
12. Riders must keep their feet off the seats.
13. The use or possession of alcohol, tobacco or look-a-like substances (such as e-cigarettes, etc.) is prohibited in the vehicle.
14. The Good Conduct Rule is in effect.
15. Riders are not permitted to leave their seats while the vehicle is in motion

## **Technology (Technology Department Lake Mills Community School)**

Lake Mills is a one to one school that offers students in high school with Chromebooks. The school-issued device(s) are targeted as resources for learning and the development of educational practices. See terms and conditions for details with information on appropriate use.

- Contact Us: [mffjelstad@lake-mills.org](mailto:mffjelstad@lake-mills.org) 641-592-0893 for more questions
- Forms needed for registration
  - Insert Link: Acceptable Use and Safety Policy
  - Insert Link: Lake Mills Computer Loan Agreement

## **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 that 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.

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 (GAPE)**

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.

## **School Services**

**School Counseling:** The school counseling program is organized into three broad domains: academic, career, and social/emotional development. These domains promote mindsets and behaviors that enhance the learning process and create a culture of college and career readiness for all students.

### **Library & Media Center (LMC)**

The goal of the center is to create independent, information literate, life-long learners. Facilities include the main library/media/information technology center, conference rooms, offices, and a storage room. The rules and expectations of the library and LMC are developed and implemented by the district librarian, support staff, and administration. All school rules apply in the library and LMC.

### **School Pictures**

School Pictures are taken annually by a board approved-contracted provider. Information about school pictures will be provided to families ahead of time. Retakes will be on an as-needed basis and information about that will be sent out.

### **Yearbooks**

Yearbooks are available for purchase annually. Information will be provided to families ahead of time. Questions or concerns can be directed to the high school office.

## **School Sponsored Dances**

School-sponsored dances must be approved by the principal at least two weeks prior to the dance. Students who leave a dance are not allowed to re-enter the dance. School district policies, rules and regulations apply to students as well as non-students at school dances. Students and non-students violating school district policies, rules or regulations are asked to leave the dance and school grounds and may be referred to law enforcement. Law enforcement may be present, and with reasonable suspicion may conduct breathalyzer tests.

## **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)

## **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 Council**

Student council will adhere to the board-approved bylaws.

## **Grievance Procedure**

A grievance must be received in writing within 3 school days of the student and/or primary contact being notified of an attendance violation. Grievances should be turned in to the high school principal. Upon obtaining a written grievance the high school principal will set up an appointment with the student, the primary contact(s), and any relevant “consultants” (teachers, faculty, school nurse, AEA consultant, etc.) who would have pertinent information about the grievance at hand. The students will be allowed to maintain their class schedule until the official decision has been made.

## **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 lifestyles open to women as well as men in our society.

## **Nondiscrimination Policy Statement**

It is the policy of the Lake Mills Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's Equity Coordinator by writing to: Connor Kem, 102 S 4th Av E, Lake Mills, IA 50450, or call 641-592-1882, or email [ckem@lake-mills.org](mailto:ckem@lake-mills.org). The Lake Mills CSD offers career and technical programs in the areas of agriculture, business, family and consumer science, and industrial technology.

## **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)