

# **2019-20 Lisbon Community School District High School Student Handbook**

Activities	14
Academic Eligibility	21
Annual Hearing Screening	30
Attendance	2
Bullying/Harassment	12
Cafeteria	24
Cell Phone Policy	19
Cheating	14
Child Abuse	29
Class Load Requirements	17
College Visit	5
Daily Schedule	2
Dress Code	19
Early Graduation	17
Emergency	20
Graduation Requirements	17
Good Conduct Rule	14
Grades	20
Homeless Education	31
Human Growth and Development	29
Important Dates	1
Injuries	20
Library Regulations	23
Lockers	23
Medication Policy	29
Mission	1
Non-Discrimination Policy	31
Office Supplies	28
Open Campus	21
Open Enrollment	26
Passes	25
Required Health Documents	29
Snack and Food Policy	30
Student Council	25
Student Discipline	5
Student Parking	27
Student Publications	27
Student Records	26
Study Hall Regulations	25
Transportation Rules	27
Visitors	29

# **Lisbon Community School**

## **Mission**

World Class Opportunities with Community PRIDE  
Passion Rigor Innovation Drive Excellence

**Passion:** We embrace our responsibilities with motivation and enthusiasm.

**Rigor:** We strive to be challenged, engaged, and settle for nothing less.

**Innovation:** We engage in relevant and creative thinking that develops solutions that do not yet exist.

**Drive:** We aspire to accomplish goals beyond our own expectations.

**Excellence:** We perform at a level which consistently meets and exceeds our full potential.

## **Important Dates 2019-20**

August 23	Beginning of First Quarter and First Semester
September 25	Mid-Term of First Quarter
October 29	Beginning of Second Quarter
December 4	Mid-Term of Second Quarter
January 10	End of Second Quarter and First Semester
January 13	Beginning of Third Quarter and Second Semester
February 13	Mid-Term of Third Quarter
March 16-20	Spring Break
March 23	Beginning of Fourth Quarter
April 23	Mid-Term of Fourth Quarter
May 12	Senior Awards night
May 15	Seniors' Last School Day
May 17	Graduation, 1:00 pm Lions' Den
May 22	End of Fourth Quarter and Second Semester

## **The Student Handbook**

The student handbook is an extension of school board policy. It is approved annually by the school board of education. It is not all inclusive of school policy. It is a basic handbook that guides and explains school policy and regulations. It is subject to change, amendment, and interpretation by school administration during the course of the school year.

## **The Academic Day**

### **Building Open**

The building opens at 8:00. No students should be in the building prior to 8:00 am unless they are either

- 1) Working with a teacher and under the supervision of that teacher OR
- 2) Eating breakfast in the cafeteria

Students ARE NOT to be lingering in hallways, classrooms, or common areas of the school prior to school.

## **Daily Schedule**

Period	Time	Length
1	8:15-9:00	45 min
2	9:03-9:48	45 min
3	9:51-10:36	45 min
4	10:39-11:24	45 min
WIN	11:27-11:44	17 min
<i>Lunch</i>	<i>11:44-12:08</i>	<i>24 min</i>
5	12:11-12:56	45 min
5	11:47-12:32	45 min
<i>Lunch</i>	<i>12:32-12:56</i>	<i>24 min</i>
6	<i>12:59-1:44</i>	45 min
7	1:47-2:32	45 min
8	2:35-3:20	45 min

### **Special Student Time - 7:45 to 8:15 a.m.**

This time each day is for Special Student Time. Morning activities must end by 7:45 a.m. so that teachers may be available during this time. Students needing extra help outside of the classroom day are encouraged to meet with teachers during this time.

## **Attendance**

The faculty and administration are extremely concerned about student absences affecting student performance and education. Research shows that academic achievement, consistent performance, and good work habits are tied directly to being in the classroom. We believe that attendance is ultimately the responsibility of the student, but parents and school should monitor and help where possible. We encourage all appointments to be made outside the regular school day when possible.

### **General Policy**

1. For each unanticipated excused absence, the classroom instructor will determine a fair and appropriate amount of time to complete missed work. A general rule is an extra day for each day missed. Students are encouraged to communicate with teachers ahead of an absence whenever possible and through email when unanticipated.

2. If a student goes home sick during the school day, he/she is to remain home until they are 24 hours fever/vomit free.

3. If a student knows he/she will be absent in advance, the student's parents must notify the high school office in advance with a phone call or note. The student will communicate with teachers electronically or in person at least one day prior to the absence.

4. All student work must be finished upon return to school on a prearranged absence. Examples of prearranged absences would include family vacations, college visits, etc.

5. Students with perfect attendance will be rewarded with appreciation awards for each semester and year.

### **Excused Absences**

1. Student Illness or Student's child's illness (After 3 consecutive days of absence a doctor's note may be requested)

2. Medical appointments (reasonable number)

3. Religious events

4. Family emergency

5. Family vacation

6. Juniors and seniors are allowed two (2) days of approved college visits per year. Any visits beyond the two allowed per year would be counted towards the allowable excused absences. Upon return from a college visit the student will be required to submit a signed statement from the office of admissions in order for the absence to be considered excused.

7. School event absences do not count toward total allowable absences (field trips, music festival, etc.)

8. Student absences and tardies begin accumulating with each new semester.

9. Students are allowed one (1) counselor/office approved job shadow per year.

When a student is unable to attend school for any of the above reasons, the school expects a parental phone call the same day prior to 9:00 am. (If we do not receive a call, we will contact the parent, if possible, for verification prior to 10:00 am.) If the school cannot reach the parent, we expect a note the following day (stating the reason for the absence.) Please call between 7:30 and 9:00 am. If this is not done within 48 hours, the absence will be unexcused. E-mail correspondence from parents to the office regarding student absences or late arrivals must be verified in writing or phone within 48 hours.

After the 7th, 8th, and 9th excused absences, communication will be made with parents, either electronically or by telephone, to explain consequences of further absences.

Following the 10th absence in a semester, a meeting will be held with the student, parent(s), and representative of the school to create a plan to avoid future absences. This plan will include strict

parameters for what will be considered an excused absence and consequences for further unexcused absences. A reminder that the school is the determiner of what is excused and unexcused.

### **Unexcused Absences**

1. Unexcused absences may include, but are not limited to tardiness, shopping, concerts, preparation or participation in parties and other celebrations, employment, oversleeping, missing the bus, skipping school, traffic issues or car trouble. Excessive absences for other reasons (ex. illness without doctor's note) may also be deemed unexcused. The school is the final arbiter of what is considered excused and what is considered unexcused.

2. When a student is absent and unexcused from class the first time, the student will be assigned a consequence for each class missed. Over fifteen minutes is considered absent. If the student is unexcused and on campus, they will be assigned an after-school detention for each period missed. If the student is unexcused and off campus, they may be assigned a Saturday School Suspension.

3. When a student is absent and unexcused from class a second time, the student will be assigned the same consequences described in number 2 above.

4. When a student is absent and unexcused from class for the third time, the student will conference with the principal or assistant principal and may be removed from the class and receive no credit from the class toward a Lisbon diploma. An alternative educational plan may be developed.

5. Students may petition the principal to be reinstated. Petitions may or may not be granted depending on the student's attitude, punctuality, and effort. Students may petition only once to each class. If a petition is granted students will sign a contract that includes expectations and consequences of behavior for the rest of the course. If more than one class is involved, teachers will meet as a committee.

6. Makeup work policy for unexcused absences will be determined by the classroom teacher. Classroom teachers may choose to allow no credit for work missed during an unexcused absence.

### **Tardiness**

All tardiness to school classes will be recorded on the student's permanent record. All students reporting late to school will stop in the office to report in prior to attending class. Tardies are cumulative for the semester and a student will start at 0 tardies at the beginning of any semester.

Tardies 1, 2, 3 total across any classes - no consequence

Tardies 4, 5, 6 total across any classes - after-school 30 minute detention

Tardies 7 and beyond total across any classes - consequences determined by administration

When a student is over 15 minutes late, they are considered absent.

### **Leaving the Building**

Students are not allowed to leave the building or school grounds for any reason unless they have permission from the office. Teachers will not issue passes to leave the building.

## **College Campus Visit Procedure**

1. Decide on a date for the visit.
2. Contact the counselor who can assist in arranging the visit with campus officials or arrange the visit with the campus and notify the counselor and high school office of the visit.
3. Notify the high school office, either by note or phone call, and classroom teachers at least one day prior to the visit. Pick up a prearranged absence sheet from the high school office and get assignments from all of your teachers.
4. If the visit must be cancelled, contact the counselor as soon as possible. Any approved, excused campus visits must be made through the guidance counselor, not through coaches and/or recruiters.

## **Student Discipline**

1st referral from class or activity: The teacher will submit a misconduct report to the administration via the misconduct reporting system and parent/guardian will be notified as necessary. The student will make up the class time missed in after school detention.

2nd referral from class or activity: The teacher will submit a misconduct report to the administration via the misconduct reporting system and parent/guardian will be contacted. A conference with the student, parent/guardian, teacher, principal, assistant principal and/or counselor may be held. The student will not be readmitted to the class or activity until the meeting is held. At this meeting the expected standards of behavior will be discussed, as well as plans to correct the repeated behavior problems, and the consequences of further removal from class.

3rd referral from class or activity: The teacher will submit a misconduct report to the administration via the misconduct reporting system and parent/guardian will be notified in writing. The student may be removed from the class with loss of credit towards graduation.

## **Detentions and Suspensions**

Detentions:

1. Detentions will be served in the afternoon Monday-Friday from 3:25 until 3:55pm. Students will be allowed one day to notify parents they have to serve a detention. They may either serve on the date notified or the next school day, but not later
2. During a detention, students will be expected to work on school work or free reading. Students may be required to do outside work assigned by the supervisor or principal's designee. They will not be allowed to talk, eat, drink, or listen to music. If a student does not follow detention rules they will be asked to leave and detention time assigned will double. If a student does not follow detention rules a second time the consequence may be elevated.
  1. If a student fails to show up for a scheduled detention time, the following will occur:
  2. 1st detention missed - 2 detentions assigned
  3. 2nd detention missed - Saturday School
  4. Saturday School missed - 2 Saturday School assignments and a 7-day suspension from all Lisbon extra-curricular activities. During an activity suspension, a student may not participate OR attend any non-academic activities.

## **Suspensions**

1. SATURDAY SCHOOL SUSPENSION - Saturday School will be held at Lisbon High School from 8:00am-11:00am. Students must arrive on time or will be considered absent. During Saturday School, students are expected to complete assigned classwork. If all schoolwork and makeup work is complete, a student will be expected to free read. Rules set forward by the facilitator for behavior, cell phones and any other expectations must be followed.
2. Suspensions will be OUT OF SCHOOL when the violation is of a violent nature, or when in the judgment of the Principal, Assistant Principal, or designee, the student represents a danger to self or others, or is considered disruptive to the educational/social environment of the school.
3. A student will not be sent out of school until a parent has been contacted.
4. The classroom teacher will determine how students can best make up work missed during suspension.
5. Suspension is for the entire day. A student may not attend after school practices or rehearsals and may not dress, participate, or represent the school in any way while under suspension. Suspension lasts until 8:15 on the day the student will be allowed back into school.
6. When a student accumulates 7 days of out of school suspension per year, the student (after parent notification) may be recommended to be expelled for the remainder of the year and receive no credit for the current semester. The student may not attend any home school functions while expelled.

## **Suspension and Expulsion**

### **Part I -- Prohibition of Serious Student Misconduct**

1. Disruption of School: A student shall not, nor shall the student urge others to use or threaten -- violence, force, noise, coercion, intimidation, fear, passive resistance, or any other conduct -- to intentionally cause substantial and material disruption or obstruction or any lawful mission process, or function of the school.

While this list is not intended to be inclusive, the following acts illustrate the kinds and types of offenses encompassed here:

- A. Occupying any school building, school grounds (or part thereof) with the intent to deprive others of its use;
- B. Blocking the entrance or exit of any school building or corridor or room therein with the intent to deprive others of lawful access to or from or use of, the building or corridor or room;
- C. Setting fire to or intentionally damaging any school building or property;
- D. Causing to discharge, displaying, or threatening of firearms, explosives, or other weapons on the school premises for any unlawful or unauthorized purpose.

E. Prevention of or attempting to prevent the convening or continued functioning of any school class, or activity on school premises;

F. Preventing students from attending or threatening students who attend a class or school activity;

G. Unauthorized blocking of normal pedestrian or vehicular traffic on a school campus; and

H. Making noise or acting in a manner so as to interfere with the teacher's ability to conduct class.

I. Use of profanity or verbal abuse toward any person.

2. Damage or Destruction of School District Owned Property: A student shall not steal or damage property.

3. Damage or Destruction of Private Property: A student shall not intentionally cause or attempt to cause damage or destruction of private property on the school grounds, during a school activity, function, or event off the school grounds.

Note: Items 4 through 7 must meet any one of the following five conditions. The incident must occur:

A. On school grounds during and immediately after school hours;

B. On school grounds at any other time when the school is being used by a school group;

C. Off school grounds at a school activity, function, or event;

D. In any building or classroom owned, leased, or borrowed by the school district; or,

E. Immediately before or after school hours, when the activity has a direct effect upon students, teachers, patrons of the District, or school personnel who are coming to or going home from school or a school event.

4. Assault of a School District Employee: A student shall not cause or attempt to cause, or threaten, or intentionally behave in such a manner that could reasonably cause physical injury to a school district employee.

5. Physical Abuse of a Student or Other Person Not Employed by the School District: A student shall not intentionally do or threaten to do bodily injury, to any person; Neither self-defense nor any action taken in the reasonable belief that action was necessary to protect another person, shall be considered an "intentional act."

6. Violation of the Lisbon Anti-Bullying/Harassment Policy: See full policy following Disciplinary Section.

7. Weapons and Dangerous Instruments: A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon. This rule does not apply to normal school supplies like pens, pencils or compasses, but it does apply to any firearm, knife, and other dangerous objects of no



reasonable use to the student at school or on school grounds. Firearms violation of this rule will result in a one-year expulsion.

8. Narcotics, Alcoholic Beverages, Tobacco and Stimulant Drugs: A student shall not knowingly possess, use, transmit, or be under the influence of, any drug paraphernalia, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant of any kind, tobacco, or "look alike" substances. (The use of prescription medication as authorized by a licensed physician shall not be considered a violation of this rule.) The school may ask suspect students to blow into a breath analyzer to determine alcohol use. If a student refuses to provide a breath sample despite having the odor of alcohol on his or her breath, the student shall be deemed to have consumed alcohol and appropriate consequences will follow.

9. Repeated School Violations: A student shall not repeatedly fail to comply with the directions of teachers, substitutes, aides, principals, or other authorized school district personnel during any period of time when the student is properly under the authority of school personnel.

## **Part II -- Procedural Code for Dealing with Alleged Violations**

Section 1. Coverage. Alleged misconduct of students shall be dealt with by the Principal, Assistant Principal, or their designee:

1. Whenever a teacher considers a problem of classroom discipline to be so serious as to warrant the Principal's/Assistant Principal attention; or,
2. Whenever the alleged misconduct constitutes a violation of the rules that govern serious misconduct; or,
3. Whenever the Principal/Assistant Principal deems it advisable that he/she deal personally with the misconduct.

Section 2. Principal's/Assistant Principal Investigation. In dealing with alleged misconduct, the Principal or Assistant Principal shall investigate the incident and hear all available accounts of it. This may include reports from law enforcement, Child Protective Services, or other investigating organizations. The student shall be encouraged to present any defense he/she thinks relevant. If the student requests that other witnesses be questioned, the Principal or Assistant Principal shall talk to them, if possible. If the student makes a reasonable claim of other defensive matter, that if true would free him/her from blame, but is not immediately available, the Principal or Assistant Principal should postpone disciplinary action for a reasonable time until such evidence may be presented to him/her.

Section 3. Limitation of Principal's/Assistant Principal's Power to Suspend. If the Principal or Assistant Principal investigates a student's alleged misconduct and decides to take disciplinary action, he/she must investigate and take action on all alleged misconduct known at any one time, and may give up to 5 days suspension. If the Principal or Assistant Principal thinks that additional penalties are appropriate, the approval of the Superintendent may be sought as outlined in Section 8.

Section 4. Summary Suspensions. If the Principal witnesses, or has reported to him/her, any serious student misconduct and if, in his/her professional judgment, the removal of the student(s) is necessary to prevent material disruption of school or to restore order or to protect persons in the school or on the

school grounds, he may immediately suspend the student for five (5) days. In such cases, the Principal is not required to conduct the investigation described in Section 2 before he/she suspends the student(s); however, he/she shall carry out such investigation and decide on any additional disciplinary action, if any, by the end of the school day that follows a summary suspension. He/she shall also attempt to immediately call the student(s)' parents or lawful guardian subsequent to the suspension.

**Section 5. Short-Term Suspension.** A short-term suspension is a denial to the students of the right to attend school and to take part in school sponsored activities for any period of time up to and including five (5) school days. The Principal may invoke a short-term suspension only after investigation of the misconduct and only for the following reasons:

1. A violation of the school board rules prohibiting serious student misconduct as defined in Part 1 of this policy; or,
2. Misconduct of the same type as prohibited in Part I but which is not, in his professional judgment, as serious as the stated misconduct; or,
3. Misconduct that is prescribed by rules adopted by the school board covering minor misconduct.

**Section 6. Saturday School Suspension.** If the Principal or Associate Principal investigates and feels a student's misconduct does not warrant Out of School Suspension, said action may bring about a Saturday School Suspension. This activity is outlined under number 1 in the Suspensions section listed previously.

**Section 7. Sending a Suspended Student Home During the School Day.**

1. When a student is suspended, the Principal or Associate Principal shall attempt to reach the student's parents or legal guardian (if the student is under the age of 18) to inform them of the school's action and to request that they either come to the school for the student or otherwise provide for the student's departure from school and school grounds.
2. If, in the professional judgment of the Principal or Associate Principal, the continued presence of the student in the school or on the school grounds presents a danger to others or would substantially disrupt the operation of the school, the Principal may cause a student to leave the school and grounds before a contact is made with a parent or legal guardian. If possible, the student will be removed to a safe place until parents can be notified.
3. If, in the professional judgment of the Principal or Associate Principal, the situation warrants that the student remain in school but not attend regular classes, the student will be retained in a supervised setting.

**Section 8. Notice of Suspension and Provision for Conference.**

When a student is suspended, the principal shall:

1. Send a statement to the student's parents or legal guardian, and the Superintendent of Schools fully describing the student's misconduct, the action taken and the reason for the action. Also, attempt to call the student's parents by phone immediately notifying them of the suspension.

2. Secure and file written documentation of the misconduct.

3. A parent conference shall be held when deemed necessary by either the school administration or his parents. When deemed necessary the school administrator may establish a parental conference as a prerequisite for readmission of the student.

#### Section 9. Initiating Long-Term Suspension or Expulsion.

1. Decision to seek suspension for a period of time over five (5) days or expulsion. If the Principal, after investigation, decides that a penalty more severe than any within the Principal's authority is warranted, he/she shall make an appropriate recommendation to the superintendent before the end of the school day.

2. Sanctions before referral to Superintendent. Nothing in paragraph one of A prohibits the Principal from invoking a short-term suspension or other sanctions within his/her powers before referring the student to the Superintendent.

3. Written notice of the request for long-term suspension or expulsion shall be given to the Superintendent and President of the School Board. Such notice shall contain the findings of the Principal's investigation, his recommendations and the prior discipline record of the student.

Section 10. Dissemination of Policies: The Board of Education shall provide notice of all policies and regulations to students and parents as well as school district patrons and employees. Publication of such rules and regulations in student handbooks shall be considered adequate notice.

Section 11. Grievance Procedures: A student or their parents may contest the Principals disciplinary action. An appeal must be submitted in writing to the Principal or his/her secretary within two days of the declaration of the penalty. The parents and the Principal may work out a compromise. If not, the decision of the building Principal may be appealed to the Superintendent. The appeal to the Superintendent shall be in writing and delivered to the Superintendent or his/her secretary with five (5) days of receipt of the Principal's decision. The decision of the Superintendent may be appealed to the Board of Education. This appeal shall be in writing and filed with the Board Secretary within seven (7) days of receipt of the decision from the Superintendent.

### **Part III -- Expulsion of a Student**

Section 1. The Board of Education may, by a majority vote, expel any student from school for a violation of school rules and regulations approved by the Board when the presence of the student is considered detrimental to the best interests of the school.

Section 2. The Building Administrator responsible for the origin of the recommendation for expulsion of a student shall have the authority to suspend said student from attendance until a special meeting can be held to weigh the charges, act upon them and notify the student and his parents or guardian of its decision. The provision for "suspension pending hearing" shall exist as a means by which the student and/or the school may be protected from further unpleasant or harmful consequences of the incident that prompted the expulsion request. In cases where there is to be unusual delay in assembling the Board, the Superintendent may, at his/her discretion, place the student on probationary status and allow him/her to return to classes pending the arrangement for a meeting of the Board as mentioned.

Every effort shall be made to hold such a meeting within five (5) days following the incident or action that led to the proposal of expulsion. Where a student is suspended pending a hearing, said student shall be afforded means of alternative education during the period of such suspension. Such suspension shall be of a type which will guard against the loss of credit for classes missed, should the hearing prove him/her guiltless.

Section 3. When it is felt that sufficient reason exists for calling a meeting of the board to consider the expulsion of a student, the superintendent of schools shall notify the student and parents or legal guardians of the student of the place and time at which the Board shall hold such a meeting. Such notice shall be in writing and shall include a summary of the specific reasons for the consideration of the expulsion of the student. Furthermore, the above-mentioned student and said parents or legal guardian shall be made aware of their right to have present at such meeting, witnesses who, in their opinion, may have vital information material to that specific of expulsion.

Section 4. At the meeting, the Board shall have in attendance the person(s) who primarily initiated the request for the student's expulsion and such other persons as it may wish to call as witnesses.

Section 5. All written statements to be considered in the expulsion hearing shall be made available at the meeting and shall be accessible for examination by the student, his parents or guardians and the representatives of the student.

Section 6. The Secretary of the Board of Education shall be responsible for seeing that the minutes of the meeting are completely and accurately recorded.

Section 7. Within five (5) days of the meeting held by the Board of Education to consider the expulsion of a student the President of said Board will instruct the Secretary to notify said student and his/her parents or guardian of the Board's decision in the matter, specifying terms and provisions of the decision.

Section 8. In the absence of any overriding judicial directive, the Board shall determine whether the school shall provide or deny alternative education between the date of expulsion and the date of the hearing of an appeal.

Section 9. When expelled by the Board of Education a student may be readmitted by the Board of Education.

Section 10. Decision by the Board of Education may be appealed pursuant to the provision of Iowa Code, Chapter 290.

## **Bullying/Harassment**

Lisbon Anti-Bullying/Harassment Policy:

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school

environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.

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

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, 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 up to, and including, 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 up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

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

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

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

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

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of

- causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

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

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

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall 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.

Students who believe they have suffered harassment shall report such matters in a timely manner to a teacher, a counselor, or a building administrator.

## **Academic Dishonesty/Cheating**

Academic dishonesty is taken very seriously at Lisbon High School. Examples of academic dishonesty include, but are not limited to, cheating on assignments, projects, quizzes, and tests, plagiarizing from any source (print or internet), or in any way attempting to use dishonesty in your academic pursuits. The penalty for academic dishonesty will be determined by the classroom teacher and principal but may include zero credit on the assignment in question.

## **Activities**

1. Extra-Curricular activities shall be defined as: All school sponsored and/or school approved activities, except the regular classroom and laboratory assignments, including clubs, organizations, athletic programs and intramural sports.

2. Attendance and Behavior at Activities: **Students must attend at least four (4) classes immediately preceding practice or contest in order to participate in a practice session or contest that day.** The same regulations apply to the student body in attending school-sponsored activities. The day following the contest, the student must attend classes in the morning (periods 1-4) or the student will not be allowed to dress-out for a practice, participate in a contest, or attend an activity that day. Only the H.S. Principal may grant exceptions to this regulation.

A. We feel that any student who represents Lisbon should be expected to conduct themselves, at all times, in a manner that reflects the hard work and pride that has been put forth by the individual, coach, team and school.

B. The entire student body is expected to represent themselves and their school as ladies and gentleman at all times. This is your team, your school, always be supportive. Cheer for your team, not against the opponent. Students whose behavior at events is deemed inappropriate may be asked to leave and risk losing the ability to attend home events for a period of time.

C. Students must get assignments ahead of time if they are to be excused for activity trips during the school day. All tests and assignments are expected to be turned in at the regular time.

## **Good Conduct Rule**

1. The Board of Directors of the Lisbon Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the school throughout the calendar year, whether away from or at school. Students who wish to exercise the privilege of extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, unhealthy, or highly inappropriate. Participation in extra-curricular activities is a privilege, conditioned upon the eligibility criteria established by the board, administration, and individual activity coaches and sponsors. The principal shall keep and maintain the records of violations of the Good Conduct Rule.

The following activities must adhere to the board's policy and these rules:

Football, cross country, volleyball, basketball, wrestling, track, baseball, softball, tennis, golf, soccer, musicals, competitive band and vocal, speech, National Honor Society, Student Council, cheerleading,

dance team, and all other school activities where the student represents the school outside the classroom.

2. The Good Conduct rules apply during the course of the entire year, whether a student is involved in an activity or whether school is in session or not.

3. The sponsor for an extracurricular activity and/or principal may declare a student ineligible whose conduct is contrary to, and/or in violation of, the established rules and regulations as set out herein. All students participating in extracurricular activities shall receive a copy of these rules and regulations. The enforcement of the Good Conduct Policy begins upon the completion of 8th grade. It is in effect for all students.

4. The following violations will result in a student being suspended from the activities in which they are participating. Violations carry over throughout your high school career.

a. Consumption of, use of, or possession of alcoholic beverages, tobacco, nicotine products, marijuana, drug paraphernalia, or illegal drugs. Furthermore, any student who is under the influence of alcohol or drugs, or alcohol is detected on his/her breath and/or clothing, will be subject to disciplinary action. Students should avoid situations where alcohol is present.

b. Damage, destruction or theft of school property and/or personal property.

c. Physical abuse of a person at school or school activity, coming to or going from school or a school activity.

d. Possession of, handling, or transmission of weapons or dangerous instruments or any objects that could be considered a dangerous weapon.

e. Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s).

f. Removal as a spectator from an extracurricular event because of inappropriate behavior.

h. Exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination talking back and /or refusing to cooperate with staff or authorities), serious hazing or harassment of others. NOTE: This could include group conduct!

## **Penalties for Code Violations**

### **First Offense**

First time violations will result in the student being suspended for one-third ( $\frac{1}{3}$ ) of the events of that season (number of events divided by three (3)). If more than one activity is involved, all events will be counted and divided by three (3). If more than two-thirds ( $\frac{2}{3}$ ) of the season has elapsed, the penalty will carry over into the next season in which the student participates.

A student who does not participate or has not yet participated in extracurricular activities will be ineligible for one-third ( $\frac{1}{3}$ ) of the next season activity should he/she decide to participate.



The administration will notify the student and his/her parents/guardians in writing as to his/her period of ineligibility. Any student who violates the conditions of the first offense penalty will be subject to the conditions of the second offense penalty.

### **Second Offense**

Same guidelines as the first offense, with the exception that the student will be suspended for (2/3) of the events of that season.

### **Third Offense (and every succeeding violation)**

Twelve (12) month suspension from participation in all extracurricular activities, beginning on the day that the suspension is finalized.

Students must complete the season that the code of conduct suspension is served, in order for the suspension to be considered served. Also, if a code of conduct suspension is not served within 1 calendar year, a student may have the suspension waived upon the completion of 20 hours of documented community service.

The sponsor of an extracurricular activity may establish and make known rules of conduct and regulations in addition to those above for the students participating in the activity. Those rules of conduct shall be approved by the Principal or designee, shall be in writing, and shall be given to each student in the particular activity prior to their membership in or involvement with the activity. If necessary, additional rules of conduct may be made during the school year.

The decision of the building Principal may be appealed to the Superintendent. The appeal to the Superintendent shall be in writing and delivered to the Superintendent or his/her secretary within five (5) school days of receipt of the Principal's decision.

The decision of the Superintendent may be appealed to the Board of Education. This appeal shall be in writing and filed with the Board Secretary within seven (7) days of receipt of the decision from the Superintendent.

**Any student who is declared ineligible under a prior school district's Good Conduct Rule, and has not completed the full period of ineligibility at that school, and then transfers to Lisbon High School, will not be eligible for interscholastic competition at Lisbon High School until the full period of ineligibility has been completed.** Once the time period of ineligibility has been completed, the student is then immediately eligible for interscholastic competition at Lisbon High School.

## **Senior Year Completion**

Senior students are expected to meet the same standards for behavior and conduct set forth in this document until completion of the graduation ceremony. It is possible that several school activities such as a senior trip may fall in-between the last day of class for seniors and the date of commencement exercises. Activities and behaviors in violation of the Good Conduct Rule that occur prior to graduation exercises will subject a student to potential removal from participation in the commencement ceremony.

## Class Load Requirements

All full time students must be enrolled in at least seven (7) one-credit courses. For some students, this may include online, alternative education, dual enrollment or PSEO courses.

## Drop-Add Classes:

Students are encouraged to plan their schedules at registration. **Classes may be dropped within the first five (5) days of classes meeting. Dropping a class after the first five (5) days may result in a grade of "F".** Students are to be aware of the minimum amount of classes needed to participate in extracurricular activities. This may be extended if grades come out late.

## Graduation Requirements

A complete list of requirements is available from the School Counselor.

The number of credits required for graduation is  
52 for the class of 2017 and beyond

Students must have these credits including four (4) credits of physical education (one per year). Of the required credits, six (6) must be math, six (6) must be science, eight (8) must be English, and six (6) must be Social Studies. All students must pass American History, Government, Economics, Computer Technology, Career Exploration and Health

Students need to have accumulated the following number of credits each year to be considered on pace to graduate on time. Failure to maintain adequate progress toward graduation may result in student not advancing to the next class - in effect, becoming a member of the class behind them.

Freshman = 0      Sophomore = 13      Junior = 26      Senior = 39

## Graduation Deadline

Students must have all make-up and incomplete work turned in prior to 4:00pm on the Thursday before Graduation in order to walk in the graduation ceremony. A student will still be able to complete coursework after this time to earn a diploma, but will not be eligible to participate in commencement exercises. Only medical or family circumstances will be considered in modifying this expectation for an individual student, and any modification may only be approved by school and district administration.

## Early Graduation

Generally, students will be required to complete the necessary coursework and graduate from high school at the end of grade twelve. Students may graduate prior to this time if they meet the minimum graduation requirements stated in board policy. In such cases, the students must have the approval of the board and a recommendation from the superintendent and the high school principal. **The deadline for early graduation application will be September 30<sup>th</sup> of the year of the early graduation.** The 7-credit per semester rule will be waived for a student who will graduate early at the end of the term in question. This rule will only be in effect for the 1st semester of the Senior year or earlier. 2nd Semester Seniors will be expected to carry 7 credits.

A student who graduates early will no longer be considered a student and will become an alumnus of the school district. This means the student cannot attend school dances such as Prom. However, the student

who graduates early may participate in commencement exercises and will be included in the class composite the year of their early graduation. Students must be current in all obligations to the school to take part in the graduation ceremonies. This includes disciplinary obligations. It is possible that students who are serving discipline at the time of the graduation ceremony or other senior activities will not be allowed to participate.

### **Outside Courses**

1. All requests to take classes outside of Lisbon must be approved by both the guidance counselor and principal if the student desires to receive credit. The request must be approved prior to enrollment (written permission). A maximum of four (4) Iowa Learning Online or other correspondence courses may be taken outside of the regular program offerings unless special permission is granted. There is no limit to the number of Post-Secondary Enrollment Option (PSEO) courses a student may take. Courses taken from outside institutions to make up for courses failed at Lisbon are considered "credit recovery." These courses may be taken during the school year or during the summer.

2. Required courses for graduation must first be taken at Lisbon High School. Students who have failed required courses may make-up credits in a comparable course at another institution.

3. Elective classes may be taken for credit at other institutions only if the class is not offered at Lisbon High School or an extreme conflict exists.

4. Classes taken at other institutions in cooperation with the Lisbon High School are not covered by these guidelines.

5. The Post Secondary Enrollment Options Act was enacted in 1987 to promote vigorous academic pursuits and provide a wider variety of options to high school students by enabling 11th and 12th grade students to enroll part time in nonsectarian courses in eligible postsecondary institutions of higher learning in Iowa. When a student takes a PSEO course, the school is charged \$250.00. This amount must be reimbursed by the student (or the student's parents) if the student fails or drops the class. Interested students should see the high school guidance counselor for details.

### **Counseling and Guidance**

1. The Counselor, along with the Principal, will schedule classes and review any course changes. The counselor will schedule and hold an annual conference with each student to review the following aspects of the student's educational program:

1. Student progress toward graduation
2. Student 4 year plan
3. Standardized test results and implications
4. Post-Graduation plans

2. The Counselor will be available for student conferences and will be in charge of all testing and evaluation of tests. The Counselor will assist in applying for college entrance, in making scholarship applications and career planning.

3. The Counselor will schedule conferences with high school students. However, any student may request a conference with the Counselor. Students must have passes ahead of time in order to go to the Counselor.

4. The Counselor will set up a 4-year course of study with each student. These will be reviewed at registration. They may also be reviewed at any time as requested by the student/parent.
5. All members of the high school faculty are also available to all members of the student body for guidance and counseling. Feel free to consult them at any time.
6. The counselor may implement interventions for students with learning or behavioral difficulties.

### **Dress Codes**

To protect the health and welfare of the individual student, and to prevent disruption of the educational process, it is obvious that some minimal guidelines should be set. When dressing for school students should keep in mind the need to respect themselves, those around them, the school, and the community. Appropriate standards include but are not limited to:

1. Students need to have appropriate school attire including (but not limited to):
  - covering of their navels
  - no spaghetti straps are allowed
  - no cleavage or undergarments should be visible
  - no "short shorts"
2. Clothing should be neat, clean and in good taste; Clothing or other apparel promoting products which are illegal for use by minors such as alcohol, tobacco, or drugs, or clothing displaying obscene material, profanity, or references to subversion are not appropriate. Clothing displaying sexual innuendo is not appropriate.
3. Personal cleanliness is expected;
4. Students who dress to attract attention will be sent home to change.
5. Hats, caps, bandannas, or other head coverings are not to be worn in the building during the school day 8:15 a.m.- 3:20 p.m.

### **Lisbon Cell Phone Policy**

The only acceptable time and place for cell phone usage during school hours is before school, passing periods, lunch in the cafeteria, and after school. During the rest of the school day cell phones should be turned off and stored out of sight. Teacher discretion will be used for cell phone usage in individual classroom activities.

Penalties for violation of the Lisbon Cell Phone/Portable Communication Device policy will be dealt with according to the following guidelines:

- 1st Offense: Phone is confiscated and sent to the office, student may pick up at the end of the school day and student will be assigned a detention
- 2nd Offense: Phone is confiscated and sent to the office. Parent is notified and parent must pick cell phone up from the office. Student will be assigned detention

3rd Offense: Phone is confiscated and sent to the office. Parent is notified. Student will be assigned Saturday School.

If a student accumulates more than 3 offenses in a school year, the 3rd offense penalty will apply and possible further consequences will be added. Violations accumulate on a school year basis, they do NOT reset at the quarter or semester.

### **Emergency**

In case of an emergency, such as a fire or tornado, teachers will implement the appropriate crisis response plan. All teachers should go over the plan and evacuation locations for their classroom with each class at the beginning of each school year. In case of an alarm during passing time or lunch, students should report to the appropriate location for their homeroom teacher.

### **Injuries**

Please report all serious injuries incurred during the school day to the Office. If an injury happens during any activity, report it to the sponsor of that activity.

### **Grades**

1. Progress Reports -- These will be sent out four (4) times yearly, at mid-quarter.

2. Grade Point Average (GPA) will be determined as follows:

A. A 12-point system will be used in figuring grade point averages:

A=4.00	B+=3.33	B-=2.67	C=2.00	D+=1.33	D-=.67
A-=3.67	B=3.00	C+=2.33	C-=1.67	D=1.00	F=0.00

B. Early Bird Physical Education will count as 1/2 credit per semester.

C. All bills, fines, or other student obligations for all departments of the school must be paid in full before grades are placed on permanent records

3. Incompletes -- All incompletes must be made up within two (2) weeks unless the student makes a special request and the principal grants permission.

### **Honor Roll**

An Honor Roll will be determined and published at the close of each quarter.

No quarter rounding of grades will occur.

3.00 to 3.66 = Honor Roll

3.67 to 4.00 = Special Honors

4.00 = All A's

### **Academic Letters and Gold Cord Recognition**

Academic Letter: Students who achieve a 3.50 or higher grade point average for each semester (3.5 minimum, not average) during a given school year are eligible for an academic letter. To be eligible for the Academic Letter, the semesters must be completed at Lisbon High School and a minimum of 6 credits must be taken during each semester.

Gold Cord: Seniors possessing a cumulative GPA of 3.50 or better at the time of graduation will be awarded gold tassels to wear during commencement exercises as recognition of their achievement.

### **Academic Eligibility:**

#### **State Athletic Association Policy (Applied each SEMESTER, based on SEMESTER grades)**

If a student is not passing all at the end of a final grading period, student is ineligible for first period of 30 consecutive calendar days in the interscholastic athletic event in which the student is a contestant. There is no requirement that the student competed in the sport previously. Students in baseball or softball have the same penalty as all other students.

Guidance on this rule can be found here:

[http://www.iahsaa.org/resource\\_center/Eligibility\\_Forms\\_Information/36%2015%282%29%20Guidance%20updated%20June%202013.pdf](http://www.iahsaa.org/resource_center/Eligibility_Forms_Information/36%2015%282%29%20Guidance%20updated%20June%202013.pdf)

#### **State Music Association Policy**

Applied at the end of each semester, based on semester grade

<http://ihsma.org/document/AcademicEligibilityandFAQ.pdf>

This policy differs slightly from the athletic policy in terms of the length of the period of ineligibility.

#### **State Speech Association Policy**

This rule is very similar to the music association policy.

#### **Lisbon High School Policies:**

Students must complete the season that the period of ineligibility is served, in order for the ineligibility to be considered served.

**Students who are failing a class when grades are submitted at Mid-Term and Quarter, will be ineligible for competition and performances for one week.** This week will begin the Monday following the day grades are submitted. Students will become eligible again the following Monday.

### **Open Campus**

Seniors who have met eligibility requirements may take advantage of open campus privileges. Open campus means that eligible seniors may choose to leave school grounds during study hall periods. **This privilege does include lunchtime and homeroom provided that the student is eligible and does not lose the privilege due to academic performance or tardies. No student will be eligible for open campus unless a parental permission form and liability waiver has been signed by the student's parent/guardian.**

#### **Eligibility:**

In order to be eligible for open campus, seniors must meet and maintain the following requirements:

1. Students must be enrolled in a minimum of six (6), 1 credit classes or the equivalent.

2. Students must maintain a C (2.00) quarterly grade point average or higher.
3. Students must not be failing any courses.
4. Grades will be reviewed on the same schedule as weekly sandbox checks:
  - a. If a student has not met these criteria at the end of the week, they will lose their open campus privilege for the following week.
  - b. If, at the end of the following week, the student is meeting the criteria for open campus, they will regain their privilege. If they are not meeting the criteria, the privilege will remain revoked for the following week.

### **Loss of Open Campus**

Students who violate the school's attendance or behavioral policies will lose their open campus privileges according to the following guidelines;

1. If a student receives a detention for any reason, they will lose their open campus privilege for the day of their detention.
2. Suspensions or Saturday School will result in loss of open campus for the five school days following the student's return to classes.
3. Repeat violations of attendance or behavioral policies will result in loss of open campus for longer periods of time at the Principal or Dean's discretion.
4. If a student is falling behind in a course, teachers may ask the principal to suspend the open campus privilege for a period of time.

### **Open Campus Procedures**

1. Students must sign out at the high school office when leaving the building and sign back in when they return. Students must leave the building during passing time and return without being tardy for their next class.
2. When re-entering the building for their next class, students must remain in the high school office. They are not to be in the hallways, classrooms, or near their lockers. The reason for this is to reduce noise and distraction to classes.
3. If a student decides to remain in school on a certain day they must report to the high school office. They will be given a pass to go to study hall.
4. Seniors who have open campus may NOT allow students who do not have open campus to leave with them.
5. Violations of any of these procedures will result in the loss of the privilege and assignment to study hall.

### **Lost/Damaged Textbooks**

To aid the teacher in issuing fines and monitoring textbook conditions, the following guidelines are to be used:

- 1) at the beginning of each year evaluate and mark each book in ink one of the following: new/like new (shows little wear), good (shows wear), poor (nearly unserviceable);
- 2) inspect books two weeks prior to the end of the year and issue fines for the following reasons: marks not erased, lost books, structurally abused books

#### **Fines:**

Lost, Abused or Vandalized TEXTBOOK

*New/Like New - \$90.00*

*Good - \$75.00*

*Poor - \$30.00*

Lost, Abused or Vandalized PAPERBACK Book

*New/Like New - \$20.00*

*Good - \$10.00*

*Poor - \$5.00*

### **Library Regulations**

1. All materials must be checked out before they leave the library.
2. Teachers may reserve books for their own classes and arrangements for their use will be decided by the librarian and teacher.
3. Reserve and reference books if needed for a particular class, may be checked out for that period. Your teacher will notify the librarian of this situation.
4. All reserve materials are on an overnight basis. They must be returned before the first hour of the following day.
5. Vertical file, periodical, and AV materials will be treated as reserve materials.
6. Students will be expected to pay for all lost materials.
7. The library is a place to work and a place to relax and read.

### **Lockers**

1. A locker in the halls of the high school building, for keeping school supplies and materials, will be assigned to each student. Combination locks to secure them are available from the office or students may provide their own locks. It is strongly recommended to have locks on lockers at all times. The school will not be held liable for lost or stolen property. Students are strongly discouraged from bringing valuable items into the school.
2. Each student will be assigned lockers in the dressing rooms for physical education clothes. Combination locks for these lockers will be furnished. Loss of this lock will cost the student the price of a new one.
3. Varsity athletes will be assigned lockers first. The coaches will make these assignments.
4. The school cannot assume responsibility for contents of lockers. Do not leave money or other valuables in lockers. Report all thefts to the High School Office.
5. **School administrators possess the authority to conduct a reasonable inspection of student's lockers periodically. Lockers, desks, and other school facilities/areas are owned by the school**



**district and are provided as a courtesy to the students.** In order to maintain a safe and healthy school environment, periodic inspections may be conducted without notice. When appropriate, these inspections may include use of local police and drug dogs.

6. At no time will cell phone, computer, or other recording devices be permitted to be on inside locker rooms per the Acceptable Use Policy.

### **Security Cameras**

Lisbon CSD will utilize fixed security cameras to aid in safety and security of the building premises. Cameras will be located externally and internally in public areas of the building. Only school administration and law enforcement will have clearance to review security footage.

### **Cafeteria**

All students are to report to the lunchroom and remain there until the lunch period ends. Students are not permitted to leave the building during their lunch period, except to go to the courtyard or other designated area as permitted by staff.

Lunch Room Regulations for All students:

1. Students are assigned four digit PIN numbers that will access their personal meal account.
2. Parents or students put lunch money in sealed envelopes that are deposited in a drop box in the cafeteria. Minimum deposit of \$10.00. Money may be deposited at anytime, but monies will be deposited once a day into the appropriate account. Parents may also deposit money electronically through the online payment system.
3. When students go through the lunch line, they identify by pin number the account to charge the meal. Students will be notified when their account is low and needs more money.
4. Students desiring extra milk with their meal or with a sack lunch must purchase extra milk.
5. Students may not "borrow" from other students.
6. Pop is not allowed in the lunchroom during lunch by federal regulations.
7. Students on free and reduced-price meals are allowed only one breakfast and lunch per day. If they desire an additional meal, they must purchase this from the cashier. Students on free and reduced-priced lunches may not lend them to another student.
8. Students who bring sack lunches may eat in the lunchroom and purchase a milk ticket if they so desire. Parents may bring meals to their children only, if they so desire. Birthday treats should normally be handled at a time other than lunchtime. Exceptions to this rule must have prior approval of the respective Principal.
9. Before school, breakfast is served in the cafeteria from 8:00 A.M. until 8:15 A.M. Students use the same PIN number that they use for lunch. Each student is expected to clean up his or her own area and leave the room as they find it.

10. On days when there is a late start, NO breakfast will be served.

### **Passes**

1. Hall Pass -- Whenever a student leaves a regularly scheduled class he/she must have a pass from the teacher.

2. Counselor's Pass -- These passes must be picked up in advance (prior to school starting) or the counselor may issue you a pass to be used during an appropriate time. The counselor may deliver these passes to the study hall. No one will be allowed to go to the Counselor's Office without first obtaining an appointment.

### **Study Hall Expectations**

1. All students are quiet
2. All students are working on something class related or free reading if done with all coursework
3. All students working within the study hall room – not in hallways
4. No students allowed to sleep
5. Students may be assigned seats at the monitor's discretion
6. All students working individually unless special permission granted
7. Group work is a privilege granted for short periods of time if:
  - a. There is a demonstrated need to work together
  - b. Groups remain on task
  - c. Group does not interfere with others (separate them into a separate part of the room or separate table)
  - d. If any of these rules are violated the privilege is withdrawn
8. Students MAY be allowed to talk at the discretion of the monitor
9. Students will be expected to keep area clean – monitor should check tables and room at the end of each period for cleanliness
10. Only one boy and one girl will be permitted to leave study hall at time. They are only permitted to access to their locker, the restroom, or the Office.
11. Students desiring to see an instructor must have a pass prior to the beginning of the study hall period. Study hall teachers must not give the student permission to seek a pass from a teacher.

### **Student Council**

The Student Council is a representative body and facilitated by the Student Council Sponsor

It is the responsibility of the Council to:

1. Promote understanding between the students and the faculty and administration.
2. Provide an opportunity for the expression of student opinion.
3. Encourage citizenship and leadership.
4. Promote and encourage school spirit.
5. Provide a high standard of student conduct.
6. Help coordinate student activities, including homeroom activities.
7. Develop an understanding among all students as to their own role within the high school.
8. Develop a democratic system within the school.

## **Notice to Parents and Students on Student Records**

The Lisbon School District maintains cumulative records on each student as an aid in the instruction, guidance and educational development of the student. The records contain information about the student's education, including identification data, attendance data, record of achievement, family background data, aptitude tests, education and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings and observation and external agency reports. Records of each student are located in the High School Office.

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest are allowed to access a student's records without the parent's permission. Parents may access, request amendments to, and copy their child's record during regular office hours.

Student directory information is released without parental permission unless the parent asks the school district not to release it. Parents must notify the school district at the beginning of the school year if they do not want the school district to release directory information. Directory information includes name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, degrees and awards received, most recent educational institution attended, year in school, dates of attendance, photographs or visual images, and heights and weights of athletes. The branches of the U.S. military have access to directory information unless a family chooses to be removed from the list. Contact the high school secretary if you elect to be removed from the list.

Any other access to student records shall be only upon the parent's (or majority age student's) written consent, or upon court order or legally issued subpoena.

Please be advised that your child's school record or file shall be destroyed within one year following the student's 22nd birthday, or the third anniversary of the student's discontinuance of school enrollment, whichever occurs later. Records of students enrolled in a special education program, or records of students who have been referred for testing by Grant Wood AEA are also on file at Grant Wood AEA. These Grant Wood AEA folders will be destroyed, using the same guidelines mentioned above. A permanent record of the student's name, address, phone number, and school related information may be maintained without time limitation.

## **Open Enrollment**

Parents/guardians considering the use of the open enrollment option to enroll their child in another public school district in the state of Iowa should be aware of the following date:

March 1, 2020 - Last date for regular open enrollment requests for the 2019-20 school year.

Parents/guardians of open enrolled students whose income falls below 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend.

Parents should be aware that open enrollment might result in the loss of athletic eligibility.

For further information and details, contact the high school or district office.

### **Student Parking**

Students are permitted to park their cars only in the north parking lot of the school. The first row is staff parking only. Students are to park their cars in an orderly (perpendicular) fashion. Students are not to loiter, be in their vehicles, nor leave school grounds in their vehicle during the school day without permission from the principal. Vehicles parked in an unapproved manner may be asked to move or towed at the owner's expense. Repeated parking lot violations will result in loss of parking privileges.

### **Student Publications**

A faculty advisor supervises student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. No student shall express, publish, or distribute in an official school district publication material which is: obscene; libelous; slanderous; or encourages students to: commit unlawful acts; violate school district policies, rules or regulations; cause the material and substantial disruption of the orderly and efficient operation of the school or school activity; disrupt or interfere with the educational program, interrupt the maintenance of a disciplined atmosphere; or infringe on the rights of others.

Students who believe they have been unreasonably restricted in their exercise of expression in as official student publication should contact the High School Principal.

### **Transportation Rules**

1. A note is required of parents if students plan to ride on buses on which they have not been permanently assigned.
2. Bus Regulations. Good pupil conduct contributes to safety. It helps to avoid accidents that may result from the distraction of the driver. It also reduces the number of accidents in which pupils injure themselves or others. The following outline represents the standards and procedures relative to pupil conduct while riding school buses. Violations of these standards will be reported to the school Principal. Chronic offenders will be reported to parents and may have their riding privileges suspended.
3. Receiving and Discharging Pupils: All pupils shall be received and discharged from the right entrance of every school bus and if said pupils must cross the highway, they shall be required to pass in front of the bus, look both directions, and proceed to cross the highway only on signal from the driver.
4. Boarding the Bus.
  - A. Pupils are not permitted to move toward the bus at the school loading zone until the buses have been brought to a complete stop.
  - B. Pupils should not push prior to loading at the bus stop.
  - C. Pupils must board the bus single file.
  - D. Pupils are required to go directly to their seats and not block the aisle.

E. Pupils boarding the bus must follow the driver's instructions as to seating arrangements.

5. Conduct While Riding the Bus To and From School.

A. The bus pupils are permitted to converse quietly with persons sitting near them.

B. Pupils are not permitted to change seats or annoy other riders during the ride to and from school.

C. Pupils should face forward while riding.

D. Singing, whistling, yelling, and loud noises are not permitted on the bus.

E. Pupils will not eat on the bus.

F. Pupils must under no circumstances put their head or arms out of the windows.

G. Musical instruments or large parcels should be left with the driver if he/she so requests.

H. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for the offender.

I. Do not throw anything out of the bus window. Baskets are provided.

J. Absolute Quiet must be maintained when approaching a railroad stop.

K. In case of a road emergency, children are to remain in the bus.

6. Students are required to ride the shuttle bus to Mt. Vernon classes unless other arrangements have been made with the principal.

Your cooperation is appreciated. If you have any questions about transportation, call the Superintendent's Office at 455-2075.

### **Office Supplies**

The Office will not issue supplies to students to use for class projects, their own personal use, or to be given to teachers. Teachers desiring supplies may obtain them from the office using a supply registration form.

The copying machines and office equipment are for Office staff, faculty, and student office assistant use only. The Office workroom is off-limits to all other students.

### **Human Growth and Development**

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction.

## Visitors

Visitations and Visitor Passes must be prearranged with the teachers and Administration. All visitors must stop at the Superintendent's Office upon arrival at the school. The only visitors that will be allowed to eat lunch with students are immediate family members. Any exceptions to this can only be made with the building principal PRIOR to the visit.

## Child Abuse

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated Julie Light at 455-3500 x236 as its Level 1 investigator. Mrs. Light may be contacted directly.

## Required Health Documents

**7<sup>th</sup> grade students: Parents must ensure their students received:**

- Tdap vaccination booster **AND**
- Meningococcal vaccination
- Students must have both of these before starting their 7th-grade year
- Students with medical or religious exemptions are exempt

**9<sup>th</sup> grade students: Parents must provide the following**

- Dental Screening form completed by your Dentist. (can't be Family Dr.)  
Form -

<https://idph.iowa.gov/Portals/1/userfiles/163/Certificate%20of%20Dental%20Screening%208-17-16.pdf>

**12<sup>th</sup> grade students: Parents must ensure their students receive:**

- Their 2<sup>nd</sup> dose of Meningococcal vaccination; or 1 dose if the first dose was received at 16 years old or older. This must be done before entering their Senior year.
- Students with medical or religious exemptions are exempt.

If you have any questions, please contact Nurse Julie at 455-2659, ext. 126 or [jligh@lisbon.k12.ia.us](mailto:jligh@lisbon.k12.ia.us)

## SNACK AND FOOD POLICY

Food allergies are becoming more common amongst our student population and some allergies can be severe, if not fatal. In fact, the CDC reports that 1 in every 13 students have food allergies. Peanuts and tree nuts are examples of allergens that can be life threatening for certain individuals, and some people suffer a reaction by merely touching a nut-containing food or table. We want to ensure that all students can safely participate in classroom activities and enjoy classroom treats. We have other students who have life threatening allergies to milk, eggs, rice and other foods as well.

In order to provide a safe environment for all individuals, Lisbon Community Schools has guidelines for snacks and treats that are allowed in all classrooms at school.

The following safety guidelines are:

- Foods containing peanuts, peanut butter, nuts, Nutella, or any tree nut (walnut, almond, etc.), or any food processed in a facility that also manufactures nuts, or tree nuts, will not be allowed in any classroom at Lisbon.
- It is still acceptable to send peanuts, peanut butter, nuts, Nutella or any tree nut for lunch, which will be eaten **only** in the cafeteria.
- **Only pre-packaged, store bought snacks and treats are allowed for snacks in the classroom.** Therefore, NO homemade items should be sent to school for a classroom treat or snack. Classroom treats and snacks must be pre-packaged and sealed in the original packaging so that we can read the product label and ensure that it does not contain nuts or tree nuts, AND wasn't made in a facility that also processes peanuts/tree nuts. If it does not meet this requirement, the snack or treat will be sent home.
- We are including an acceptable list of food/snack items that will be allowed in the classrooms. This list is also available on the Lisbon Schools website at [lisbon.k12.ia.us](http://lisbon.k12.ia.us)
- Always check labels on food as processing procedures change where the item may be manufactured in a facility that also processes nuts.
- Non-food items such as pencils, small toys, erasers or other items would also be a great classroom treat for special occasions.
- There are classrooms that have additional limitations to certain foods due to a student with additional allergies, and the teacher will notify you of this.

If you have any questions, please call School Nurse Julie Light at 455-2659, ext. 126.

### **Annual Hearing Screening**

Routine hearing testing will be given to students that have a known history of ear problems or if a student is new to Lisbon. Parents who do not want their child's hearing tested must indicate that to the school in writing.

### **Medication Policy**

School district Policy states: "Medication will not be administered without written authorization from the parent and the medication must be contained in the original bottle or container which is labeled by the pharmacy or the manufacturer with the name of the child, name of the medication, the time of day which it is to be given, the dosage and duration. Written authorization and instruction shall be provided by the parent or legal guardian."

No prescription medications will be given to students by school personnel without written instructions from the doctor indicating what the medication is, how much is to be given, the dosage of each given amount, the length of time to be on the medication and any special instructions. All medications are to be supplied to the school in the original container, properly labeled, and will be administered only by certified school personnel.

Nonprescription medicine may be sent to school and administered to students if accompanied by a medication permission form or a note from parents, clearly stating dosage, time for administering medication, and the type of medication.

### **Non-Discrimination Policy**

The Lisbon Community School District provides equal education and employment opportunities and will not illegally discriminate on the basis of race, creed, color, religion, gender, age, national origin, marital status, sexual orientation, disability, gender identity or socioeconomic status. LCSD shall take affirmative action in recruitment of women and men, minorities and the disabled.

Inquiries regarding compliance with equal educational or employment opportunities and/or affirmative action shall be directed to Mr. Roger Teeling, Equity Coordinator, Lisbon School District, 235 W. School St., Lisbon, IA 52253.

### **Homeless Education**

The Lisbon School District will comply with the McKinney-Vento Homeless Education Assistance Act. According to this act, a student may be defined as homeless if the live in any of the following situations:

- In a shelter, motel, vehicle, or campground
- On the street
- In an abandoned building, trailer, or other inadequate accommodations, or
- Doubled up with friends or relatives because you cannot find or afford housing

If any of these situations apply, or for more information, please contact the district's liaison for homeless education, Megan Dietsch, at 455-2659.