



# STUDENT HANDBOOK

*2017-2018 School Year*



Inspire Learning. **Unlock Potential. Empower Achievement.**

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Reviewed/Revised 8/1/2017

## MISSION AND OBJECTIVES

### **District Mission Statement**

Inspire Learning. Unlock Potential. Empower Achievement.

### **Educational Goals**

As responsible, lifelong learners, it is essential Linn-Mar students be:

**Users of Core Skills and Knowledge**-who are competent in computation, mathematical reasoning, and use of multiple technologies; who can use cultural, artistic, historical, and scientific concepts to explain, assess, and anticipate change; who learn new skills and knowledge, as needed.

**Thinkers**-who independently access information and resources; who create and critically investigate multiple options; who make decisions that effectively solve a variety of problems.

**Self-Directed Learners**-who are aware of their strengths, needs, interests, and wants, who can set achievable goals, monitor and evaluate their progress; who are resourceful in responding to change.

**Responsible Citizens**-who recognize the relationships between self and others; who accept responsibility for their actions; who actively participate in improving themselves, their family, and local and global communities.

**Effective Communicators**-who listen, speak, write, read, and respond clearly to a variety of audiences and purposes.

**Collaborative Workers**-who use their interpersonal skills to develop constructive relationships with diverse individuals and groups.

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## GENERAL INFORMATION

### Academic Assistance Program

The Linn-Mar High School Academic Assistance Program provides academic support, tutoring, credit completion, credit recovery, and the COMPASS alternative program. An Academic Assistance Counselor (Todd Goodell, 447-3073) coordinates the following program:

- **Tutoring:** Both student and adult volunteer tutors are available for specific subject area support. Tutoring times are arranged during school hours in The Learning Center. Contact the 9th-10th Grades or 11th-12th Grades Offices for information.
- **Academic Assistance Center:** Linn-Mar has operated an Academic Assistance Center during the afternoon one day per week. The purpose is to provide academic support in a safe and instructional environment. This support is coordinated by the 9th/10th Grade Team and the **Academic Intervention Teacher (Becky Cortez)**. Contact Greg Hall, counselor (447-3074) or **Becky Cortez, academic intervention teacher (447-3426)** for information.
- **Credit Completion:** Students receiving failing grades may work with the Academic Assistance Counselor in an effort to complete coursework at a level satisfactory to award academic credit. Determination for this is a joint decision by the teacher, administrator, and Academic Assistance Counselor.
- **Credit Recovery:** The Academic Assistance Counselor helps to coordinate planning for students no longer on pace to graduate with their class.
- **COMPASS Alternative Program:** (located at the LRC, 2999 N. 10th St., Marion). Linn-Mar High School offers an alternative program known as the COMPASS program (**Steve Goodall, Associate Principal**). Students successfully completing the COMPASS program receive a Linn-Mar High School diploma. Approved students may take selected courses or be involved in the program full-time. Contact the Academic Assistance Counselor for information regarding the COMPASS program.

### Announcements

Daily announcements are made to students via LMTV broadcast at the beginning of 1st and 2nd Block. The webcast and written announcements are posted on the school website daily. It is important for all students and parents to monitor the daily announcements regarding changes in schedules, deadlines, and other important school information.

### Attendance

Research supports the close association of success in school and good attendance. Linn-Mar High School believes that good attendance and promptness are important for success beyond high school, and that developing these patterns is an important step in the lifelong learning process.

Parents and guardians should contact the 9th/10th Grades (447-3050) or 11th/12th Grades (447-3046) Offices by phone to notify the school regarding an impending absence. If this is not done, the school will make every effort to contact the parent/guardian at home or work to verify the absence. See the "Linn-Mar High School Attendance Policy".

### Behavior Expectations

A safe, secure, disruption-free academic environment is essential to ensure a quality education for all students. All of Linn-Mar High School's rules and behavior expectations are reviewed annually by staff, students, parents, administration, and Board of Education with the goal of maximizing the quality of the academic environment.

Linn-Mar High School uses a system of progressive discipline, beginning with the teaching of behavior expectations and ending with progressively more severe consequences when those expectations are not met. Linn-Mar High School publishes a Board of Education reviewed "Code of Conduct", which is included in the "Student Handbook" and reviewed with students during the first week of school. See the Linn-Mar High School "Code of Conduct".

### Bus Service

Any question regarding bus service should be directed to the Linn-Mar Transportation Department (447-3030). As a general rule, high school students **must live at least three (3) miles** from school to be eligible for bus service. Any eligible Junior or Senior wishing to ride the bus must complete a 'Bus Transportation Request'. The link for this form is on the district webpage.

### Canine Inspection

Linn-Mar High School, in cooperation with the Marion Police Department, conducts routine building and grounds (including parking lots) sniffs using the Marion PD canine units. These inspections are done during classtime, before school, or after school hours. If information is produced during an inspection that constitutes "reasonable suspicion", the administration will conduct a search within the guidelines of established district policy and Iowa statute. (Reference: Board Policy 502.4, 502.4R)



## ....GENERAL CONTINUE

### 'COMMONS' Areas

All 'Commons' areas are learning centers with a variety of seating, material, and technology options for student use. During school hours, the 'Commons' areas will be utilized by students with Time Release or with teacher permission. The environment will be maintained as an academic setting in all 'Commons' locations. LMHS has seven designated 'Commons' locations: West/Theater Commons, Upper Commons/Library, Study Commons at the Main Office, Commons at the Four Corners, Outdoor Commons, The Pride Rock Commons, and the South Commons.

### CORDS

The Commission on Recognizing Dedicated Service (CORDS) is a program that recognizes seniors at graduation who have volunteered a minimum of 160 hours to the Linn-Mar Community School District. See the display across from the Learning Center for further information.

### Curriculum

See "Linn-Mar High School Program of Studies". See also "Academics". See Linn-Mar High School web page, at [www.linnmar.k12.ia.us](http://www.linnmar.k12.ia.us).

### Daily Schedule

Linn-Mar High School operates a modified 4x4-block schedule. This schedule is built around eight traditional periods (45 minutes) for math, music, foreign language, and **Lifetime Fitness** while all other courses meet in four blocks which meet daily for 95 minutes.

The original block schedule was adopted by the Board of Education in February of 1999, and was adjusted to meet state time requirements in 2012. The modified block schedule is intended to provide students with expanded opportunities, allow teachers to **better** teach to the various learning styles of individual students, and to further enhance the learning environment at Linn-Mar High School.

- Early Session (8:00 a.m.-8:25 a.m.) During this scheduled time period teachers are available to meet with students on a drop-in or arranged basis. Opportunities to review, ask questions, complete makeup work, and get more individual instruction occur during this time. Teachers may opt to begin Early Session at 7:45 a.m.
- An Early-Bird period (7:15 a.m.—8:00 a.m.) is also scheduled for Marching Band and specific sections of other courses as needed.
- An adjusted schedule has been established for **all** class sections taught at the LRC.

### Dance Expectations

- Student dress at a dance is a parent responsibility. The administration holds the right to address inappropriate clothing choices. All guidelines concerning student dress code within the Student Handbook apply.
- It is agreed that "grinding," as defined as — "a student dancing in front of another student with their body pressed into his/her crotch," is inappropriate and will not be tolerated at school dances. Grinding behaviors may include, but are not limited to, hands on hips, bending over, hands on floor, other inappropriate hand placement.
- It is agreed that there are dance behaviors that 'cross the line', including, but not limited to the following:
  - Hands on floor or knees while in front of another individual.
  - Bending over in front of another individual
  - Simulation of a sex act
  - Dresses being pulled up
  - Inappropriate hand placement
  - Inappropriate skin showing Midriff, backside, chest, etc.

Consequences for repeated inappropriate behaviors will result in the student being asked to leave the dance and may result in a ban from dances.

### Deliveries

Because of the number of potential requests, Linn-Mar High School will not accept deliveries of flowers or balloons for students. Local vendors will continue to be notified of this policy.

### Doors (Entry to Building)

**Entry into the building must take place in designated doors. During the school day, only doors #3 and #13 will be available for student, parent or visitor entry. At NO TIME are non-designated doors to be opened for entry into the building. Doors are never to be propped open for entry.**

## ...GENERAL INFORMATION

### **Dress Code** *(Reference: Board See Policy 502.9)*

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting.

Students are expected to wear clothing appropriate for a public high school which does not disrupt the school or educational environment. Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed.

While the primary responsibility for appearance lies with the students and their parents/legal guardians, appearance disruptive to the education program will not be allowed. When, in the judgment of the principal or designee, a student's appearance is inappropriate, disrupts the educational process or constitutes a threat to health/safety, the student may be required to make modifications.

Clothing should not show an inappropriate amount of bare skin. Shirts and shoes are to be worn while in the school building. Hats or any head coverings are allowed in the hallway only. Hats are not to be worn in any classroom, the Learning Center, Upper Commons/library, auditorium or any other instructional area during the school day. Coats should be kept in lockers during the school day. Gang "colors" or associated clothing are prohibited.

### **Emergency Contacts**

Emergency contacts, listed on the student emergency information, will be called in the event of critical-care concerns only. Students **may** be sent home, for school purposes only with consent of parent/guardian.

### **Evacuation**

In the event of emergency evacuation, high school students will be **evacuated** to the following locations: **The ESCO Building, 3450 3rd St.) or Indian Creek Country Club (2401 Indian Creek Road). In the event of a campus evacuation**, parents will be asked NOT to come to the high school campus or the evacuation locations to pick up students. **Students will be picked up at the reunification site at the Linn-Mar Transportation site (490 62nd St. Marion).**

### **Food/Drink**

Food, water, and other beverages allowed in the school building are not allowed in the Upper Commons/library, Auditorium, Little Theatre, or computer labs at any time. Food and water are allowed in the designated 'Commons' areas, Food Court and hallways. Staff members may also allow food and water in specified instructional areas/rooms. Failure to maintain the instructional areas/rooms may result in the revocation of food in rooms supervised by specific staff. **Caffeinated energy drinks or soft drinks are not to be brought into the building at any time during the school day.**

### **Good Standing**

Students must be in **good standing** with the Code of Conduct, Attendance Policy, and Good Conduct (Extra-Curricular) Activity Policy in order to participate in or attend school events, dances, graduation ceremonies, Prom or Homecoming, retain "Time Release" privileges, and other opportunities provided for students. Students who owe any time due to excessive tardiness or truancy, or who have outstanding fines, are not in "Good Standing" until all time obligations are fulfilled.

### **Guidance Services**

Linn-Mar High School has six **school** counselors, **three** student-assistance counselors, and an academic assistance counselor. Linn-Mar High School counselors work with students in five major service areas as follows: inventory service (test scores, grades, personal data), information service (occupational information, educational information, personal-social information), counseling (educational, vocational, personal-social), placement (career planning, post-secondary planning, part-time employment opportunities), and follow-up (continuing contact with former students).

Appointments with students are made during unscheduled time or Learning Center periods. Students or parents may also schedule appointments before school, after school, or on selected evenings.

The College and Career Center is located adjacent to the South Commons. Students and parents are welcome to browse the college catalogs, college directories, financial aid information, scholarship information, standardized testing information, and career materials at any time. College, technical school, and military representatives visit Linn-Mar High School on a regular basis. These visits are publicized in the daily announcements and take place in the College and Career Center.

Students are assigned to a designated counselor but are encouraged to see any counselor they wish. Grades 9-10 counselors **are** located in the 9th/10th Grades Office. Grades 11-12 counselors **are** located in the 11th/12th Grades Office. The assignments are as follows:

## ...GENERAL INFORMATION

### *(Guidance Continued...)*

Grades 9-10	A-G	Mr. Greg Hall	447-3074
Grades 9-10	H-N	Mr. Pete Martin	447-3072
Grades 9-10	O-Z	Mrs. Sheryl Cline	447-3175
Grades 11-12	A-G	Mr. David Kennedy	447-3104
Grades 11-12	H-N	Ms. Jennifer Thurston	447-3098
Grades 11-12	O-Z	Ms. Elizabeth Kreher	447-3072

Student Assistance 9-12 (including substance issues)	Mr. Kevin McCauley	447-3047
Student Assistance 9-12 (including family, mental, and social issues)	Mrs. Lisa Mooney	447-3129
Student Assistance 9-12 (including dropout prevention)	Mrs. Janessa Walters	892-4884
Student Academic Assistance 9-12	Mr. Todd Goodell	447-3073

### **Hallway Passes**

In order to promote a safe, secure and disruption-free environment, all teachers are discouraged from allowing students to go to their lockers or other locations in the building without written permission in the form of a pass. Signed hallway passes are required for all students who are in the halls during class time.

### **Harassment**

Linn-Mar enforces a no-tolerance policy related to harassment of any kind. All reports will be investigated. Students should contact, in confidence, any teacher, counselor, or administrator if they feel they are being harassed or know someone who is being harassed. Students may also contact district officials, Leisa Breitfelder, Executive Director of Student Services, at 447-3003, or Shannon Bisgard, Associate Superintendent, at 447-3028. *(Reference: Board Policy 104, 403.13) See "Policy Statements".*

### **Health Services**

Two school nurses are available to Linn-Mar High School students on a daily basis in the Health Office. Ill students will be sent home, with parent permission, via the Health Office. For questions, call the Health Office at 447-3080. *See Medication.*

### **Homeroms**

All students are assigned to a homeroom with a homeroom advisor. In 2017-18, meetings are scheduled once per quarter (August 24, November 2, January 25, April 5) for the purpose of conducting school business, such as course registration, discussing important school items, post-secondary planning, and standardized assessment prep. 9th grade students also focus on high school adjustment during homeroom. Attendance for all grade levels is mandatory. All 12th grade Homeroom sessions take place in the Auditorium.

### **ID Cards**

Students are required to carry ID cards at all times. IDs are required for Time Release, lunch, event attendance and learning resource check-out. Replacements can be purchased in the 9th/10th Grades Office or 11th/12th Grades Office.

### **Insurance**

All students who participate in school athletics or activities are strongly encouraged to carry health and accident insurance (see "Activities", "Insurance"). The school provides an optional insurance program for all students and invites all students to participate, on a voluntary basis, with costs to be paid by the student. *(Reference: Board Policy 504.9). See also "Activities".*

### **Internet Use**

*(Reference: Board Policy 603.12-R, 603.12-R2, 603.12-E1)*

The Internet is to be used as an educational tool for classroom purposes only. Students under 18 years of age must have parent/guardian authorization of independent Internet use. Inappropriate use of the Internet will result in cancellation of privileges. *See "Policy Statements".*

## ...GENERAL INFORMATION

### **Lockers** (Reference: Board Policy 502.13)

All 9th grade students are assigned a school locker for the purpose of storing school materials and personal items needed for school. 10th, 11th and 12th grade students may be assigned a locker upon request to the 9th-10 Grades Office or 11th-12th Grades Office. It is the responsibility of each student to keep the locker clean and undamaged. Expenses required to repair a locker are billed to the student who is assigned to the locker. Although school lockers are temporarily assigned to individual students, they remain the property of the school and are subject to regular, general inspections by school officials. Contraband items (see "Code of Conduct") discovered during such searches shall be confiscated by school officials and may be released to law enforcement officials (See "Student Searches").

### **Lunch and Breakfast Program**

School lunches and breakfast are served daily. School IDs with bar codes are used for payment purposes at all times. Money can be put into accounts at registration, each morning before 10:15 a.m. in the cafeteria, online on the school website, and at the Cashier's Office. Free and reduced lunch program applications are available in the high school Main Office or on-line at [www.linnmar.k12.ia.us](http://www.linnmar.k12.ia.us). Breakfast is served from 7:30 a.m. - 10:10 a.m. Snack items may be purchased throughout the day from 7:30 a.m.-2:00 p.m.

### **Majority Age**

(Reference: Board Policy 501.14)

Students who are eighteen years of age are given the opportunity to exercise responsibility for their attendance, school correspondence, and scholastic achievement. Completion of a parent consent form and approval by the administration are required. Parent consent forms are available in the 11th-12th Grades Office.

### **Make-up Work**

Students who are absent from school for any reason, are expected to make up all course work missed due to the absence. Students with *excused* absences are given two days per day missed to make up assignments, quizzes, tests, or other work. Students with anticipated absences (activities, other) are expected to have work done and take tests upon returning to class. Students with unexcused absences (including due to suspension), are expected to have all work completed upon returning to class. (See Attendance Policy).

### **Medication**

Students who must take prescribed medication at school need a physician's written authorization and parent/guardian approval, which must be kept on record in the high school Health Office. Parent permission forms are available, upon request, from the Main Office (447-3040) or the Health Office (447-3080). (Reference: policy 504.31 and 504.31E).

Non-prescription medications such as Advil, Tylenol, Midol, antihistamines, cough medicine, or any over-the counter medications provided by the parent/guardian, must be delivered directly to the Health Office. The student will be sent to the Health Office to receive these medications. Students are not to carry any medication without written administrative approval.

### **Messages**

Messages from parents are delivered to the classroom by student office runners as possible. Efforts will be made not to interrupt instruction and to find students during classes or Learning Center time. Students will be taken out of class for calls or messages on an emergency basis only. Messages from friends, employers, or others not listed as parents/guardians will not be delivered.

### **Mobile/Personal Electronic Devices**

All Mobile/Personal Electronic Devices, including phones and music systems, must be turned off and out of sight in classrooms or other instructional areas (The Learning Center, Auditorium, Little Theatre, Gym, Locker Rooms, Weight Room, etc.). Mobile device usage in the hallway and 'Commons' areas is permissible at all times. Mobile devices may be used in the classroom for instructional purposes at the discretion of the teacher/staff. Mobile devices may be temporarily confiscated for the remainder of a class period or school day at the discretion of a teacher, staff member, Student Dean, or Administrator for inappropriate use or disruption. **Unless given permission by an administrator or classroom teacher for class purposes, students are NOT to be capturing audio, video or photographs on school property or at school activities.**

### **Parent Advisory Council**

Linn-Mar High School will conduct meetings with a selected group of parents of students in grades 9-12, each semester. These meetings are designed to enhance communication between home and school. The agendas generally feature administrative reports, review of recent school functions, and a question/answer forum. In 2017-18, the Parent Advisory Council meeting dates will be **November 6** and **February 26**. Meetings will begin at **6:30** p.m. in the Presentation-Lecture Hall. Sign-up for Parent Advisory Council will begin in August.



## ...GENERAL INFORMATION

### **Parking**

Students wishing to park on campus must have a valid parking tag on display at all times. Parking tags will be chosen via lottery. A 'wait list' is kept so new tags can be issued as spaces become available. Students must have a valid school driving permit or driver license to be eligible to register a vehicle for a parking tag. Students are expected to park in designated areas, obey all parking rules and driving regulations. Violators are subject to the "Code of Conduct" and may lose parking privileges indefinitely.

### **Personal Possessions**

Linn-Mar High School does not assume responsibility for lost or stolen personal items or valuables. All students are encouraged to keep lockers locked at all times, NOT to bring valuable items to school, and NOT to carry large sums of money.

### **PowerSchool**

PowerSchool is the Linn-Mar student information system. Grade progress, priority standards progress, attendance, course registration, some announcements and teacher contact information are available at this site. Students and parents are encouraged to check PowerSchool on a regular basis. If you have questions regarding PowerSchool, please contact the 9th/10th Grades Office or 11th/12th Grades Office.

### **Signs, Flyers and Posters**

All signs, flyers, and posters must have administrative approval prior to being displayed on campus.

### **Social Media**

Texting, Facebook, Tweeting, or any other methods of social media may be used during non-scheduled time during the school day. Students engaging in social media during scheduled instructional time may lose such privileges during the school day. Students using social media inappropriately as deemed by the Principal or designee will be subject to the Code of Conduct. Determination of social media use in the Learning Center will be made on a student and period basis by Learning Center staff.

### **Student Support Services**

*(Reference: Board Policy 602.5)*

All children with a disability, from birth to 21 years of age, regardless of severity of their disability, who reside within the Linn-Mar Community School District and who require special education and related services shall, in cooperation with the Area Education Agency, be identified, evaluated, and provided a free and appropriate public education. This is in accordance with the Code of Iowa, The Education of Handicapped Children Act (P.L.94-142), applicable state/federal regulations, and the district's goal of providing full educational opportunities for all students.

### **Student Advisory Council**

The Linn-Mar High School Student Advisory Councils are comprised of volunteer members of the student body whose purpose is to meet with the high school principal and building administrative team to provide feedback and advise on various policy or procedural matters. Meetings take place three times during the school year at 7:30 a.m. The purpose of the Student Advisory Council is to represent the student body in keeping with the Linn-Mar High School commitment to shared decision making and continuous improvement. Student Advisory Council members may or may not be members of Student Council. Student Advisory Council is divided by grade level to encourage more participation and input. Applications are available in the Main Office at the start of the school year.

### **Student Assistance Program**

The mission of the Linn-Mar High School student assistance program is to provide a network of prevention, intervention, counseling and support for students trying to overcome conditions which interfere with their ability to achieve success in school.

The Student Assistance Team, which promotes positive choices and healthy lifestyles, includes the following programs:

- Student Assistance Counselors (Kevin McCauley, 447-3047, Janessa Walters, 892-4884, and Lisa Mooney, 447-3129) - The Student Assistance Counselors provides individual counseling regarding personal concerns, a safe place for substance use assessments, group counseling, and education about substance abuse, other life issues and assists students with family, personal/social and mental health issues as well as other life issues. All information received by the Student Assistance Counselors is held as confidential under federal law and is not included in student records.
- Student Support Groups-The following student support groups are provided for Linn-Mar High School students and accessed by contacting any SAT member: CODE (a group for children in disruptive home environments), SODA (a group for Students OK without Drugs or Alcohol), and TRY (Teens Reaching Youth, a high school organization which provides education on healthy lifestyles to younger students).

## ...GENERAL INFORMATION

- **Student Assistance Team**-Linn-Mar High School staff members who assist students in a confidential manner with counseling, information resources, counseling and referrals to appropriate helping people. SAT members also serve on the Traumatic Event Response Team. Team members for **2017-18** include: Corey Brinkmeyer, Barb Harms, Tracy Hopkins, Kyle Hoffman, Kathleen Kelley, Nancy Kleitsch, Lisa Loftin, Audrey Ollinger, Liz Sheka (**at Iowa BIG**), Jeanne Turner, Dee Wesbrook, Rebecca Youngkent, Kathy Ebeling, Jordan Printy, Sarah Mollman, Chelsi Snead, Lee Kibbie, Lisa Mooney, Janessa Walters, and Kevin McCauley.
- **Student Mentors**-Selected high school staff serve as mentors to identified students who could benefit from a positive role model. These staff members will have regular contact and provide support throughout the school year in all areas of the students' lives.
- **Reading Support**- Linn-Mar High School, via the Student Assistance Program, provides reading assistance for identified students in grades 9-12.

### **Student Council**

The purpose of the Linn-Mar High School Student Council is to provide an avenue for student involvement to enhance the social function of the school, and to lead efforts to serve Linn-Mar High School and the community.

Student elections are held each spring. Seven at-large representatives are elected from each grade. Unsuccessful candidates may become pledge members of Student Council. Information about becoming a pledge member may be obtained from the Student Council Advisors.

### **Student Progress Communication**

Progress reports may be sent to parents at any time during the school year. Teachers are expected to communicate regularly with parents and to proactively develop strategies to assist all students. In addition, parent/teacher conferences are scheduled at the midpoint of 2nd quarter and 3rd quarter. Student grade progress, via PowerSchool, is an invaluable way for students and parents to monitor student progress in courses. Every three weeks, all students are monitored via PowerSchool for those currently receiving failing or incomplete grades. Letters to parents, student meetings, and parent phone calls are then used to create awareness and develop a plan of action/support for individual students.

### **Student Driving Permits**

Students who are 14 years of age may qualify for a "Student Driving Permit" if they have satisfactorily completed a driver's education program and follow these steps:

- Obtain an application at the Iowa DOT Driver's License Office.
- Parent/guardian must sign application.
- Bring driver's education completion student driver permit certificate and application to 9th/10th Grade Office for Associate Principal's signature.
- Return to DOT.
- A school driving permit does not guarantee an on-campus parking tag.

*Student driving permits are meant to provide transportation directly to and from school for students that live one mile or more from school.*

*Students may drive to school activities and activities practices or rehearsals, provided these practices are held at a Linn-Mar Community School District site.*

### **Support Services (Grant Wood AEA)**

*(Reference: State Code 41.82)*

Additional support services are available to assist teachers, parents, and students when concerns arise. These services include our building's Grant Wood Area Education Agency staff (psychologist, consultant, speech-language pathologist, occupational and physical therapist, and others). Other services provided by counselors, nurse, student assistance counselor, and others are also available.

### **Telephones**

A designated phone to be used by students for school business only is available in the 9th/10th Grades Office and the 11th/12th Grades Office. All other school phones are to be used by school personnel only unless with permission or for critical-care emergency purposes. *See Mobile Electronic Devices.*



## ....GENERAL INFORMATION

### Time Release

(Reference: Board Policy 602.8, 602.8-R)

Time Release privileges allow junior and senior students to leave campus or to **access a 'Commons' area**, the Learning Center, or supervised classroom when not scheduled for a class. Students must be out of the halls once the passing time bell has rung, even if they have time release. To qualify for Time Release, 11th and 12th grade students must be in "good standing" in relation to the Code of Conduct and Attendance Policy, as determined by the administration. In addition, students who receive "F", "F+" or incomplete grades at the nine-week grading period are not eligible for Time Release for a period of time determined by administrators. 11th and 12th grade students receiving 'F' grades or missing class work six weeks into a term will have Time Release revoked for the remainder of the term. Time Release rosters are updated daily and maintained by the 11th and 12th Grades Student Dean. Parents may approve, if a student is eligible, or revoke Time Release at any time by contacting the 11th/12th Grade Student Dean. **9th and 10th grade students do not have time release and thus must remain in assigned locations within the building, once they have arrived on campus until dismissal.** *9th and 10th grade students have an assigned place to be at all times during the school day.* **9th and 10th grade students taking a 'blended' course section may be given specific passes to use the 'commons' areas during the blended class period or block.**

### Transcripts

Up to date, unofficial student transcripts are available at any time via PowerSchool. Student transcripts are only mailed at the end of 4th quarter/2nd semester unless requested. Historical grades are available at all times via PowerSchool. The school will send multiple copies of transcripts to both custodial and non-custodial parents/guardians if prior notification is given to the school. Transcripts will be sent to post-secondary institutions, potential employers, etc. upon request. Post-graduates are charged \$1.00 per transcript. To request a transcript, please call the 11th-12th Grades Office (447-3045 or 447-3070).

### Upper Commons/Library

The **Upper Commons/Library** is open daily from 7:35 a.m. to 3:35 p.m. The **LMHS book collection** houses over 16,000 volumes and features a **number of reference and search materials** for student use. The Media Center provides multi-user Internet access, small group study rooms, individual study carrels, and large reading areas. It is intended to be a quiet study area at all times. Fines are levied for lost or damaged materials. A *Collaboration Center* was established in the Media Center during 2010-11, for the purpose of formal and informal ongoing learning, particularly in the areas of technology and technology integration.

### Visitors (Students)

Due to the high number of students at Linn-Mar High School, no student visitors are allowed during the school day without written request and approval of the building principal.

### Visitors (Adults)

All visitors to the building are required to sign-in at the Visitor Station and state a clear destination. Appointments are necessary. Any visitor without an appointment must be approved to enter by an administrator or student dean.

## ACADEMIC INFORMATION

### Academic Integrity

Academic dishonesty is never acceptable and will not be tolerated. It is unethical for a student to take credit for work that is not their own. Academic dishonesty denies a student the opportunity to acquire skills necessary to succeed in a given content area and future coursework. The following is a listing of some, but not all, examples of academic dishonesty:

- A. Copying the work of another, or plagiarism.
- B. Giving your work to another student, and allowing them to take credit for the work as their own.
- C. Allowing someone else to do your work for you, or doing someone else's work for them.
- D. Viewing, or attempting to view, another student's work during a quiz, test or other assessment.
- E. Using electronic devices, including calculators, to store or compute information without teacher permission.
- F. Using unauthorized 'cheat sheets' or electronic/digital aids without teacher permission. Permission to use memory from a digital device, including calculators, for pre-loading or storing information must be expressly granted by a teacher.
- G. Creating or accessing digital images of assessments in part or in full. Academic dishonesty will be treated in the following manner:
  1. Students will be asked to provide evidence, such as notes, drafts, or other work samples.
  2. Students found to have violated Academic Integrity will be subject to the following:
    - Zeros are assigned to the student or students involved.
    - A letter will be sent to parents and counselor.
    - When a published work is plagiarized, a letter of apology will be sent to the writer or publication.
    - A second offense may result in an 'F' grade and/or being dropped from the course without credit.

### Academic Letter Requirements

Students who achieve a 3.33 or higher grade point average during a given school year are eligible for a Linn-Mar High School academic letter. Academic letters are presented to students at an assembly each fall. Students must have been in attendance at Linn-Mar High School during the previous school year for a minimum of 47.5 credit hours to qualify. Academic letter recipients who achieve a g.p.a. of 4.00 or higher grade point average during a given school year are eligible to receive a Linn-Mar High School Academic Letter *with Distinction*. Recipients with a g.p.a. of 3.75-3.99 during a given school year are eligible to receive a Linn-Mar High School Academic Letter *with Honors*.

### Advanced Placement

Linn-Mar High School offers Advance Placement (AP) courses in Art History, Calculus (BC), Biology, Chemistry, English, Literature, Environmental Science, Physics, Psychology, Statistics, U.S. Government, Comparative Government, U.S. History, Microeconomics, Music Theory and World History. For course descriptions, information about the Advance Placement exam, and other offerings consult the Linn-Mar High School "Program of Studies" or [www.linnmar.k12.ia.us](http://www.linnmar.k12.ia.us). AP courses are weighted for grade point calculation purposes as follows: A+, A (5.0); A- (4.67); B+ (4.33); B (4.00); B- (3.67); C+ (3.33); C (3.0); C- (2.67); D+ (2.33); D (2.0); D- (1.67).

### Alternative Concurrent Enrollment Community College Course Options

Credit may be awarded by Kirkwood Community College upon successful completion of course requirements in specific courses offered concurrently between Linn-Mar CSD and Kirkwood C.C. Currently, thirty-nine course options may be chosen at Kirkwood C.C. as concurrent enrollment courses (see a counselor or the 2018-19 LMHS Program of Studies for a current listing of eligible courses). These course options may not replace graduation requirements. The school district will pay for related tuition and related course fees. Students must maintain the minimum high school course load. Students must meet qualifying enrollment requirements prior to enrollment in a **Alternative Concurrent Enrollment course at Kirkwood C.C.**

### Assessment Program

**(Family Connection has multiple, optional assessments, including interest inventories).**

**9th Grade:** Iowa Assessment (required), Choices (Interest and career inventory)( optional), SDS (Strong-Campbell Self-Directed Search)(optional), MBTI (Myers Briggs Trait Inventory)(optional).

**10th Grade:** Iowa Assessment (required), NWEA Math (Required), NWEA Reading (Required), Science Reasoning Assessment (Required).

**11th Grade:** Iowa Assessment ( required), Choices, (optional), ASVAB (military, career inventory)(optional), ACT, SAT (optional), NMSQT (National Merit Scholarship Qualifying Test)(optional), COMPASS (Kirkwood C.C.) test (optional).

**12th Grade:** Iowa Assessment in areas of non-proficiency (Required), ASVAB (military, career inventory)(optional), ACT, SAT (optional), NMSQT (National Merit Scholarship Qualifying Test)(optional), COMPASS (Kirkwood C.C.) test (optional).



## ...ACADEMIC INFORMATION

### **Linn-Mar High School Learning Center**

Inspired by the RTI Model of Mattos, Webber and Buffum, the LMHS Learning Center is designed to provide varying levels of academic support for students at LMHS. The Learning Center is comprised of six different labs housed in **the Learning Center**. All students in grades 9 and 10 will be assigned to The Learning Center during unscheduled time. Students in grades 11 and 12 may also utilize the various labs as needed. Students who are struggling in particular courses may be assigned to any of the labs as deemed necessary to help the student achieve success in a class. **The Academic Intervention Teacher (Becky Cortez) coordinates the services in the Learning Center.**

#### Learning Lab

Purposeful individual and group study area for 9<sup>th</sup> and 10<sup>th</sup> grade students.

Academic atmosphere with individual and group seating.

Students check-in with the Learning Lab facilitator with each Learning Lab station, and may or may not have assigned seats.

Computer and Reference Material areas are for academic use only.

Personal technology for academic use (including extension) may be used in the Learning Lab.

The **Academic Intervention Teacher and Learning Lab** facilitator will take an active role in reviewing a student's academic status. They will roam the Learning Lab and frequently check on PowerSchool as well as work completion needed.

#### Tutoring Lab

Requested/Assigned Tutors or Drop-In Available Tutors.

Specific areas of Math, Science, English, Social Studies, Foreign Language and other subjects as requested.

Monitoring of what specific content areas supported during sessions.

Will be open, as available, before-during-after school. The goal is to have drop-in tutors available from 7:45 a.m.-4:00 p.m. on regular school days.

#### Guided Studies Lab

Available on both a Drop-In and Assigned basis.

Support/Review/Summary/Rehearsal from specific courses led by a ed. asst./tutor/teacher.

Instruction uses a small group or individual format.

Communication with classroom teachers regarding focus of instructional support.

Monitoring of what specific content areas supported during sessions.

#### Directed Studies Lab

Assigned only.

2.5 credits may be earned for nine weeks of study in one of two manners:

Method #1: Assigned for Skill work in Math and/or Literacy.

Method #2: Assigned as skinny/quarter class and paired with priority standard competency in English, Science, Social Studies, Math, or Foreign Language.

Student Support Services Teachers will Instruct Directed Studies.

Students may also be in Guided Studies Lab or Tutoring Lab during the same term as Directed Studies Lab.

#### **Achievement Studies Lab**

Individual Behavior and Academic support in a self-contained academic environment.

For students not meeting behavior expectations in other Learning Center labs.

Will be facilitated by staff as assigned by the **Academic Intervention Teacher or Student Dean**.

Mandatory/Assigned academic supports with specific coursework.

*(Continued on page 13)*



LINN-MAR HIGH SCHOOL

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## .. . . ACADEMIC INFORMATION

Academic Assistance Lab (Credit Recovery/Credit Completion) (see also Academic Assistance Program)

F+, F, INC (as needed), and students at risk for not being on track for on time graduation.

Assistance with student transition to Compass Program.

Facilitated by the Academic Assistance Counselor.

## ...ACADEMIC PLANNING

### **College Credit**

Linn-Mar students can earn college credit, while attending high school, in the following ways: taking courses or course sequences which, though agreements with Kirkwood Community College, will transfer as college credit upon enrollment (see Program of Studies); taking courses which are jointly administered by Kirkwood and Linn-Mar High School (Career Edge Academy, specified Project Lead The Way or other concurrent enrollment courses); Advanced Placement courses; **Alternative Concurrent Enrollment** courses and **Post-Secondary Enrollment Options (PSEO courses)** see "Alternative Concurrent Enrollment" and "Post-Secondary Enrollment Options").

### **COMPASS Center Credits**

Alternative high school program credits are available at the COMPASS Center located in the LRC at 2999 N. 10th St., Marion. See Academic Assistance Counselor, Todd Goodell, for information about COMPASS Center courses.

### **Course Load**

Students in grades 9-11 are required to carry a minimum of 35 credits per semester. 12th grade students are required to carry a minimum of 30 credit hours per semester.

### **Credit/Fail**

Students may elect to take a course for "Credit/Fail". The following guidelines apply:

- 9th grade students may not opt for Cr/F.
- Courses used to meet the minimum requirements for graduation in Math, Science, English, and Social Studies may not be taken Cr/F.
- A limit of 25 Cr/F credits may be taken during the high school career.
- A grade of "C-" or higher must be earned in order to receive credit.
- Parent signature is required.
- Deadlines for applications: Block class by end of 5th week; traditional class by end of 10th week. Applications must be received in the Guidance Office and filed for each quarter of a block class and each semester of a traditional class.
- Once this option is chosen, it may not be reversed at a later date.

### **Credit Hours**

Most block courses (which meet 95 minutes per day) are worth five credits per quarter (9 weeks). Most other courses (which meet for 45 minutes per day) are worth five credits per semester (18 weeks).

### **Drop-Add Deadlines**

Students may drop or add a course without penalty before the following deadlines:

- Add course deadline-
  - Block class—End of the 3rd day of new quarter
  - Semester class—End of the 5th day of a new semester
- Drop course deadline-
  - End of 4th week of new term (block classes)
  - End of 8th week (semester classes)
- Dropping a course after the established deadline will result in a failing grade for the given grading period.

### **Early Graduation**

*(Reference: Board Policy 605.31, 605.31-R)*

Students who have met the minimum academic requirements (250 credits and all required credits), with parental consent, may graduate early. (See "Graduation Requirements"). Applications are available in the 11th/12th Grade Office and must be submitted to the Principal a minimum of four weeks prior to the end of the student's final term. Students who graduate early are not eligible to participate in extra-curricular activities. They may, however, attend Prom and participate in graduation exercises.



## ...ACADEMIC PLANNING

### **Family Connection**

LMHS uses Family Connection in the areas of academic planning, goal setting, career planning, and college planning. All LMHS students and parents have access to Family Connection online. School counselors will be using Family Connection with students during their high school careers. Contact your student's counselor for questions regarding Family Connection.

### **Grading**

The standard grading scale used by all Linn-Mar High School teachers is as follows: A+ (99.0%), A (93.0%), A- (90.0%), B+ (87.0%), B (83.0%), B- (80.0%), C+ (77.0%), C (73.0%), C- (70.0%), D+ (67.0%), D (63.0%), D- (60.0%), F+ (55%). **Percentages are rounded to the nearest whole percentage (0.5 or higher rounded up and 0.49 or lower rounded down).** Extra credit or test re-takes may raise a grade to no more than an A-.

### **Grade Point Calculation**

Grade point averages are computed on a 4.33 scale as follows: A+ (4.33); A (4.0); A- (3.67); B+ (3.33); B (3.0); B- (2.67); C+ (2.33); C (2.0); C- (1.67); D+ (1.33); D (1.0); D- (0.67). Transfer grade point averages will be computed using the Linn-Mar High School grade point calculation system.

### **Graduation Requirements**

Linn-Mar High School students are required to earn a minimum of 250 credits in order to graduate. In addition, the following department requirements must be met in order to earn a diploma:

English – 40 credits. Must include English 9 or English I (10 credits each), English II (may opt out if pass English I with a 90% or higher grade), English III or Advanced English III, and one speech/acting course (5 credits).

Mathematics – 30 credits. Must include Algebra (10 credits) or Algebra Fundamentals I and Algebra Fundamentals II (20 credits). Students who successfully complete both semesters of Algebra may not then take Algebra Fundamentals I or Algebra Fundamentals II to fulfill the Algebra or three year Math requirement.

Science – 30 credits. Must include General Biology (10 credits) or Fundamentals of Biology I and Fundamentals of Biology II (20 credits), a physical science course (Chemistry, Physics, or Earth and Physical Science) (10 credits). Ten elective credits may include the following vocational/technical offerings: Aquaculture Science, Ag.-Science-Animal, Ag.-Science-Plant, Natural Resources and Ecology, Food Science and Safety, Introduction to Engineering Design, and Principles of Engineering.

Social Studies – 30 credits. Must include U.S. History 9 or U.S. History I (10 credits) or AP U.S. History (15 credits), World History (10 credits) or AP World History (15 credits), American Government (5 credits) or AP U.S. Government (10 credits), and one social studies elective (5 credits).

Health/Fitness – 20 credits. Must include Health I (5 credits).

### **Graduation—Honors and Distinction**

Graduation honors are calculated after the 3rd quarter of the senior year. Valedictorian is the senior with the highest grade point average. Salutatorian is the senior with the 2nd highest grade point average. Graduation with *Distinction* is attained by those with a 4.0 cumulative grade point average or higher. Graduation with *Honors* is attained by those with a 3.75 - 3.99 cumulative grade point average.

### **Objectionable Materials**

*(Reference: Board Policy 602.29, 602.29R)*

"...the Board retains the final legal responsibility for...including the selection, review, and reconsideration of educational materials." Information about procedures for reviewing curriculum and materials is available in the office of the principal.

## ...ACADEMIC PLANNING

### **Physical Education Waiver or Excusal** (Ref. Policy 603.8)

Physical education is required for all students by state educational standards. Students may, however, receive a waiver of the physical education requirement through application to the appropriate associate principal. Applications will be approved if one of the following criteria is met:

1. The student is enrolled in a for-credit, cooperative, work-study, or other educational program authorized by the school, which requires the student's absence from the school premises during the school day.
2. The student is enrolled in academic courses otherwise unavailable.

*The submission deadline for non-medical Physical Education Waivers is the first Tuesday after Labor Day, September 5, 2017, for the 2017-18 school year. Physical Education Waivers for severe medical conditions may be granted after that date. Non-medical Physical Education Waivers are rescinded if coursework is dropped (and not replaced) at any time during the school year.*

### **Post Secondary Enrollment Non-Community College Course Options**

See "Program of Studies". Students may enroll in **non- community** college courses while attending high school under the following provisions: A) PSEO is intended for 11th and 12th grade students only, B) courses may not replace courses required for graduation, C) courses may not replace courses offered in the high school, D) the school district pays for tuition and related expenses, E) the student must pass the course in order for the district to pay, F) the course must be taken during the school year and not during the summer, G) may count toward minimum course load requirement and elective graduation requirement, H) students must maintain the minimum high school course load.

PSEO courses earn both college and high school credit. The grade earned in the course is reflected on a college transcript. **The grade** will be shown as a Credit/Fail on the high school transcript and does not impact the high school grade point average.

### **Program of Studies**

The Linn-Mar High School *Program of Studies* is a yearly publication of all courses offered in the academic program at Linn-Mar High School. This document is available online, and is available for review in hard copy in the 9th/10th Grade Office, 11th/12th Grade Office, **Main Office/Study Commons, Upper Commons/Library, and Learning Center.**

### **Registration**

Course registration for returning students begins in January. The course registration process is online. The Master Schedule is created following registration, and student schedules for the next academic year are distributed in May. Contact your counselor, or another counselor, for questions regarding registration for classes.

## ...ACADEMIC PLANNING

### **Test-Out Option (Board Policy 605.6)**

Students who wish to test out of various courses for credit must notify the building principal in writing of their intent by May 1 for a fall semester or year-long course and by December 1 for a spring semester course. Students will be asked to demonstrate, via multiple performance measures, critical objective mastery for the course.

### **Standards Reporting**

Linn-Mar High School **reports** on Priority Standards of Common Core/Iowa Core and professional organizations. Standards reporting is based off of proficiency scales used for assessing student progress for each priority standard. **Standards are reported in addition to percentage grading.** For teachers who convert a proficiency scale score to a percentage score, the following conversion scale will be used:

### Curriculum Maps Proficiency Scales

4	Advanced	In addition to proficient, in-depth inferences and applications that go beyond what was taught
3.5	High Proficient	
3	Proficient	No Major errors or omissions regarding <b>any</b> of the simple or complex concepts taught
2.5	Proficient with Support	
2	High Progressing	An understanding of the simpler details and processes taught, but requires support
1.5	Low Progressing	
1	Capable of 2.0 with Support	With help, partial understanding of details and processes taught
0.5	Limited Success	
0	Not Attempted	Not Attempted

### Proficiency Scale Conversion

4	100	A+
3.5	95	A
3	90	A-
2.5	80	B-
2	70	C-
1.5	65	D
1	60	D-
0	50 or Incomplete	F

## ACADEMIC PLANNING

### **Technology Literacy**

All LMHS students will be provided opportunities to show technology literacy using IC<sup>3</sup> Technology Competencies in the three areas of **Computing Fundamentals, Key Applications** and **Living Online**. Instructional support is available for this self-paced competency requirement. Students may receive IC<sup>3</sup> Certification by scoring 85% in all three areas. Students may work on certification in the **Learning Center, Upper Commons/Library, or other designated location**.

Optional certification opportunities in technology applications may be able attained through self-paced programming. The following Certification opportunities in technology applications are available in **2017-18**:

*Microsoft Office* Specialist, Expert and Master Certification Level Options in the following Areas:

Word, Excel, PowerPoint, Access, Outlook

(Student pays cost of certification exams,. School pays for practice exams)

*Autodesk* Certified User in the following areas:

Autocad, Autodesk and Vendor, Autodesk Revit Architecture

(Student pays cost of certification exams, School pays for practice exams)

*Adobe* Certified User in the following areas:

Photoshop, Dreamweaver, Flash, Illustrator, In Design

(Student pays cost of certification exams, School pays for practice exams)



## ACTIVITIES PROGRAM

### **Purpose**

The activities program is an integral part of our school. Research indicates that students who are involved in activities have fewer discipline problems, get better grades, have better attendance, and have a higher completion rate. All students are encouraged to become involved in the Linn-Mar High School Extra-Curricular and Co-Curricular Activities Program.

### **Activities/Organizations (subject to change during the year)**

#### **ALO (Accountability, Leadership, Opportunity)**

Athletics (Girls and Boys)

\* Band (Marching Band, Symphonic Band, Wind Symphony, Wind Ensemble, 9th Grade Band)

Linn-Mar Best Buddies

Cheerleading

\* Choral Music (Lux, Fortis, Bella Voce, Cantemus, Concert Chorale, Chamber Singers)

CORDS

Drama and Drama Production (technical crews-stage, costumes, lighting, sound)

FBLA (Future Business Leaders of America)

FCA (Fellowship of Christian Athletes)

FFA (Agri- and Aqua-culture)

French Club

Homecoming Royalty (**12th grade only**)

Intramurals

Jazz Band (Colton Center Jazz, Jazz I, Stage B, and Lab Band)

Key Club

"Linn-Mar Life" (Newspaper)

LMTV

Los Gringos (Spanish Club)

Math Team

"Medallion" (Yearbook)

Model UN

NHS (National Honor Society)

\* Orchestra (Concert Orchestra, Symphonic Strings, Philharmonic Orchestra, Chamber Orchestra)

Peer Facilitators

Prom

Robotics Teams

Science Club

Show Choir (High Style, In-Step, Tenth Street Edition)

SODA (Students OK without Drugs and Alcohol)

Spectrum

Speech (Large group and individual speech)

Student Advisory Council (Principal's advisory)

Student Ambassadors (hosts for public events)

Student Council

Students International

Thespians (acting international affiliation)

Teens Reaching Youth (TRY)

Visual Art Club

Voice

\* Co-Curricular programs **that receive academic grades.**

## ...ACTIVITIES

### Affiliations

Linn-Mar High School has been a member of the Mississippi Valley Conference since 1986. Linn-Mar High School is also a member in good standing with the Iowa High School Athletic Association, the Iowa Girls High School Athletic Union, the Iowa High School Speech Association, and the Iowa High School Music Association. In addition, Linn-Mar High School associates with various other state organizations such as Iowa FFA and FBLA.

### Academic Eligibility

(Board Policy: 502.6) A student must pass all courses during the preceding grading period in order to be eligible to participate in extra-curricular activities. Students who do not pass all courses shall be ineligible for the next nine week grading period. Extra-curricular activities include, but are not limited to: interscholastic athletics, music performances not related to daily classroom instruction (i.e. jazz band, show choir), competition speech, and competitions/performances/trips of Linn-Mar High School sponsored clubs, teams, and organizations.

Students who receive incomplete grades may be declared ineligible until all course work is satisfactorily completed. These courses must be completed within two weeks after the conclusion of the previous grading period. Students who receive "F+" grades shall be ineligible for a minimum of thirty days pending the completion of all course work at a passing (D-) level. This work will be monitored by the academic assistance counselor with final approval by the principal **or associate principals**.

**Students who receive a F+ grade between 55-59% are ineligible for a minimum of 30 days. If work is completed during this 30 day period to raise a student grade to a D-, then a student would be eligible to participate at the end of the 30 period. If a passing grade is not attained at the end of the 30 day period, a student is ineligible to participate until the end of the next grading period.**

**Students who receive a failing grade below 54% at the end of a grading term will be ineligible for co-curricular activities until the end of the next grading period.**

### Admission

Activities tickets are available to all students for \$45.00. These tickets are valid for admission to all Linn-Mar High School athletic events, concerts, and productions, excluding the Spring musical and state sanctioned tournament events. The revenue generated by the sale of these tickets is used to support all programs in the extra-curricular activities program.

### Attendance Requirement

Students are required to be in good standing with the "Attendance Policy" in order to be eligible to participate in an extra-curricular activity on a given day.

### Conflicts

Every effort is made by school officials to avoid scheduling conflicts. When they do occur, the following criteria are used to prioritize:

1. State level performance
2. District level performance
3. Conference level performance
4. Inter-school competition,
5. Public Performance

### Good Conduct Extra-Curricular Activity Policy

Students must maintain good standing in terms of the Good Conduct (Extra-Curricular) Activity Policy developed and reviewed by the Board of Education. Students placed on out-of-school suspension are ineligible to participate in **any** activities for the duration of the suspension. "Co-Curricular activities have both curricular (graded) and extra-curricular programming. The Good Conduct Extra-Curricular Activity Policy only applies to the extra-curricular programming within a co-curricular activity. *See also "Good Conduct Extra-curricular Policy"*.

### Insurance

(Reference: Board Policy 504.9)

It is strongly recommended that a student participating in the interscholastic athletics be adequately insured. A policy from an insurance company determined by the Superintendent, may be obtained through the school. If a parent wishes his/her child to participate without insurance, he/she must submit a written statement accepting full responsibility.

## ...ACTIVITIES

### **No-Activities Night**

*(Reference: Board Policy 503.5)*

"Sunday and Wednesday evenings are reserved for non-school sponsored student activities. On Wednesdays, no Linn-Mar sponsored activity shall detain students after 6:30 p.m. Any Linn-Mar activity scheduled on Sunday or after 6:30 p.m. on Wednesday must have advance written approval from the Superintendent or his/her designee."

### **Physicals**

All students must have a physical each year in order to participate in athletics. These physicals must be taken after July 1 and before participating. Forms may be obtained from the school nurse, the main office, or on-line.

### **Sportsmanship**

*(Reference: Board Policy 1005.3)*

All students and spectators in attendance at Linn-Mar sponsored events are expected to display the highest level of sportsmanship at all times. Respect for the officials, opposing participants, and other persons in attendance is part of this expectation. Inappropriate cheers, chants, booing, taunting, and other unsportsmanlike behaviors are prohibited.

### **Transportation**

Travel to school activities require the use of school transportation unless other arrangements are made with the administration. School permits are legal for transportation from home to practices or events held at a Linn-Mar building or site. Students with school permits may **not** drive to events at other **non-Linn-Mar** schools.

# ATTENDANCE POLICY

## **Attendance Policy-Philosophy**

*Reference: Board Policies 501.11, 501.12.*

Students are expected to attend classes regularly and to be on time in order to receive maximum benefit of the instructional program, to develop habits of punctuality, self-discipline and responsibility, and to assist in keeping disruption to the educational environment to a minimum.

Students who have good attendance records are most likely to achieve higher grades, enjoy school life to a greater degree, and have more post-secondary opportunities after leaving school. Prospective employers expect promptness and regular attendance from employees and are reluctant to hire persons who have not established good habits of attendance and punctuality. Lifelong patterns of responsibility and self-discipline are fostered by regular attendance.

## **Attendance Notification**

Parents are requested to phone the 9th/10th Grades Office or 11th/12th Grades Office prior to noon regarding a student's absence. Attendance notification may take place by phone, in person, or via email generated from a business site. Notes or emails from personal email accounts will not be accepted for attendance. The school will attempt to call parents at home or work if a call has not been received. The purpose of this call is to notify parents and to verify an absence.

## **Attendance Taking**

Attendance is taken daily in each class, during each period including The Learning Center.

## **Concurrent Courses**

Students taking Kirkwood College Courses at LMHS will be held to the attendance policies of Kirkwood Community College and the individual instructors if these policies are more stringent than the LMHS attendance policy.

## **College Visits**

College or vocational school visitation will be excused provided parent contact has been made with the administration or designee prior to the absence. Students are required to bring verification of the visit to the 9th/10th Grades Office or 11th/12th Grades Office upon returning to school.

## **Excused Absences** (*Reference: Board Policy 501.11*)

Absences for the following reasons will be considered excused:

- Personal illness
- Death or serious illness in the immediate family
- An emergency at home vital to the family welfare
- The funeral of a relative or close friend
- Medical or dental appointments (Note from doctor's office is required for verification)
- Court appearances
- Other as determined by an administrator or designee

*Students who miss five days of school in succession or ten days in a given semester may be asked to provide an excuse from a doctor.*

Absences that have the prior approval of the administration may be considered excused. The key to this is prior communication with the administration. In most cases, where these requests are received after the absence has occurred, the absence will be considered unexcused. In cases where parent contact has not been made within three school days of the absence, the absence will be considered 'Unexcused'.

## **Fraudulent Calls**

Fraudulent phone calls are considered a violation of the Code of Conduct.

## **Majority Age**

See "General Information", "Majority Age".

# ATTENDANCE POLICY

## Signing In/Out

Students who come to school late must sign in at the 9th/10th Grades Office or 11th/12th Grades Office. They will then be given a pass to class. Students who need to leave school early are responsible for picking up their own passes, earlier that same day, and then signing themselves out when they need to leave school. Passes will be delivered to students only when the parent/guardian notifies the appropriate office that the student is unaware of the appointment.

## Tardies

Students who are not in their assigned instructional area or The Learning Center when the bell rings will be considered tardy. Students arriving late must have a pass, signed by a teacher or other staff member, in order to be excused.

The following consequences are applied for excessive tardiness to a class:

Tardy #1-#3—Warning, detention with teacher.

Tardy #4—Referral to the Student Dean, Wednesday School, Loss of Time Release, Hallway restriction.

Tardy #5— Referral to the Student Dean who will assign in-school suspension, Loss of Time Release, Hallway restriction, and arrange parent, student, counselor and administrator conference.

Tardy #6—Referral to the Student Dean, student dropped from class with "F" grade, student assigned to the Learning Center.

Code of Conduct-Authority

- *Reference: Code of Iowa No. 279.8.* The Board of Directors shall make rules for its own government and that of the directors, officers, employees, teachers, and pupils..."
- *Reference: Board Policy 502.1.* "

## Unexcused Absences

Absences for the following reasons may be considered unexcused:

- Truancy
- Working/job related
- Missing a bus
- Shopping
- Oversleeping
- Car or related problems
- Picture, hair, tanning, or other appointments
- "Senior Skip Day" (never school-sponsored)
- No reason provided, and no parent contact within three days of the absence
- Other absences not listed as "excused"

Any time a student has three unexcused absences in any class during a given semester, Linn-Mar High School will consider this as excessive and the student may be dropped from the class with an "F" grade.

Consequences -

The following actions will be taken when an unexcused absence occurs: 1st unexcused absence-parent notification, **detention, possible hallway restriction or loss of time release.** 2nd unexcused absence-detention, **referral to Student Assistance Counselor, 1-3 weeks hallway restriction or loss of time release.** 3rd unexcused absence-In-school suspension, **mandatory session with Student Assistance Counselor, 3-6 weeks hallway restriction or loss of time release.** 4th unexcused absence-student dropped from class with an "F" grade.

## ...ATTENDANCE POLICY

### **Vacations**

The school feels that family vacations during school time place a hardship on the student, and therefore encourages parents to arrange vacations to coincide with school vacation time. Those family vacations, which cannot be taken at such a time, may be excused, provided notice is given to the school (directly from parent to school official) at least five days in advance and all schoolwork is made up prior to the absence.

## GOOD CONDUCT (EXTRA-CURRICULAR) ACTIVITY POLICY

### **Philosophy**

*Reference: Board Policies 502.5, 502.5R1, 502.5R2, 502.5R3*

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for their lifetime.

Extra-curricular programs are voluntary programs. No student is obligated to take part in school activities. Participation is not required for advancement or graduation. Furthermore, school boards have the authority to adopt "good conduct rules". (Board of Directors of the Independent School District of Waterloo vs Green, 147 N.W. 2d 854, 1967.) The basis of "good conduct rules" may apply to extra curricular activities beyond athletics. (Bunger vs Iowa High School Athletic Association.)

Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. The principal, or designee, shall keep records of violations of the Good Conduct (Extra-curricular) Activity policy.

It shall be the responsibility of the superintendent, in conjunction with principals, to develop rules and regulations for school activities. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity.

Students involved in activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students who wish to have the privilege of participating in co-curricular activities must conduct themselves in accordance with Board policy and must refrain from activities, which are illegal, immoral, or unhealthy.

### **Alcohol, Tobacco, Drugs**

*(Reference: Board Policy 502.5R)* Students who participate in extra-curricular activities involving public performances are prohibited from possessing, using, transporting, controlling, or transmitting tobacco, alcohol, or other drugs at any time (year around) during his/her middle school or high school career. This rule applies to students 365 days per year while in school, out of school (any location), or at school events (either home or away).

### **Violations**

The administration will suspend a student from participation if it is determined that a violation did occur.

Suspensions may also result from legal documentation, from admission by the student, or as a result of an investigation conducted by the administration. Parents will be notified any time the administration becomes aware of a possible violation.

In order for a suspension to be put into effect, it must be clearly determined that the violation did occur. It is clear that an admission from the student is not required prior to disciplining a student. (Schmahl vs. Glenwood Community School District, 2 D.P.I. App Dec. 26, 1979.)

If a student is guilty of an infraction and is not currently involved in an activity, the suspension will become effective utilizing the activities the student was involved in during the previous year.

## ...GOOD CONDUCT (EXTRA-CURRICULAR) ACTIVITY POLICY

### **Sanctions for Violations**

1st OFFENSE: Suspended from at least 20% of public performances, with carryover to next activity. Counseling required prior to reinstatement (suspended from at least 33% of performances if no progression in counseling). Must continue to practice. In the case of an activity with a consecutive sequence of programming, such as a competition or field trip, the student will be suspended from the event program.

2nd OFFENSE: Suspended from at least 50% of public performances with carryover to next activity. Counseling required prior to reinstatement. Must continue to practice. In the case of an activity with a consecutive sequence of programming, such as a competition or field trip, the student will be suspended from the event program.

3rd OFFENSE: One-year suspension from extra-curricular activities. Counseling required prior to reinstatement for all third offenses.

4th OFFENSE: Permanent suspension from extra-curricular activities. Counseling available for all fourth offenses.

*Established school, team, group rules may also apply to violations. If a violation occurs before the suspension for a previous violation has been served, the suspensions shall be added together and served concurrently.*

### **Definitions**

**Carry-over**—In situations when there are not enough performances remaining in a season to complete a suspension, the suspension will be carried over to the next extra-curricular activity in which the student takes part, and has participated in the past.

**Counseling**—Directed by Linn-Mar Middle School or High School Student Assistance Offices or any non-school agencies that students are referred to or are approved by the Student Assistance Counselor. Any cost for use of non-school agencies are to be borne by the student. Student Assistance counseling will include discussion of decision-making skills, tobacco/alcohol/drug information, peer and family relationships. Parent(s)/legal guardian(s), will be invited to participate. A student may receive confidential assistance at any time during her/his high school career.

**Field Trip**—An activity sponsored by the school in which the planned program experience is not within the District Corporate boundaries.

**Possession/Use/Transportation/Control/Transmission**—Tobacco: personal possession, use, transportation, control, or transmission. Alcohol and other drugs: as defined by legal statute and/or court interpretation. Possession, transportation, control, or transmission may be determined by prior knowledge or intent. Team rules may be more specific.

**Public Performance Activity**—An extra-curricular activity where students are expected to perform in activities which the public may view. In Athletics, a public performance will include those interscholastic contests for which a final score is recorded in a team's won/loss record. In Fine Arts, Clubs/Organizations, and Cheerleading/Poms, public performances will be determined by the official schedule of events for the specific activity. Any activities added or rescheduled to the official schedule of events following the first required meeting will count as public performances. Activities begin with the first required meeting for any participant and end when equipment is checked in, set is struck, or the last required meeting occurs, etc. Athletic seasons are defined by state or local designated starting and ending dates.

### **Court System**

Students admitting or found guilty of , or accused of serious, non-traffic misdemeanors or felonies not defined in these regulations may be subject to suspension from extra-curricular, or co-curricular activities as determined by the building principal or designee. The school district will cooperate with the courts or other recognized public agencies in carrying out consequences in activities.

### **Appeal Process**

*(Board Policy 502.5 and 502.5-R1)*

A student may contest sanctions as outlined in the "Code of Conduct", "Attendance Policy", or "Good Conduct (Extra-curricular) Activity Policy" to the building principal. The appeal must be submitted in writing and in the principal's possession within 48 hours of the dispensation of the sanction.

# CODE OF CONDUCT

## **Philosophy**

It is our belief that an orderly academic climate is necessary for students to maximize classroom achievement and for teachers to be effective instructors. We also believe in striving to teach students to be self-disciplined and the importance of exhibiting appropriate behavior at all times. We believe in progressive discipline as a means of dealing with inappropriate behavior and that the involvement of all staff members and parents is necessary to teach self-discipline.

## **Applications**

The provisions of the Linn-Mar High School Code of Conduct apply to all students while in attendance in school, before or after school, in the school building, on school grounds, at any school event (home or away), on any fieldtrip, and while in any school vehicle. May also apply to police arrests made while students are in route to or leaving school grounds.

## **Enforcement**

The high school principal or designee(s) reserves the right to deviate from the punishments identified herein if deemed appropriate. Every effort will be made to inform parent(s)/guardian(s) of any problems that arise concerning student violations of the Code of Conduct. Efforts will be made to involve parents, teachers, counselors, and other support personnel to find positive resolutions to behavior issues.

## **Violations**

**Reference: Board Policy 502.1, 701.2, 701.2R2**

The following are considered to be violations of the Linn-Mar High School Code of Conduct and consistent with efforts to provide a safe, orderly, positive, and productive learning environment:

Assault-Attacking or threatening to physically attack any student, teacher, visitor, administrator, or other school personnel. Includes sexual assault. (Board Policy 502.1)

Bullying (see harassment)

Campus Violations-Including but not limited to: leaving w/o permission, transporting students who do not have permission to leave, reckless driving, trespass after hours, parking violations, loitering, and other. 9th and 10th Grade students may not leave the building or campus without permission.

Academic Dishonesty/Cheating/Plagiarism-Including but not limited to: copying answers, using unauthorized copies of tests, using an unauthorized "cheat sheet" when taking a quiz/test, looking at other students' work/answers, or any other method not listed here.

Disruptive behavior-Excessive talking, noisemaking, arguing with other students, arguing with a teacher, or engaging in any activity which disrupts the orderly conduct of classroom procedures.

Disorderly conduct-Disrupting the orderly, disciplined atmosphere and operation of the school or school related activity.

Drugs and alcohol-A student shall not use, possess, sell, distribute, or be under the influence of any alcoholic beverage, illegal drug, controlled substance, or controlled substance look-alike. Coming to school after using drugs or alcohol is a violation of the Code of Conduct.

Extortion-Extortion is defined as obtaining money, property, favors from another student by illegal means, threat, force, or undue power.

Fighting-Fighting with other students at school, on school grounds, or at any school activity (home or away).

Fire alarms/bomb threats-Students are not to tamper with fire alarms, fire extinguishers, or turn in false alarms or bomb threats.

Causing fire or explosion-Students are prohibited from causing a fire or explosion. Students are also prohibited from placing a burning, combustible, or explosive device in a school building, on school grounds, or near any school property.

Contraband, possession of items of contraband may include, but are not limited to: non-prescription controlled substances such as marijuana, cocaine, amphetamines, barbiturates; apparatus used for the administration of controlled substances, controlled substance look-alike items, alcoholic beverages, tobacco, weapons, explosives, poisons, and stolen property. (*reference: Board Policy 502.8*) Other contraband items include: lighters, matches, laser pointers and any other item deemed as unsafe or disruptive to the school environment.

Fraud-Forging notes, falsifying identification, fraudulent phone calls, other.



## ...CODE OF CONDUCT

(continued from page 28)

Harassment-Harassment, in any form, is not tolerated at Linn-Mar High School. *Reference: Board Policies 104, 403.13.*

Hate Crimes-Malicious acts aimed at a person or group of persons, use of intimidation (physical or other), use of offensive symbols or other.

Hazing-(reference Board Policy 104) Initiations, indoctrination, "class wars", and other acts which may embarrass or humiliate a student and that may or may not be against the will of another student.

Insubordination-Insubordination is defined as refusal to obey a school rule, regulation, or request of a teacher, administrator, or other school personnel.

Parking violations-Students are to park in designated areas only.

Profanity-use of profanity is considered inappropriate in a school setting. Students who use profanity are subject to the disciplinary sanctions outlined in this document.

**Sexting—the sending, resending, or possessing sexually explicit or inappropriate photos, videos, texts, emails, etc, via mobile electronic devices or other electronic means.**

Theft/Robbery-Stealing items from the school, students, or other persons associated with the school is considered a violation of the "Code of Conduct".

Tobacco-Smoking,use, and/or possession of tobacco products, e-cigarettes/vaping, of any kind is prohibited.

Trespass-Trespass involves prohibited presence in the building or on campus. This includes daytime or night hours.

Vandalism-Damaging, altering, defacing, or destroying school facilities or property.

Weapons, possession of-Weapons include knives, firearms, clubs, brass knuckles, "stun" guns, other dangerous objects or facsimiles of weapons. (reference : Board Policy 502.8)

### **Consequences**

It is the philosophy of our high school that any disruption of the educational process will not be tolerated. We believe in progressive discipline beginning in the classroom and, if needed, more severe consequences imposed by the administration. The following are actions that may be taken when students violate provisions of the "Code of Conduct":

Extra-curricular privileges-Students may lose privileges related to participation in extra-curricular activities.

Expulsion: (*Reference: Board Policy 502.2, 502.2R*) Removal from the school setting for a specified period of time by the Board of Education.

Hallway restriction-Students placed on the hallway restriction list are not allowed to move to other parts of the building during class time unless accompanied by a staff member.

Parking privileges-Students may have parking privileges revoked by school officials.

Restitution-Students may be required to pay for lost, stolen, or damaged property or other items.

Wednesday School-Students who violate provisions of the "Code of Conduct" or the "Attendance Policy" may be required to attend school on Wednesday afternoon for a designated length of time.

Suspension- students may be suspended from class attendance for a period of time designated by the administration. In-school suspension involves confinement in a designated area within the school. Students suspended out-of-school are prohibited from attending classes or school activities for the duration of the suspension.

Time Release Privileges-Students may have Time-Release privileges revoked by school officials.

Students who fail to comply with the sanctions outlined above are considered insubordinate and subject to further, more severe, disciplinary actions.

### **Corporal Punishment**

***(Reference: Board Policy 502.7)***

Corporal punishment is prohibited by Board Policy. Reasonable force, however, may be used with or without advance notice when the use of such force is deemed essential by a reasonable person for the purpose of self-defense, protection of school property, or protection of students/adults at school or school-related activities.

## ...CODE OF CONDUCT

### **Due Process**

When provisions of the Code of Conduct, Co-Curricular Policy or Attendance Policy are violated, students will be given procedural due process as outlined by the Iowa Code and Board Policy 502.1. Students will be given: oral and/or written notice of charges, the opportunity to admit or deny such charges, an explanation of the evidence against the student, and an opportunity to explain the situation. If a suspension is involved, the building principal or designee will outline the conditions and timeline for readmission.

### **Search and Seizure**

*(Reference: Board Policy 502.4, 502.4R)*

All school property is held in trust by the Board of Directors. School authorities may, without a search warrant, search a student, student lockers, desks, work areas, or student automobiles under the circumstances as outlined in the regulation 502.4R to maintain order and discipline in the school, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may seize any illegal, unauthorized or contraband materials discovered in the search.

### **Appeal Process**

A student may contest sanctions as outlined in the "Code of Conduct", "Attendance Policy", or "Extra-Curricular Conduct Policy" to the building principal. The appeal must be submitted in writing and in the principal's possession within 48 hours of the dispensation of the sanction.

## ...POLICY STATEMENTS

### **Medications**

*(Reference: Policy 504.31)*

Students may be required to take medication during the school day. Medication shall be administered only by the school nurse, or in the nurse's absence, by a person who has successfully completed an administration of medications course reviewed by the Board of Pharmacy Examiners. Students who have demonstrated competence in administering their own medication may self administer their own medication.

Medication will not be administered without written authorization from the parent and the medication must be contained in a bottle which is labeled by the pharmacy or the manufacturer with the name of the child, name of the medication, the time of day in which it is to be given, and duration to be given. A written record of the administration of medication procedure must be kept for each child receiving medication and its dosage; the name, signature and title of the person administering the medication; the time and method of administration; and any unusual circumstances or omissions. Administration of medication records shall be kept confidential and shall be available to school personnel with parental authorization. Only the school nurse, or in the nurse's absence, the person who has successfully completed an administration of medication course reviewed by the Pharmacy Examiners shall have access to the medication. Medication shall be stored in a secured area unless an alternate provision is documented. Students may carry medication only with the approval of the building principal of the student's attendance center.

When administration of the medication requires ongoing professional health judgment, an individual health plan shall be developed by the licensed health personnel with the student's parent.

Emergency protocols for medication-related reactions shall be posted. The superintendent shall be responsible, in conjunction with the school nurse, to develop rules and regulations governing the administration of medication, prescription and nonprescription, to students. Annually, each student shall be provided with the requirements for administration of medication at school.

### **Student Abuse**

*(Reference: Board Policy 403.15)*

Linn-Mar employees will not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior toward students. Disciplinary actions, up to and including discharge, will be taken against any school employee who commits such acts. Prompt investigative action will be taken in response to allegations of abuse of students by school employees. Any complaint or allegations will be handled with as much confidentiality as possible. When required, all employees will assist in the investigation to provide information and maintain confidentiality of the report and investigation.

The Linn-Mar Community School District shall appoint a level-one investigator and alternate, and shall arrange for or contract with a trained, experienced professional to serve as the level-two investigator. The level-one investigator and alternate shall be provided training in the conducting of an investigation, at the expense of the Linn-Mar Community School District.

This policy shall be carried out in accordance with state law.

## ...POLICY STATEMENTS

### **Equity Policy**

(Reference: Board Policy 105.1)

The Linn-Mar Community School District shall provide equal education and employment opportunities and will not illegally discriminate on the basis of race, creed, color, religion, sex, age (except students), national origin, marital status, gender identity, sexual orientation, or disability in its educational programs and activities or in its employment and personnel policies and practices.

This district shall provide educational programs and activities which include curricular and instructional resources which reflect the racial and cultural diversity present in the United States and the variety of careers, rules, and life styles open to both men and women in our society. These programs and activities shall foster respect and appreciation for the cultural diversity found in our country, and appreciation for the rights, duties, and responsibilities of each individual as a member of a pluralistic society, and reduce stereotyping and bias on the basis of race, creed, color, religion, gender, age (except students), national origin, marital status, disability, gender identity or sexual orientation.

The district shall take affirmative action in recruitment, appointment, assignment, and advancement of women, men, minorities, and disabled. A fair and supportive environment will be provided for all students and employees regardless of their race, creed, color, religion, gender, age (except students), national origin, marital status, disability, gender identity or sexual orientation.

Employees shall be given notice of this policy annually. It shall also be given to job applicants and disseminated to students, parents, etc. through district publications.

Inquiries regarding compliance with equal educational or employment opportunities and/or affirmative action shall be directed to the Equity Coordinator, Linn-Mar Community School District, 3333 North Tenth Street, Marion, IA , 52302. Inquiries may also be directed, in writing, to the Iowa Civil Rights Commission in Des Moines, Iowa, the Director of Region VII Office of the United States Equal Employment Opportunity Commission, or the Director of the Region VII Office of Civil Rights, United States Department of Education in Kansas City, Missouri.

## ...POLICY STATEMENTS

### **Student Fees**

*(Reference: School Board Policy Number 505.3)*

The Board believes students should respect school district property and assist in its preservation for future use by others. Students may be assessed fines, charges, or fees for the materials needed in a course, for overdue school materials, for participating in activities, or for misuse of school property

The superintendent shall inform the Board of the dollar amount to be charged to students or others for fines, charges, or fees annually. Parents, guardians or legal or actual custodians of students meeting specific financial eligibility standards will be eligible for a waiver of student fees based upon the request of the parent or guardian.

Students whose legal custodians meet the income guidelines for free and reduced priced lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose legal custodians are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Legal custodians or students who believe they may qualify for temporary financial hardship should contact the principal or secretary at registration time each fall for a waiver form. This waiver does not carry over from year to year and must be completed annually. These forms are available at all times in the Main Office of the high school, on the district website, and are mailed to all families in the district in the Back To School publication.

### **Internet Use**

*(Reference: 603.12, 603.12 E1, E2)*

The Internet will be used as an educational tool in the classroom. Students will understand and will abide by the Internet Use Agreement. Students will use the Internet in accordance with the terms and conditions cited and understand they may be subject to discipline for use of the Internet system contrary to those terms.

If the user is under the age of 18, a parent or guardian must authorize their student's independent use of the Internet by signing the Information/Emergency Card kept on file in each attendance center. This card is sent to families with registration material on an annual basis. Independent use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.

To ensure smooth operation of the Internet, users must follow established guidelines regarding usage. Signing the Information/Emergency Card indicates a student has read and agrees to abide by its terms and condition.

Acceptable Use – The use of Internet must be in support of education and research consistent with the educational objectives of the Linn-Mar Community School District and the terms of this document. Use of networks or computing resources of any other organizations must comply with the rules and regulations relating to those networks.

Unacceptable Use– Transmission of any material in violation of any federal, state, or local law or regulation is prohibited. This includes, but is not limited to, transmission of copyrighted materials, references, student handbooks, or material protected by trade secret. Use for these activities is not acceptable: harassment, product advertisement, political lobbying, game playing, unauthorized "chat", computer "hacking", knowingly spreading computer viruses, chain letter communication, or any other use for private benefit. Other examples of unacceptable information are pornography, information on explosives, offensive language and communications, and flame letters. If users inadvertently discover these items, they shall immediately exit or request staff assistance. It is unacceptable to subscribe to user groups unless authorized by staff. It is unacceptable to read the e-mail of others.

## ...POLICY STATEMENTS

### **Search and Seizure**

*(Reference: School Board Policy Number 502.4, 502.4R)*

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

1. eyewitness observations by employees
2. information received from reliable sources
3. suspicious behavior by the student or
4. 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 the 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 affects (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 law affecting school order.

### **Student Records**

*(Reference: School Board Policy Number 505.6, 505.62)*

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 Educational Services Center.

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 education records. They are:

1. The right to inspect and review the student's education 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 education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights. Parents should write the school principal and clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
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 has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

## ...POLICY STATEMENTS

4. The right to inform the school district that the parent does not want directory information, as defined below, to be released. The objection needs to be renewed annually. Directory information includes the following:

**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.**

### **Dangerous Weapons**

*(Reference: School Board Policy 502.8, 502.8R)*

The Linn-Mar Community School District 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 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. Confiscation of weapons or dangerous objects shall be reported to law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion.

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 designated to expel a projectile by the action of the 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. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

## **Nondiscrimination**

(Policy 105.1)

The Linn-mar Community School District does not discriminate on the basis of race, color, age, religion, national origin, sex, marital status, sexual orientation, gender identity or disability in admission or access to, or treatment in, its programs and activities. No employee or applicant shall be discriminated against on the basis of race, color, age, religion, national origin, sex, marital status, sexual orientation, gender identity or disability.

Inquiries and grievances should be filed with: Linn-Mar Equity Coordinators Executive Director of Human Resources Karla Christian or Associate Superintendent Shannon Bisgard at 2999 North Tenth Street, Marion, Iowa 52302, or 319-447-3036/319-447-3028 who have been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, 504, and *Iowa Code* 280.3 (2007).