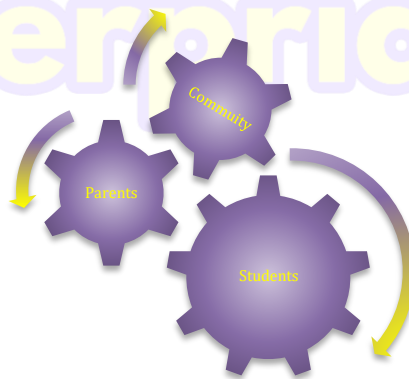


*Logan-Magnolia Jr./Sr. High School*



#pantherpride

*Relentlessly pursuing  
education excellence for  
Every Child, Every Day*



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## **School Mission**

Relentlessly pursues education excellence for every child, every day.

## **Introduction**

Welcome to Logan-Magnolia Junior-Senior High School. Our faculty, administrators, support staff and school board members hope to assist you in making your years at Lo-Ma Schools successful. We trust that you will find a place in our program of studies and activities that will be of benefit to you and to society.

The purpose of this student handbook is to make you aware of the school programs, activities, and policies and procedures of Logan-Magnolia Junior-Senior High School. This handbook is to serve as a reference. If you have questions regarding any information in this handbook, please feel free to contact your teachers, guidance counselor or principal for clarification or further explanation.

The time spent here, as a student at Logan-Magnolia Junior-Senior High School, is tremendously important to your future. Teachers and staff members will make every effort to ensure that each student receives a well-rounded education specifically designed to meet his/her needs. Students must take an active role in their learning; they must make a commitment to coming to school on time on a daily basis, adhering to the policies and procedures set forth by the school District and making their educational experience a successful one. We wish each student fulfillment of and enjoyment in his/her school pursuits and success in all that he/she works to accomplish.

## **Equal Educational Opportunity**

It is the policy of the Logan-Magnolia Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions related to this policy please contact Bailey Krueger, Level 1 Investigator/Equity Coordinator, 1200 North 2nd Avenue, Logan, IA 51546, 712-644-2250, bkrueger@lomaschools.org. The school district, in its educational program, has a process to assist students experiencing behavior and learning difficulties. The Teacher Assistance Team is responsible for this process. Representatives from the Area Education Agency may also assist the School District in this process. Parents wanting access to this process should contact Principal, Jacob Hedger at 644-2250.

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## **Multicultural Non-Sexist Curriculum**

The Logan-Magnolia Community School District will do everything in its power to promote and integrate a curriculum that will foster respect and appreciation for the cultural and diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as member of a multicultural, non-sexist society. Complaints may be directed to the Level 1 Investigator/Equity Coordinator, Bailey Krueger at 712-644-2250.

## **Jurisdictional Statement**

This handbook is an extension of board policy for the Logan-Magnolia Community School District and is a reflection of the goals and objectives of the board. The board, administration, and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors and guests with respect and courtesy. Students may not use abusive language, profanity, or obscene gestures or language. Public displays of affection, including hugging and kissing, is not to take place in school, school vehicles or at school-sponsored activities.

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

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

The Logan-Magnolia Community School District reserves the right to modify, eliminate or establish district policies, rules, regulations and student handbook provisions as circumstances warrant, including those contained in this handbook. Students are expected to know the contents of this handbook and comply with them. Students or parents with questions or concerns may contact the principal's office for information about the current enforcement of the policies, rules and regulations of the school district.

### **Definitions**

In this handbook, the word "parent" also means "legal guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings, vehicles and grounds. The term "school activities" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

### **Student Expectations:**

- Students are expected to be in their assigned area on time.
- Students are expected to work productively.
- Students are expected to be prepared and actively participate in class.
- Students are expected to be respectful and work cooperatively.
- Students are expected to show respect for equipment and use facilities appropriately.
- Students are expected to maintain a professional demeanor.
- Students are expected to respect the rights of others.
- Students are expected to communicate in a professional tone.
- Students are expected to dress in an appropriate/professional manner.
- Students are expected to follow the rules, accept the consequences.

### **Expected Student Outcomes**

The Logan-Magnolia Community School District Student, upon completion of their educational program, will be able to:

- Relate to and work with a variety of individuals,
- Work with and manipulate a variety of technologies,
- Demonstrate, understand, and appreciate global cultures, as well as their own native culture,
- Move into the next phase of post-secondary training/education,
- Demonstrate the ability to effectively communicate with others visually, verbally, or by writing,
- Solve problems effectively and think critically,
- Appreciate the need to become a part of a community of life-long learners,
- Show confidence in self and pride in their role of responsibility to the community,
- Appreciate the importance of a substance free and healthy lifestyle.

### **The School Day**

The school day at Logan-Magnolia Junior-Senior High School begins at 8:15 a.m. and ends at 3:30 p.m.

### **Attendance Policy**

It is the education philosophy of the Logan-Magnolia Community School District that regular attendance by all students at school is essential and cannot be duplicated by other methods. Students are unable to obtain the maximum opportunities from the educational program offered without attendance at scheduled classes and activities. Consequently, the Board of Directors, the Administrators and the Staff of the Logan-Magnolia Community School District expect that students shall be in attendance at scheduled classes and activities. Students are expected to be punctual and present for all classes, study halls and assembly programs. If a student is absent, parents will need to verify the reason for this absence with either a note or phone call to the office by 9:00 a.m. If a student is late for a class, whether they have a parent's note or a pass from a teacher, they must check in with the office.

### **Attendance will be monitored by academic period:**

- 3 absences will result in a letter home to parents/guardian;
- 6 absences will result in a letter and a meeting with the student, parent/guardian, and district attendance committee; an attendance contract will be developed and signed by all groups;
- 8 absences will result in a letter and a meeting with the student, parent/guardian, attendance committee representative, guidance counselor and/or building principal; at this time early release may be revoked;

- 10 absences will result in a meeting involving the student and their parent/guardian, building principal, and superintendent and may result in district referral of student to county attorney for truancy;
- 10+ absences may result in denial of credit for current course work.

### Appeal Action

The student and/or parent or guardian may schedule an appeal regarding the decision of a teacher or committee in the following order:

- Principal
- Superintendent
- Board of Education
  - This appeal action must take place within 3 days of each step of the appeal process.

### The following reasons for absences are excusable:

- Illness, serious illness in the immediate family, death/funeral, or religious purposes;
- Trips approved at least 1 day in advance;
  - Trip absences need to be pre-approved at least 1 day in advance (Examples: driver's license, dental and medical treatment.) If an emergency need arises, parents should contact the office.
- College Visits
  - Seniors and second semester juniors are encouraged to visit college campuses on weekends or school holidays. However, if that cannot be arranged, seniors may be excused up to 3 school days to visit college campuses **with the permission of the principal or guidance counselor and a note signed by the student's parents**. We encourage students to schedule these visits through our district's guidance office. **Office personnel must be notified at least 1 day prior to each visit.**
  - Before leaving for the college visit, students must obtain a college visit form from our guidance office. The college admissions office must sign this form and students must turn this form in to the office upon their arrival back to school. If the form is not returned, the student may be considered truant for the absent day, and disciplinary action may follow.

### The following reasons are not excusable absences: **(The school administration determines whether an absence is excused.)**

- Truancy, suspension, missing bus, over-sleeping.
- Trips not approved in advance.
- Shopping, hunting, fishing.
- Gainful employment other than school approved.
- Personal preparations for dances (Homecoming or Prom) or other social activities

If a student is going to be absent for any reason besides illness or an emergency, the absence must be pre-approved. This can be done by contacting the office (phone call or an e-mail) or with a note. The note should detail the date, time and reason for the absence. If a student is going to miss for a trip, senior pictures, college visit, etc., to name a few reasons, the absence will only be excused if it is pre-approved through the office. Nearly all the absences that are pre-approved will be permitted if the student gives prior notice to the office; contact has been made by the parent and has all assignments completed before the date(s) of the absence.

Students may be excused from class to participate in school-sponsored activities such as field trips, music and speech activities, and athletic contests, if advance notification is given and arrangements have been made with the classroom teacher. Each student must complete a field trip form before attending a

field trip. However, any time a student misses a class session regardless of the reason for being gone, they are responsible for all work missed. All work should be made up in advance if at all possible.

Students who need to leave the school during the day for any reason must receive permission from the office and have a note signed by their parents, have their parents telephone the office or have their parents pick them up. **If a student becomes ill during the school day, he/she MUST report to the nurse’s office to obtain permission to go home.** No student will be sent home without the office making a phone contact with a parent. Parents are to supply the office with an emergency contact number to use in situations when a student must go home. Students will not be allowed to leave the building during the day to run errands, retrieve forgotten materials or to eat lunch unless a signed note from a parent is sent to school ahead of time. However, parents are encouraged to keep these types of absences from school to a minimum. In these circumstances, a student will be marked with an absence for each period missed.

## ATTENDANCE & EXTRACURRICULAR PARTICIPATION

### Absences and Activities

Students whose schedule runs a full 8 periods must arrive by 11:30 a.m. in order to attend or participate in an extra or co-curricular event that evening. Students with an early-release schedule must arrive by 9:45 a.m. If the absence is not pre-approved or is not an excusable absence, the student will not be allowed to attend evening, or if the absence is on Friday, weekend events. Appointments scheduled on activity days must be pre-approved a day in advance. **Any student who leaves school early without pre-approval will not be allowed to participate in, or attend any, extracurricular event that evening. If the student leaves early on Friday, he/she will not be allowed to participate in, or attend any, event on Saturday.** This attendance provision applies to student participation in all extra and co-curricular activities sponsored by the school.

**Students are reminded that participating in extra-curricular events is a privilege and good attendance is required of those students who choose to participate in events.**

### Truancy Procedures (skipping school/class)

Truancy – Absent 1 or more periods, or any portion of a period during school, or part of a day. Inexcusable absences also come under these sanctions.

- |                             |  |
|-----------------------------|--|
| ➤ 1 <sup>st</sup> Violation | 1 Detention <b><u>AND</u></b> make-up time missed  |
| ➤ 2 <sup>nd</sup> Violation | 1 Day Detention <b><u>AND</u></b> make-up time missed  |
| ➤ 3 <sup>rd</sup> Violation | 2 Days Detention <b><u>AND</u></b> make-up time missed   |
| ➤ 4 <sup>th</sup> Violation | 3 Days Detention <b><u>AND</u></b> make-up time missed <b><u>AND</u></b> referred to Attendance Review Committee |
| ➤ Subsequent Violations     | Student will be treated as a continual violator.   |

### Tardiness

Students are expected to be at school and in their classrooms when the class starts.

### Unexcused Tardiness to School

Each student at Logan-Magnolia Junior-Senior High School will be expected to be at school and ready to begin the day no later than 8:15 when the final tardy bell rings. If students arrive after the 8:15 bell, they must sign in at the office prior to going to class.

The following will result if a student is tardy:

- 1<sup>st</sup> tardy will result in an office warning
- Subsequent tardies will result in a detention
- Continual violators will result in the student and parent referral to attendance committee for further disciplinary action

### **Excused Tardiness to School**

In the event that a student must be late to school due to a family incident or morning appointment, and if the student enters the office with a parental note or a phone call is received by the office staff, an excused tardy to school will be recorded. Students who are tardy to school under these circumstances should follow the steps set forth in reporting to school after an absence. **Remember that these tardies, although excused, will still count towards a student's attendance record for the missed academic classes.**

### **Tardiness to Class**

Should a student enter a classroom during the school day without a pass from another instructor or staff member explaining the reason for the lateness, teachers will follow the same tardy sequence of discipline listed above.

### **Closed Campus**

All students will remain in school during the day and at lunch. Any student who must leave the building during school hours must secure permission and sign out in the office area. Students are not to be outside the building between classes.

### **Early Release/Flexible Start**

The Logan-Magnolia school day begins at 8:15 a.m. and ends at 3:30 p.m. However, some **seniors** may have schedules that allow them to arrive later, leave early, or have open campus during online class period(s). Seniors may have this flexibility if the following provisions are met:

1. The student's schedule for early release or flexible start has been approved by his/her parents, the guidance counselor and the principal and both the student and his/her parents have signed an early release/flexible start contract.
2. The student has met the requirements of satisfactory performance in mandatory scheduled classes or activities.
3. The student is making satisfactory academic progress in all scheduled classes and is on track to graduate on time.
4. The student has missed less than ten (10) days of school the **previous semester**.
5. The student has earned grades with a C- or higher at semester.

### **Loss of Early Release/Flexible Start:**

1. **If a student earns a grade lower than a C- on a mid-term report, early release/flexible start privileges may be temporarily revoked until all grades are at the satisfactory performance level.**
2. **If a student gains 10 absences during the semester, early release/flexible start privileges may be revoked for the remaining of the semester.**
3. **If a student does not maintain the adequate weekly progress on their Edgenuity class, early release/flexible start privileges may be revoked until the student is caught up to the target completion percent.**



## Pass System Procedures

If a student needs to leave an assigned area for any reason, he/she must secure a hallway pass from the sending teacher and have the pass in his/her possession during the time outside the classroom.

## SCHOOL DISCIPLINE

### Detentions

All school staff has the authority to write detentions. Individual students receiving multiple detentions for the same infraction or different infractions will receive more serious consequences. The detention period will be after the school day and will last **45 minutes**. A teacher may recommend that the detention time be served in the detention hall or with the teacher in the classroom.

If a student cannot make detention on the day it is scheduled, they must check with the Principal's office before they leave school that day and they may be given 24 hours to bring a note from their parent or have their parent call the office. If it is not taken care of before the 24 hours are up, they may be given another detention or Saturday school; whichever the policy calls for with no exceptions being made. Students that ride the bus will be permitted to telephone home informing parents of the problem. His or her family shall provide transportation home for the student.

### Saturday School

The Saturday School are held from 8:00 a.m.– 11:00 a.m. Students must bring course work to work on during each session. A staff member will be supervising the session. All work and books must be brought at the beginning of a session. The Saturdays will run consecutive until all work is completed. Exceptions would be Saturdays that are included in school vacation periods. Parents will receive notification informing them of the dates for the Saturday classes.

### In-School Suspension

The option will still be given to the school administrator to isolate a student from the normal school setting if the administrator feels it is necessary in the form of in-school suspension. This penalty means that the student is isolated with adult supervision for one to 10 days. **The student may not participate in or attend any school activity during this time.**

### Out-of-School Suspension

The option will be given to the school administrator to remove a student from the school setting if the administrator feels it is necessary in the form of out-of-school suspension. This penalty means that the student is suspended for one to 10 days and placed into the custody of parents. **The student may not participate in or attend any school activity during this time.**

### Expulsion

Only the Board may expel a student from school for violation of rules and regulations or when the presence of that student is considered to be detrimental to other students within the educational process.

The building administrator shall have the authority to suspend the student from school until a Board hearing meeting can be scheduled. The hearing shall be held within a reasonable time. The Superintendent or designee shall notify the student and the parent(s) or legal guardian(s) of the place and time of the hearing.

### Dangerous Weapons

Weapons are not allowed on school grounds or at school activities. This includes hunting rifles even if unloaded and locked in cars. Weapons in the control of law enforcement officials or those being used for

educational purposes and approved by the principal do not fall under this ban. Dangerous weapons will be taken from students and others who bring them onto the school property. If a dangerous weapon is taken from a student, the parent of that student will be contacted. At the discretion of the administration, law enforcement will also be contacted. The student will be subject to further disciplinary action, as stated in #8 of the Penalties for Infractions.

### **Cheating**

Students are expected to do their own schoolwork. Cheating by copying others' work, copying from other sources, or turning in downloaded materials as their own work will not be tolerated. Discipline will include the following steps:

- 1) Step 1: 0% for assignment. Student will be expected to redo the assignment, with no credit. If the student refuses to do the assignment, the student will be in In-School Suspension (ISS) until the assignment is complete. The teacher, student and parent/guardian will conference.
- 2) Step 2: 0% for assignment. Student will be expected to redo the assignment, with no credit. Student will earn 3 days of ISS. The teacher, student, principal and parent/guardian will conference.
- 3) Step 3: Denial of credit for the class in which the 3<sup>rd</sup> offense occurred. Student is ineligible for up to 4 weeks of extra-curricular activities. The teacher, student, principal, superintendent, and parent/guardian will conference.
- 4) Step 4: Denial of credit and possible referral to the School Board for dismissal.

Physically or electronically stealing an assessment may result in at least a 2-Step discipline. Students who are in ISS are not allowed to participate in or attend any extra-curricular activities for the duration of ISS. Students who have 2 or more instances in a school year may start the following year at Step 2. Any student with cheating infractions two years in a row, will be issued a Behavioral Contract for the year.

### **Illegal Items/Substances in School/Possession**

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look alike substances; and possessing or using tobacco, tobacco products or look alike substances. Any teacher or administrator who suspects a student is under the influence of a controlled substance shall immediately take the student to the school nurse. If, after examination, the nurse confirms there is sufficient reason to believe the student is under the influence, the nurse will notify the building administrator. The administrator will call the parents, and if necessary, law enforcement. The student will be suspended from school until a readmission hearing is scheduled with the superintendent.

Parents may appeal the school diagnosis by furnishing a statement from a doctor who has examined this student immediately following their release from school. In such case, the student will be readmitted to school with a doctor's statement.

Any student selling or dealing drugs or look-alike substances at school will be immediately suspended from school until such time as the Board of Education can meet to hear the case. For students who are receiving special education services, a manifestation hearing will be held prior to any change in placement.

### **Threats of Violence**

All threats of violence, whether oral, written, or symbolic, against students, employees, visitors, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement officials may be contacted. Threats issued and delivered away from school or at school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school.

**Students engaging in threatening behaviors will face disciplinary consequences up to and including expulsion.**

**Bus and other School Vehicle Rules and Consequences**

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading or unloading or leaving the bus. The driver has the ability to discipline a student and may notify the principal of a student's inappropriate bus conduct. If a Written Violation is issued, the student will be suspended from **ALL** bus riding privileges, including riding to extra-curricular activities and field trips.

The following are general rules for bus and other district vehicles:

- Obey the driver at all times.
- Remain seated while the bus is in motion.
- Keep head, arms, body and feet inside the windows.
- Keep hands and feet out of the aisles.
- Do not scuffle, yell, throw objects, litter, destroy school or personal property of others, or create disturbances deemed unsafe by the driver or proprietor.
- Use appropriate language at all times. Use of abusive, profane, or obscene language and gestures is prohibited.
- Riders will depart from the vehicle at the designated point unless written permission to get off at a different location is given to the driver.
- Riders who damage seats or other equipment will reimburse the school district for the cost of the repair or replacement.

**Bus Disciplinary Actions for rule violations:**

	Disciplinary Action
1 <sup>st</sup> Offense	Written Warning from Driver/Principal
2 <sup>nd</sup> Offense	<u>1<sup>st</sup> Written Violation.</u> 5 day suspension from riding. Parents notified by principal.
3 <sup>rd</sup> Offense	<u>2<sup>nd</sup> Written Violation</u> 10 day suspension from riding. Parents-student conference with Principal/Driver before reinstatement.
4 <sup>th</sup> Offense	<u>3<sup>rd</sup> Written Violation</u> 20 day suspension from riding. Parent-student conference with Principal/Driver before reinstatement.
5 <sup>th</sup> Offense	<u>4<sup>th</sup> Written Violation</u> 30 day suspension from riding. Parent conference with Superintendent and Driver prior to reinstatement.
6 <sup>th</sup> Offense & Beyond	<u>5<sup>th</sup> Written Violation</u> Considered a continual violator

**Once a student has received a written violation, Bus Conduct Notice, he or she may automatically be assigned a seat for the remainder of the school year by the driver.**

**Penalties for Rule Violations:**

In all suspensions, the parents and Superintendent will be notified. The following noted penalties are to be considered minimums, and may be increased if, the infraction warrants additional penalties.

Physical Assault on a School employee	-	See Policy Number 503.1
Physical Assault on a Student	-	In School or Out of School Suspension with possible Saturday school. Possible notification of Law Enforcement. Possible recommendation for expulsion to the Board of Education.
Property Damage and Destruction	-	In School or Out of School Suspension with possible Saturday school and restitution. Possible notification of Law Enforcement. Possible recommendation for expulsion by the Board of Education.
Threats Toward School/Student/Staff	-	Determination of whether the threat level is Transient or Substantiated. Parent/Guardian will be notified. Discipline will be determined based on level of threat and may include detention, In-School Suspension, Out of School Suspension; Possible notification of Law Enforcement. Possible recommendation of expulsion by the Board of Education.
Personal Endangerment for example but not limited to: (arson, fire-crackers, reckless driving, tampering with alarm systems)	-	In School or Out of School Suspension with possible Saturday school. Possible notification of Law Enforcement. Possible recommendation for expulsion to the Board of Education. District Good Conduct Policy will be enforced
A.) Profanity or Obscenity B.) Directed at a school employee	- -	Disciplinary action will be based on the severity of the action. Detention and/or In-School Suspension and one Saturday School.
Disrespect or Insubordination toward a school employee	-	Detention or possible In-School or Out of School Suspension with possible Saturday school.
Extortion (obtaining money, property, or services of any sort by threat)	-	Detention or possible In School or Out of School Suspension with possible Saturday school. Possible recommendation for expulsion to the Board of Education. District Good Conduct Policy may be enforced.
Possession of a Dangerous weapon	-	The disciplinary action taken or recommended to the Board shall be in compliance with Board Policy 502.8. District Good Conduct Policy may be enforced.
The use, distribution, sale or possession of drugs, alcohol or look alike substances	-	See STUDENT CONDUCT/DISCIPLINE policy No. 502.9. Immediate out-of-school suspension and the possible recommendation for expulsion to the Board of Education. District Good Conduct Policy will be enforced.
Inappropriate sexual behavior (holding hands, hugging, kissing, etc.)	-	Detention, In-School or Out of School Suspension with possible Saturday school.
Theft, stealing, or accessory to either.	-	Detention, In-School or Out of School Suspension with possible Saturday school and restitution of property. Possible notification of Law Enforcement. District Good Conduct Policy will be enforced.
Fighting	-	Detention, In School or Out of School Suspension with possible Saturday school. Notification of parent(s)/guardian(s). Possible notification of Law Enforcement. Subsequent violation may result in possible recommendation for expulsion to the Board of Education.

<p>The use, distribution, sale, or possession of any tobacco product.</p>	<p>- Detention, In School and/or Out of School Suspension with possible Saturday school. Students under the age of 18 will be reported to local law authorities. Subsequent violations – 3 days out-of-school suspension. District Good Conduct Policy will be enforced.</p>
<p>Bullying/Harassment</p>	<p>- 1<sup>st</sup> Offense: Detention; 2<sup>nd</sup> Offense: In School and/or Out of School Suspension. School Good Conduct Policy <b>may</b> be enforced. 3<sup>rd</sup> Offense: Out of School Suspension. School Good Conduct Policy <b>may</b> be enforced. A parent/student meeting with the Superintendent is required to return. Subsequent violations may result in possible recommendation for expulsion to the Board of Education District Good Conduct Policy <b>will</b> be enforced. Refer to harassment policy. (502.12)</p>
<p>Unsportsmanlike conduct, for example but not limited to: abusive behavior either verbal or physical directed toward another individual.</p>	<p>- 1<sup>st</sup> Violation – The student may be suspended from all school activities both as a participant and a spectator for a maximum of 4 weeks. District Good Conduct Policy may be enforced. 2<sup>nd</sup> Violation – Possible suspension from all school extracurricular activities indefinitely. District Good Conduct Policy may be enforced.</p>
<p>Missing Detention</p>	<p>- 1<sup>st</sup> Violation – One additional detention. 2<sup>nd</sup> Violation – Additional Detention; possible In-School Suspension while remaining detentions are unserved. 3<sup>rd</sup> Violation – While any detentions remaining unserved –In-School Suspension and the remaining detentions will be served. Notification of Parents.</p>
<p>Student Transportation</p>	<p>- All students riding on school transportation vehicles are subject to the policies governing student conduct within the discipline code. Riding on school transportation vehicles is an extension of the normal school day.</p>
<p>The Continual Violator</p>	<p>- On the 5<sup>th</sup> referral during a school year, or sooner if deemed necessary, the student will be suspended 3 days. The student, Principal and Parent shall enter into a behavioral contract specifying conditions for the student’s re-admittance as well as consequences that will happen should further violations of the discipline occur.</p>
<p>Student removal from class</p>	<p>- If a student is permanently removed from class due to disciplinary reasons, the student will receive an “F” for the semester.</p>
<p>Other Offenses</p>	<p>- The principal or his/her designee may recommend expulsion and disregard the penalties noted in policy 503.2 if, in the judgment of the building administrator, the first offense is serious enough to jeopardize the learning process or endangers students.</p>
<p>Criminal Offenses</p>	<p>- On any criminal violation by a student on school grounds, the principal or his/her designee may report the violation to the police for possible filing of criminal charges. District Good Conduct Policy will be enforced</p>
<p>Inappropriate use of electronic devices or cell phones</p>	<p>- 1<sup>st</sup> offense – Loss of device and student may have electronic device at the end of the day</p>

	<p>2<sup>nd</sup> offense – Parent or Guardian contact, detention, student may have electronic device at the end of the day.</p> <p>3<sup>rd</sup> offense – Parent or Guardian contact, and the parent/guardian must pick up the electronic device. In-School Suspension may be assigned along with a detention and a Saturday In-School</p> <p>4<sup>th</sup> offense – Student will be treated as a continual violator and may lose privilege of using the electronic device for a specified period of time</p>

**Good Conduct (Board Policy 503.4)**

Extra-curricular activities in the Logan-Magnolia School District are an integral part of the total education of students and are a privilege, not a right. Good conduct is an expectation of students who represent the Logan-Magnolia School in co-curricular and extra-curricular activities. Therefore, all students in grades 7 through 12 who wish to exercise the privilege of participating in such activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, unhealthy, or inappropriate. Participation in these activities is a privilege conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors.

The activities director, in conjunction with the building principal, shall effect the enforcement of this policy, and shall keep records of violations of the Good Conduct Rule. To the extent possible, the periods of ineligibility shall be the same for equivalent violations and shall be enforced immediately after the appropriate administrator knows the violation. If a student is not currently involved in an activity, or if insufficient time remains with the season or activity for the student to serve the entire period of ineligibility, the student will be subject to completing the period of ineligibility during the next season or activity. Penalties for the Good Conduct rule remain in effect throughout a student’s jr. high years but will not follow the student into high school. Once a student begins high school extra curricular activities, the student is considered a high school student and the penalties for the Good Conduct rule start over.

During any period of ineligibility, the student must attend practice and all competitive events. The student, however, cannot take part in the competitive event during his/her ineligibility period. The eligibility policy shall be included in the student handbook, and all students, grades 7-12, shall receive a copy of this publication at the beginning of each school year.

For purposes of this policy, “activity,” as opposed to “athletic,” shall be defined to mean those school-sponsored events that are non-graded and occur outside the normal school day. “Extra-curricular” refers to those school activities not taught in the classroom, though functioning under the guidance of the faculty. “Co-curricular” refers to those school activities in which a student does not receive academic credit(s) while participating, such as instrumental and vocal music, drama, speech, etc.

Any student who, after a hearing during which the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the student’s side, is found to have violated the school’s Good Conduct Rule will be deemed ineligible for a period of time as described below. A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- Possession, use, **sale**, or purchase of tobacco products, regardless of the student’s age.
- Possession, use, **sale** or purchase of alcoholic beverages, including beer and wine.
- Possession, use, **sale** or purchase of drugs.
- Possession, use or distribution of pornographic material
- Engaging in an act resulting in arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses.

- Possession, use or distribution of cyber bullying, harassing material, of or to a minor, regardless of the student age while at school or attending a school event;
- Exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), hazing or harassment of others. Such harassment does not have to rise to the level of violating the school's anti-bullying/harassment policy, but rather may include inappropriate and/or disparaging comments to or about others, whether made verbally, in writing, or by electronic means (e.g., text messages, electronic mail, or posting on social networking sites). Examples of such harassment includes, but is not limited to: threats; inappropriate comments about the traits of an individual or group; creating parodies to make fun of others; posting or otherwise sharing potentially embarrassing photographs, drawings, video, or depictions of others without permission. NOTE: This could include group conduct!

Logan-Magnolia will honor good conduct violations from other schools. Any student entering our district ineligible to participate in extra-curricular or co-curricular activities will have to complete the period of ineligibility before participating at Logan-Magnolia.

### **Penalties**

The Administration enforces the Good Conduct Policy when they receive a report from: Student self-report, student's parents report their student, law enforcement or a staff member who has witnessed the violation. Any student who, after a hearing before the administration, is found, by substantial evidence, to have violated the Good Conduct Rule as described above during the school year or summer is subject to the loss of eligibility, as follows:

- **First Offence:** Within the student's jr. high or high school careers – 1/3 of the athletic season initiated with the first performance or event and six weeks of co-curricular and extra-curricular activities. The student may have his/her co-curricular and extra-curricular ineligibility reduced to three weeks if the student completes 15 hours of community service.
- **Second Offence:** Within the student's jr. high or high school careers – one full athletic season initiated with the first performance or event and twelve weeks of co-curricular and extra-curricular activities. The student may have his/her co-curricular and extra-curricular ineligibility reduced to six weeks if the student completes 30 hours of community service
- **Third Offence:** Or more offenses within the student's jr. high or high school career – one year of ineligibility from all athletics and co-curricular and extra-curricular activities.

Additionally, if a student is not currently involved in an activity, or if insufficient time remains within the season or activity for the student to serve the entire period of ineligibility, the student will be subject to completing the period of ineligibility during their next season or activity. A student must also remain in good standing and complete a season in order to fulfill the consequences for a violation.

Community service may be utilized to reduce the number of weeks a student is ineligible to attend co-curricular and extracurricular activities. The community service must be pre-approved by the building principal or district superintendent, must be completed within the Logan or Magnolia communities with a non-family member to supervise, and must be independent of any course required community service. Signed documentation of the completed community service must be submitted to the building principal or district superintendent for final

approval of hours. If the community services hours are not completed within the three weeks, the student will remain ineligible until the full community service hours are completed.

A student who has had a 2<sup>nd</sup> offense of the Good Conduct Policy for an alcohol or drug related offense will be required to have a drug/alcohol evaluation at the student's or parent/guardian expense to be reinstated after his/her penalty is served and, if recommended, treatment from a recognized substance abuse facility at the student's or parent/guardian's expense. The student who seeks an evaluation and agrees to waive the confidentiality to allow the facility to report back to the superintendent or his designee regarding recommendations for treatment or follow-up care will be eligible for re-instatement after the penalty is served. If the student or parent/guardian does not wish to have the evaluation or follow the after care program, the student's eligibility will not be re-instated.

### **Appeal Action**

Any student who is found by the administration to have violated the Good Conduct Rule may appeal this determination to the superintendent by contacting the superintendent's office within three (3) days of being advised of the violation. The penalty will be in effect pending the superintendent's decision. If the student is still dissatisfied, he or she may appeal to the school board by filing a written appeal with the board secretary at least two working days prior to the next regularly scheduled board meeting. The review by the board will be in closed session unless the student's parent (or the student if the student is 18) requests an open session. The grounds for the appeal to the school board are limited to the following:

- The student did not violate the Good Conduct Rule
- The student was given inadequate due process in the investigation and determination
- The penalty is in violation of the Handbook Rule or Board Policy

The penalty will remain in effect pending the outcome of the meeting with the board. If the superintendent or school board reverses the decision of the building administrator, the student shall be immediately eligible, and shall have any record of the ineligibility period and violation deleted from the student's record.

## **ANTI-BULLYING/HARASSMENT POLICY (Guidance for Board Policy 502.12)**

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the Logan-Magnolia School District and its School Board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.

The Logan-Magnolia School District and its School Board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.



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

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

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

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

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to;

- communication via electronic mail;
- internet-based communications;
- pager service, cell phones, electronic text messaging or similar technologies.

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

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

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

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

Type of conduct which are prohibited in the District and which may constitute sexual harassment whether intent to harm is evident include, but are not limited to:

- Unwelcome sexual flirtations or propositions
- Sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually
- Degrading descriptions
- Graphic verbal comments about an individual's body, or overly personal conversation
- Sexual jokes, notes, stories, drawings, pictures or gestures
- Spreading sexual rumors
- Teasing or sexual remarks about students enrolled in a predominantly single-sex class
- Touching an individual's body or clothes in a sexual way
- Purposefully cornering or blocking normal movements
- Flashing or mooning others
- Displaying sexually suggestive objects
- Creating sexually suggestive vocalizations.
- Calling others gay or lesbian

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

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

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

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The Level I Investigator(s), Bailey Krueger and Annie Coberly, will be responsible for handling all complaints by students alleging bullying or harassment. The Level I Investigator(s), Bailey Krueger and Annie Coberly, will be responsible for handling all complaints by employees alleging bullying or harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing

training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment. The superintendent shall report to the board on the progress of reducing bullying and harassment.

### **Abuse of Students By School District Employees**

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

The school district has appointed a Level I investigator, High School Counselor Bailey Krueger and alternate Level I investigator, Annie Coberly. The school district has also arranged for a trained, experienced professional to serve as the Level II investigator. The Level I investigator and alternate will be provided training in the conducting of an investigation at the expense of the school district.

### **Internet/Computer/Electronic Devices Appropriate Use**

Technology is a vital part of the school district curriculum and the Internet and computers/electronic devices will be made available to employees and students. Appropriate and equitable use of the Internet and electronic devices will allow employees and students to access resources unavailable through traditional means.

Students will be able to access the Internet and electronic devices for educational purposes through their teachers and other school employees. Individual student accounts and electronic mail addresses will be issued to students each school year. Even if a student already has an electronic mail address at home, he/she will be given a school account to use for academic purposes only. Students will NOT be permitted to access and/or use their personal email address to send and receive mail at school.

The Internet and electronic devices can provide a vast collection of educational resources for students and employees. The Internet is a global network that makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under staff supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that may not be of educational value. Student Internet and computer/iPad access records will adhere to guidelines set forth by the Educational Rights and Privacy Act.

Consequences for violating the Internet/Computer Use Policy may include, but are not limited to, suspension from or revocation of Internet or computer use at school.

### **Internet/Computer Appropriate Use Policy (Board Policy 508.8)**

#### **Responsibility for Internet/Computer Appropriate Use**

- The authority for appropriate use of electronic Internet/Computer resources is delegated to supervising staff members. It is a collaboration of private, public, educational, governmental

and industrial sponsored networks whose operators cooperate to maintain the network infrastructure.

- Instruction in the proper use of the Internet/Computer system will be available to employees who will then provide similar instruction to their students.
- Students are expected to practice appropriate use of the Internet/Computer and violations may result in discipline up to and including suspension.

### **Internet/Computer Access**

- Access to the Internet/Computer is available to staff members and students as a source of information and a vehicle of communication.
- Employees and students will be instructed on the appropriate use of the Internet and electronic devices.
- Students will be able to access the Internet/Computer through supervising staff members. Individual student accounts and electronic mail addresses may be issued to students each year.
  - Making Internet/Computer access available to students carries with it the potential that some students might encounter information that may not be appropriate for students. However, on a global network, it is impossible to control all materials. Because information on the Internet/Computer appears, disappears and changes, it is not possible to predict or control what students may locate.
- It is a goal to allow teachers and students access to the rich opportunities on the Internet while protecting the rights of students and parents who choose not to risk exposure to questionable material.
- The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines that require efficient, ethical and legal utilization of network resources.
- To reduce unnecessary system traffic, some websites, services, or features may be disabled or restricted at the school district's discretion.
- Transmission of material, information or software in violation of any board policy or regulation is prohibited.
- System users will perform a virus check on downloaded files to avoid spreading computer viruses as well as make reasonable efforts to avoid malware or other malicious files or services.
- The school district makes no guarantees as to the accuracy of information received on the Internet.

### **Understood Permission to use Internet/Computer**

- Parents/guardians shall grant permission for their student to use the Internet/Computer unless a formal excusal request is signed to deny their child(ren)'s usage.

### **Student use of the Internet/Computer**

- Equal Opportunity
  - The Internet/Computer shall be available to all students within the school district through direct and indirect staff supervision. The amount of time available for each student may be limited to the number of available terminals and the demands for each terminal.
  - The use of the network is a privilege and may be taken away for violation of board policy or regulations. As users of the Internet/Computer, students may be allowed access to

other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.

- Students shall adhere to on-line protocol:
  - Respect all copyright and license agreements.
  - Cite all quotes, references and sources.
  - Remain on the system long enough to get needed information, then exit the system.
  - Apply the same privacy, ethical and educational considerations utilized in other forms of communication.
  - Use the Internet/computer appropriately.
- Student access for electronic mail will be through the district's Google Apps account. Students will adhere to the following guidelines:
  - Private messages may not be sent from the student's account. The district staff will monitor emails and documents sent from and stored on student accounts and are authorized to read all email sent from student email accounts;
  - Delete unwanted messages immediately;
  - Use of objectionable language is prohibited;
  - Always sign messages;
  - Always acknowledge receipt of a document or file.
- Restricted Material
  - Students shall not intentionally access or download any text file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause material and substantial disruption of the proper and orderly operation and discipline of the school or school activities or will cause the commission of unlawful acts or the violation of lawful school regulations.
- Unauthorized Costs
  - If a student gains access to any service via the Internet/Computer that has a cost involved, or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs.

### **Internet/Computer Appropriate Use Violation Notice**

Students who access restricted items on the Internet/Computer shall be subject to the appropriate action described in board policy or regulations or the following consequences:

#### **1. First Violation**

A verbal and written "Warning First Violation" notice will be issued to the student. The student may lose all Internet/Computer access privileges for a period of up to 3 weeks at the discretion of the supervising staff member and/or principal. Communication from the supervising teacher explaining the incident will occur within 24 hours. A copy of the notice will also be mailed to the student's parent/guardian and a copy will be provided to the building principal.

#### **2. Second Violation**

A verbal and written "Second Violation" notice will be issued to the student. The student shall forfeit may lose all Internet/Computer privileges for a period of up to 9 weeks at the discretion of the supervising staff member and/or principal. Communication from the supervising teacher explaining the incident will occur within 24 hours. A copy of the notice will also be mailed to the student's parent/guardian and a copy will be provided to the building principal.

### **3. Third Violation**

A verbal and written “Third Violation” notice will be issued to the student. The student may be treated as a habitual violator and lose all Internet/Computer privileges for a period of up to 18 weeks or beyond at the discretion of the supervising staff member and/or principal.

Communication from the supervising teacher to explain the incident and to schedule a meeting with the student, parent, supervising teacher, and building principal will occur within 24 hours. A copy of the notice will also be mailed to the student’s parent/guardian and a copy will be provided to the building principal.

Severe violations may result in accelerating this process and/or privileges may be denied. Violations and consequences will carry over to the following school year. Students identified as “Habitual Violators” may be denied access to school Internet and electronic devices.

## **CHROMEBOOK ACCEPTABLE USE POLICY**

### **STUDENT CHROMEBOOK**

The purpose of this policy is to define expectations for all users. The focus of Chromebook 1:1 program at Logan-Magnolia Community School District is to provide equitable access to digital tools and resources for our students. Excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and one of the learning tools of these twenty-first century students is the use of the Chromebook. The individual use of the Chromebook is a way to empower students to maximize their full potential and to prepare them for college and the workplace. Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with a Chromebook integrates technology into the curriculum anytime, anyplace. The policies, procedures and information within this document apply to all mobile devices used at Logan-Magnolia Community School District, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

### **RECEIVING & CHECK-IN OF YOUR CHROMEBOOK**

Chromebooks and accessories will be distributed each fall during the first week of school. Chromebooks and accessories will be returned during the final week of school so they can be checked for serviceability. If a student transfers out of the Logan-Magnolia Community School District during the school year, the Chromebook and accessories will be returned at that time. Individual school Chromebooks and accessories must be returned to the LoMa Technology Department or designated room at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Logan-Magnolia for any other reason must return their individual school Chromebook on the date of termination. If a student fails to return the Chromebook at the end of the school year or upon termination of enrollment at Logan-Magnolia, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the iPad, or, if applicable, any fees that are deemed necessary. Failure to return the Chromebook will result in a theft report being filed with the Police Department. Possible fees for damage or loss:

- Chromebook Screen: \$140.00
- Charging Block & Chord: \$85

Depending on damage, the cost may be higher. Missing keyboard keys may require a full keyboard replacement. If any part of the Chromebook is lost or damaged, it must be reported to the office immediately. We may be able to locate the device using our mobile device management system and in house repairs may be attempted to avoid fees, though these cannot be guaranteed.

## LUNCH

### Lunchroom Procedures

Because we have a closed campus, students must stay on campus during their lunch periods. Money for the hot lunch program offered by the school is to be turned in at the office before the school day begins. Students may also bring lunch from home if they so desire. Milk may be purchased during all lunch periods. Students who choose not to eat must still report to and remain in the lunchroom during their scheduled period. Going to the Media Center, music area, or a classroom instead of going to the lunchroom is not permitted unless prior approval is received from the building principal.

### Lunch Account

Notification of Low or Negative Balance: The LoMa business office will contact parents/guardians via phone, email, letters and text when a student's balance reaches a low balance.

## STUDENT SCHOLASTIC ACHIEVEMENT

### Academic Excellence Letter

To earn an Academic Excellence Letter, a student must be enrolled in 6 full credit courses and must have earned a 3.50 GPA both semesters in an academic year. A student will earn a bar for each semester they meet the criteria. Students earning a 4.00 GPA will have a star attached to the award in lieu of a bar.

### Honor Roll

The Honor Roll will be prepared and published at the end of each semester grading period. A student must have an accumulated grade point average of 3.20-3.69 to be placed on the Silver Honor Roll and a 3.70-4.00 grade point average to be placed on the Gold Honor Roll.

## ACADEMIC PROGRAM

### Credit for Courses

Students who wish to graduate from Logan-Magnolia High School will be required to complete all semesters of academic credit to become eligible for graduation. All students enrolled in the school district must **carry at least six (6) academic classes per semester**. Withdrawing from a class after three days of the beginning of a grading period may be done so only with the permission of the instructor and the building principal.

### Grade Reports

Students receive progress reports every 4 weeks throughout the semester and a final report card at the end of the first and second semester. Parents and students are encouraged to view their child's progress online from our district web page ([www.lomaschools.org](http://www.lomaschools.org)) and/or to contact teachers regarding their child's achievement. If you have concerns about grades, please talk to the teacher(s) to determine what needs to be done to improve the academic performance. Students who receive an "Incomplete" in a class at the end of a semester must make arrangements to complete the course work within a designated time frame in order to earn credit for the class. The teacher and the principal will determine the time frame. Failure to finish work after an "Incomplete" is assigned may result in a failing grade and a loss of credit.

**Grading Scale**

The following grading scale is used in grades 7-12.

**A = 100 – 91**(100 = A+; 99 - 93 = A; 92-91 = A-)

**D = 70 – 65** (D+; 68-67 = D; 66-65 = D-)

**B = 90 - 81**(90-89 = B+; 88-83 = B; 82-81 = B-)

**F = 64 – 0**

**C = 80 – 71**(C+; 78-73 = C; 72-71 = C-)

**Graduation Requirements**

Students must successfully complete the courses required by the Board of Iowa Department of Education in order to graduate. Students who are in good standing and meet the graduation requirements set by the board are allowed to participate in the graduation ceremony and in senior activities. It is possible that students who are serving discipline at the time of the graduation ceremony or other senior activities will not be allowed to participate. Students are not required to participate in the graduation ceremony.

**Graduation Credit Requirement (50 Credits)****8 semesters of English**

2 semesters of English 9

2 semesters of English 10

2 semesters of English 11

1 semester of Speech

1 semester elective

**8 semesters of Mathematics**

2 semesters of Algebra I

2 semesters of Geometry

2 semesters of Algebra II

2 semesters of math electives

**6 semesters of Science**

2 semesters of Physical Science

2 semesters of Biology

2 semesters of electives

**6 semesters of Social Studies**

2 semesters of World History

2 semesters of American History

1 semester of American Government

1 semester elective

**1 semester of Health**

**1 semester of Freshmen Seminar**

**1 semester of Senior Seminar**

**19 elective semesters**

Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individual Education Program (IEP). Prior to the special education student's graduation, the IEP team shall determine whether the graduation requirements have been met.

**Dropping Classes**

Changes in schedules will be allowed when the request is the result of failure, work release, or unrealistic choice, provided that teachers involved have approved them and there is an opening in the selected class. Changes as a result of whim, low grades, etc., will not be allowed. It is essential that students consult with parents, teachers, and counselor to make sure that their course selections are realistic with their goals. **If a student wishes to drop a subject, it must be done within three school days after the start of the semester.**

**ONLINE LEARNING****Online Learning Student Expectations**

In the event of partial or full closing of the Logan-Magnolia Schools, we will utilize technology to ensure continuous learning. Should we move this format, the following are student expectations:



- **Video:** Video must always be on with your face displayed unless otherwise directed by the teacher.
- **Background:** Use an appropriate or non-distracting background or a Zoom background. Students may not use a personal background.
- **Mute Audio:** To avoid background noise distractions, keep your audio muted at all times unless you are supposed to be speaking
- **Use Appropriate Language:** Both verbal and written language expectations are the exact same as in the classroom; if you wouldn't do it, say it, or write it in class, then you do not do it, say it, or write it in the online platform.
- **Group Chat:** All chats are to be written so everyone can view them. The use of private chat is prohibited unless specifically approved by the instructor.
- **Clothing:** The school dress code applies during video class time.
- **Behavior:** LoMa Student Expectations and #PantherPride are our behavioral guidelines in implementing the Logan-Magnolia CSD Technology Policy.

**Recording:** The class sessions may be recorded for future use. Students will have access to these recordings via Google Classroom. Students are to use them for educational purposes only. Screenshots of students and the development of memes are not permitted under any circumstances.

### Edgenuity Course Guidelines

Students at Logan-Magnolia may be allowed and/or required to take classes through an internet-based service for various reasons. Those reasons include, but are not limited to, credit recovery, schedule conflicts, and student needs. Currently, Logan-Magnolia offers internet-based courses through a program titled [Edgenuity](#). If a student is enrolled in an Edgenuity course for any reason the following guidelines will be followed:

1. Students must get a username and password from assigned school personnel.
2. Students must make adequate weekly progress in the course. If a student falls behind the adequate weekly progress they will be placed on the academic noncompliance list and may lose flex schedule privileges that apply.
3. Students must successfully complete 100% of the course work by the end of the grading period.
  - a) Classes are closed at the end of the academic day on the last day of the semester. (i.e. If the day ends at 11:30, then that is considered the end of the academic day)
  - b) Second-semester seniors will be required to attend each day of school (full day) if course work is not completed upon seniors being released.
4. Students must successfully complete 100% of the course on time in order to receive credit for the course. Time extensions will only be granted for extenuating circumstances upon request to the high school principal.
5. Students will meet with the principal on weekly progress if they do not make adequate weekly progress.
6. If students have questions regarding the content, they will go to the specific content teacher (i.e. health, Mrs. Bruck; Algebra I, Ms. Lacey, etc.).

### **Jr. High Program of Study**

Jr. High Students will be enrolled in the following core classes: Reading, Math, English, Social Studies, Science, and Physical Education. Exploratories and music are additional classes for students that will vary depending on the grade level. **Students who are not proficient in reading and/or math based on the District's assessments and teacher recommendations, will be required to take a reading lab and/or math lab, which may impact the exploratories a student may take. Students who earn a failing score at semester, will be required to make up the failed course before moving on to the next level.**

### **Jr. High Band & Vocal Programs**

Students entering 7<sup>th</sup> grade are required to choose between chorus, band or both. Eighth grade students may elect to drop either of the band or choir within two-weeks the first two weeks of the 1<sup>st</sup> semester. Students making a schedule change after two (2) weeks, whether voluntary or for disciplinary reasons, will receive a failing grade for the semester. Students earning a failing grade will be ineligible for the Honor Roll.

## **ADDITIONAL EDUCATIONAL PROGRAMS**

### **Drivers' Education:**

Drivers' ED. fee is \$300 and must be paid in full prior to the start of class, unless previous arrangements have been made. Students will not receive their completion certificate until final payment is made.

### **Senior Year Plus Program**

This program is for students who wish to enroll in online college courses or in classes at Iowa Western Community College in Council Bluffs. Students may enroll in this program for the entire school year or for second semester only. Students must be proficient in reading, math, and science, on the Iowa Statewide Assessment of Student Progress. The primary means for determining proficiency for purposes of Senior Year Plus is through a student's scores on the Iowa Statewide Assessment of Student Progress (ISASP). According to guidance from House File 308, proficiency in English Language Arts allows students to take dual-enrollment courses in humanities, social sciences, and English. Proficiency in Math allows students to take dual-enrollment courses in Math. Proficiency in Science allows students to take dual-enrollment courses in science. (Dual-enrollment Career and Technical Education coursework is exempt from this requirement.)

If students are not proficient on their subject-area ISASP assessment, the building principal and the guidance counselor will review the student's most recent semester subject-area grades as a secondary means. The student's eligibility to enroll in Iowa Western Community College coursework during the upcoming school year will be determined by (his/her) final subject area semester grade earned at the end of the previous school year. The student must earn a C- or higher in this subject-area coursework.

Students enrolled at IWCC programs must provide their own transportation to and from campus. Students will pay a book fee for each dual credit course taken. Students enrolled at IWCC are still considered Lo-Ma students and may participate in all programs of the school, providing the schedules at IWCC will allow.

### **Guidance and Counseling**

The school district's guidance program is divided into four separate categories. The categories are counseling services, information services, appraisal services and placement services. Each of these categories is interdependent and assists students with their personal educational and career development and in becoming well-rounded, productive adults. **The school's guidance counselor maintains confidentiality. However, violations of the Good Conduct Policy reported to the guidance counselor will be shared with the building principal and/or the activities director. Confidentiality will not be honored in these circumstances. The school's guidance counselor will also report incidents to involved parties if a student threatens to harm himself/herself or someone else.**

### **Intervention Program**

Logan-Magnolia implements an intervention program for students who may be at-risk of not graduating from high school. The School Based Interventionist (SBI) is housed at the middle and high school levels to assist students, parents, and staff on the student's journey to a high school diploma. School Based Interventionists work primarily with counselors and administrators as a liaison between parents, students, and school. The SBI is supervised by Steve McPhillips at Green Hills Area Education Agency.

Please contact your building principal or Steve with any concerns at [smcphillips@ghaea.org](mailto:smcphillips@ghaea.org) or (712) 366-0503.

### **Media Center**

The school Media Center is available to students during school hours. The Media Center is a place for study and research. It is not a place to socialize. Students are expected to conduct themselves as if they were in class while in the Media Center. Students who utilize the computers in the Media Center may do so for educational purposes only. Students may not check for, send or receive emails, search the Internet for information not directly linked to a class or project or play games on the computers. Violation of Media Center rules may involve suspension from use of the Media Center and/or disciplinary action from the office.

### **Standardized Tests**

Students are given standardized tests annually. These tests are used to determine academic progress for individual students, for groups of students, for the school district and to comply with state law. All students in grades 7-11 are required to take the Iowa Statewide Assessment of Student Progress.

The Logan-Magnolia CSD requires all seniors to take the ACT in the fall of their senior year. The Logan-Magnolia CSD will host and pay for the administration of the ACT.

## **GRADUATION INFORMATION**

### **Spring Graduation**

Seniors who are in good standing and who meet the graduation requirements set forth by the school board are allowed to participate in graduation ceremonies and in senior activities. It is possible that students who are under disciplinary sanctions at the time of graduation may not be allowed to participate in graduation ceremonies. The administration and the school board will make this determination. Graduation exercises shall be conducted in the spring of each year. Only those students who have completed four (4) years of high school shall be involved in the ceremonies with the following exceptions:

1. At the time of the request for mid-year graduation a student may request permission to participate in graduation exercises. The permission may be granted only by the school board and may be withdrawn by the board if circumstances exist that should make such action advisable.
2. Any student involved in the Honors Early Start program or a program with an outside agency but who is still considered a full-time student and member of the student body shall be allowed to participate.
3. Termination of special education students from the school district's program shall be based solely on the Individualized Educational Program (IEP) of that specific student. A duly signed diploma will be awarded at the close of that school year. A plan which calls for termination of educational services at mid-year will allow that student to request from the school board permission to participate in graduation exercises. The school board shall consider this request as they would a request from those involved in a traditional school program.
4. Special consideration will be made regarding foreign exchange students. If such a student can provide the school district with transcripts that allow the school to see that he/she is eligible for

graduation, then that student will be allowed to go through graduation ceremonies. Otherwise, the student will be placed in the correct class.

Regardless of participation in graduation exercises, no student shall be awarded a signed diploma until it has been determined that all state and school requirements have been satisfactorily met. **Students who have not successfully met all graduation requirements prior to scheduled ceremonies may not be allowed to participate in commencement exercises.**

### **Mid-Year Graduation**

The following criteria must be met for a student to graduate early:

1. students must meet the graduation requirements set by the board prior to the end of their senior year;
2. students must apply with a letter to the school board at least one quarter prior to the completion of the graduation requirements;
3. students must obtain a written recommendation from the building principal;
4. parents must submit to the school board their request for early graduation of their child;
5. students must have school board approval.

Any student who requests mid-year graduation and then fails to meet necessary requirements must meet the requirements of all other students during the second semester of his/her senior year.

**Students who graduate early become alumni of the school district and are NOT allowed to participate in school activities EXCEPT for graduation ceremonies.**

### **EXTRA-CURRICULAR ELIGIBILITY GUIDELINES**

**Extra-curricular activities at the Logan-Magnolia Community School District are an integral part of the total education of students and are a privilege, not a right.**

#### **Academic Non-compliance**

Students are expected to perform their academic duties. If a student chooses not to do their homework, assignments, projects, or other items as assigned, he/she may be classified as academic non-compliant. Grades are pulled the first day of the school week. Students who are receiving a failing grade in a class may be required to attend study table sessions during advisory, immediately following school from 3:30-4:15 or if scheduled and approved by the classroom teacher, in the morning from 7:30 – 8:15. The tutoring sessions are designed to help students who are falling behind in class and need more 1 on 1 help to be successful. These sessions may become mandatory if the student does not raise his/her grade above failing within a week. Students who skip a mandatory tutoring session will be issued a detention. If the student continues to fail for 2 weeks, he/she may be deemed ineligible for extracurricular activities/competitions.

Students who are considered Continual Violators may not be allowed to practice or to travel with their teams to away games or contests.

**Students who have been absent will be given one day for every day they were absent before their work will be counted as late.** Students may not be placed on the ineligibility list for missing work that occurred during an excused absence. However, if the make-up work is not completed during the allotted time, students may be placed on the ineligible list. At this time the student will follow the rules of ineligibility explained above.

**Iowa State High School Eligibility Guidelines**

High school students wishing to participate in athletics, speech or music activities have to adhere to guidelines set forth by the Iowa Department of Education.

**To be eligible for an activity, a student must:**

- Be enrolled or dual enrolled in school
- Have earned a passing grade in all registered courses in the previous semester (9-12)
- For students in athletics, music, or speech activities, must be under the age of 20
- Have met all transfer requirements, if the student is a transfer student, or be eligible under state law and regulations if the student is an open enrolled student.

A student-athlete not passing all subjects at the end of a grading period will be ineligible for the first period of 30 consecutive calendar days of the interscholastic athletic event in which he/she is a bona fide contestant. The period of ineligibility starts with the first day on which competition is allowed, not practice. If the grading period is in the middle of an affected student's season, the period of ineligibility starts with the first school day after semester grades are issued. There is no requirement that the student competed in the sport previously. This means that a student may add a sport to complete his/her 30-day suspension providing that both coach and the athlete agree to such an arrangement. A student cannot quit a sport once 30 days is up. He/she must finish the sport season or the 30 days resume with the next sport in which he/she participates. Students in baseball or softball will have the same penalty as all other students.

A student with a disability who has an individualized education program (IEP) shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, toward the goals and objectives on the student's IEP.

If a student becomes academically ineligible and then does not go out for another sport for one full academic year, he/she will become eligible for athletics again without serving a suspension. At this time the Iowa Department of Education has determined that the "look back" period for students is one full academic year only.

If a school year ends before a student has served his/her 30 days of suspension the remaining days will be added on to the student's participation calendar for the next sport.

Eighth grade students will establish their eligibility for high school athletic/activity participation at the completion of the eighth grade academic year. Any ineligibility earned while attending the jr. high must be completed prior to being eligible for high school athletics or activities. If an 8<sup>th</sup> grade student earns a failing semester grade at the end of his/her 8<sup>th</sup> grade year and is participating in high school softball or baseball, then the student's eligibility will be decided following the Iowa High School Athletic Eligibility rules/guidelines.

The Iowa High School Speech Association and the Iowa High School Music Association have set forth a 30 consecutive calendar day suspension period beginning with the first day of school or the first day of second semester.

Logan-Magnolia High School is a member of the Unified Iowa High School Activities Federation, which includes the Iowa High School Athletic Association, Iowa High School Girls' Athletic Union, the Iowa High School Music Association, and the Iowa High School Speech Association. Lo-Ma students participating in co-curricular and extra-curricular activities must meet the rules of eligibility as established and administered by these organizations.

## STUDENT INFORMATION

### School Nurse

Our school nurse is Lanae Chase. Her hours are 7:50 a.m. until 3:50 p.m. each school day and can be reached at 644-2168.

### Immunizations

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

### Administration of Medication

Students may need to take prescription or nonprescription medication during school hours. Students may carry prescription medication only with the permission of the parents and principal. The school must know the medications a student is taking in the event the student has a reaction or illness. Students must provide written instructions for administration of the medication as well as parental authorization to administer the medication. Medication is held in a locked cabinet and distributed by the school nurse or secretaries. Medication must be in the original container with the following information either on the container, in the instruction sheet or in the parental authorization: name of the student; name of the medication; directions for use including dosage, times and duration; name, phone number and address of the pharmacy (if applicable); date of the prescription (if applicable); name of the physician (if applicable); potential side effects; and emergency number for parents.

### Illness Policy and Exclusion of Sick Children

For the health and safety of all the children, it is mandatory that sick children not be brought to school. If your child has any of the following symptoms during the night, he or she will not be admitted the following morning for the safety of the other children:

- Fever greater than 100 degrees F
- Vomiting
- Diarrhea
- Pink eyes with drainage
- Cough with congestion and excessive nasal discharge

The school's established policy for an ill child's return:

- Fever free for 24 hours (**If student is sent home with a fever, student is not permitted to return to school the next day**)
- Chicken pox: one week after onset (or when lesions are crusted)
- Strep: 24 hours after initial medication
- Vomiting/Diarrhea: 24 hours after last episode
- Conjunctivitis: 24 hours after initial medication or when without drainage

Upon arrival at school, each child is observed by teaching staff for signs of illness or injury that could affect the child's ability to participate comfortably in the daily activities. Children will be excluded when a child is not able to participate comfortably; if the illness requires more care than staff are able to provide without compromising the needs of the other children in the group; or if keeping the child at school poses an increased risk to the child or to other children or adults with whom the child will come in contact. When a child develops signs of an illness during their day at school, parents, legal guardians, or other person authorized by the parent will be notified immediately to pick up the child. For this reason, please be sure that we have current, accurate

phone numbers for you, your authorized emergency contact person and your child's pediatrician. In the meantime, we will provide the child a place to rest until the parent, legal guardian or designated person arrives under the supervision of someone familiar with the child. If the child is suspected of having a contagious disease, then, until she or he can be picked up, the child is located where new individuals will not be exposed.

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

A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student is released to the student's parents or, with parental permission, to another person directed by the parents. While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school contacts emergency medical personnel if necessary and attempts to notify the parents where the student has been transported for treatment.

### **Communicable and Infectious Diseases**

Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without their personal physician's approval. Infectious or communicable diseases include, but are not limited to, mumps, measles and chickenpox.

### **Head Lice**

Per school board policy if a child is found with live lice, he or she must be taken from school, treated, and then permitted to return to school. The student must be checked by the school nurse upon return to school. If there are no live lice and the nurse determines that substantial progress has been made in treating the hair and in removing the eggs (called nits), the student shall be allowed to remain in school. The student will be checked periodically to make sure that the nits are being removed. Repeated outbreaks on the same student may result in that student being removed from school until he or she is nit free. Actual treatment of lice, according to State recommendation, should consist of an initial treatment with retreatment 7-10 days later. All family members should also be checked and treated at the same time. The main goal to control a lice outbreak is to quickly identify those children infested and send them home for treatment with the least amount of disruption to the school schedule.

### **Health Screening**

Throughout the year, the school district sponsors health screening for vision, hearing, scoliosis and height and weight measurements. Students are automatically screened unless the parent submits a note asking the student be excused from the screening. The grade levels included in the screening are determined annually. Students not scheduled for screening may also be screened with parental permission.

### **Freedom of Expression**

Under the guidelines set forth by the United States Constitution, all individuals have the right to freedom of expression. Since, however, student expression made on school premises or as part of a school-sponsored activity may be attributed to the school, such expression must be appropriate to the activity. Students will be allowed freedom of expression of their viewpoints as long as the expression is responsibly carried out. Student expression shall not, in the judgment of the administration, encourage the breaking of laws, bring about disruption to the school program, cause defamation of persons or contain obscenity or indecency.

**Dress Code (Board Policy 502.1)**

There is a strong connection between academic performance, students' appearance and students' conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and that does not disrupt the school or educational environment.

The following is to be used as a guide for prohibited clothing:

- clothing advertising or promoting illegal use for minors including, but not limited to, alcohol or tobacco;
- hats in the building or to school-sponsored activities (other than sporting events outside the school day);
- clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct, or similar displays;
- shorts that do not extend past extended fingers;
- pants with holes above extended fingers;
- clothing that reveals undergarments or inappropriate body parts (e.g cleavage, buttocks, mid-riff, etc. bra straps, underwear, etc.);
- tank tops, muscle shirts that do not provide appropriate coverage; (spaghetti strap tops are not allowed)

**The administration of the Logan-Magnolia School District makes the final determination regarding the appropriateness of a student's appearance.** A student will be asked to change clothing or turn their shirt inside out or go home to change because it is found to be inappropriate. If a student refuses to do so, they may receive disciplinary sanctions. A student that has been informed that the clothing is inappropriate but continues to wear it to school may also receive disciplinary sanctions. Once clothing has been deemed inappropriate, it should not be worn to school again. A student may be sent home to change after parents have been contacted. If a student is sent home to change, the attendance policy will be enforced.

**Care of School Property (Board Policy 502.2)**

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

**Student Desks And Lockers (Board Policy 502.7)/Search and Seizure (Board Policy 502.10)**

Student lockers and desks are the property of the school district. It shall be the responsibility of each student to keep his/her assigned locker and desks clean and undamaged. The expenses to repair damage done to a student's locker or will be charged to the student.

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

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



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

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, (e.g. marijuana, cocaine, amphetamines, barbiturates, look alike substances, etc.), apparatus used in conjunction with controlled substances, alcoholic beverages, tobacco, prescription drugs, prescription drugs not specifically prescribed to the student, weapons, explosives, poisons and stolen property. Like other similar rules, such items are not to be possessed while students are on school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. Possession or use of such items will be grounds for disciplinary action, including suspension or expulsion, and will be reported to local law enforcement officials.

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

The school board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees or visitors of the school district premises or property within the jurisdiction of the school district.

Should it become necessary, law enforcement officials and/or trained search animals may be brought to the building, site grounds and/or parking lots to conduct searches for illegal contraband. The school district will follow appropriate guidelines set forth by the state of Iowa regarding such searches. These searches may or may not be announced ahead of time.

### **Personal Electronic Device Notice**

Students are allowed to use personal electronic devices in school **between classes and during lunch**.

Headphones in the classrooms are only allowed for use during teacher approved academic activities.

Headphones may not be worn in student's ears or around student's neck while not in use during academic activities. If a student does not follow the classroom rules for electronic devices, the teacher may confiscate the device and bring it to the office. Any student who brings an electronic device to school or to school activities does so with the knowledge that should it become lost or stolen, the school district will not be held financially responsible.

### **JMC**

The Logan-Magnolia Community School District uses JMC as its student information system. Parents and students are encouraged to check JMC frequently for updates on grades and attendance. If you need assistance logging into JMC, please see the directions which were included in your registration packet or contact the elementary or secondary offices at LMCS D.

**Assemblies**

Throughout the year the School District may sponsor school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly and on their way back to the classroom after an assembly. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away. Students who are not to attend an assembly must report to the principal's office.

**Field Trips**

In certain classes field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered special excused absences. While on field trips, students are considered ambassadors and representatives of the school district.

Students must treat employees, chaperones and guides with respect and courtesy.

Prior to attending a field trip, students must return a field trip form to the sponsor that has been signed by the teachers, verifying that the attending student has obtained assignments. The field trip form **MUST** be signed by a parent/guardian indicating approval. Required fees must accompany the permission form. Students unable to afford the cost of the field trip should notify their teacher.

**Dances**

The principal must approve school-sponsored dances at least 2 weeks prior to the dance. School district policies, rules, and regulations apply to students as well as non-students at school dances. Students and non-students violating school district policies, rules, or regulations are asked to leave the dance and school grounds. Students who leave a dance are not allowed to re-enter the dance. Any high school student who is eligible to attend the dance may bring one non-Lo-Ma student as a guest. The student must register the guest before the established deadline before the day of the dance in the school office. The guest may be required to show proof of identity and must not be over the age of 20. Jr. High dances are sponsored for only Lo-Ma Jr. High students.

**School Sponsored Organizations**

School-sponsored organizations are those that are recognized by the school district and board. School-sponsored organizations include, but are not limited to, Art Club, Band Groups, Cheerleading, Contest Speech Groups, Drama Club, Drill Team, FCCLA, Key Club, National Honor Society, Peer Leadership, Science Club, Spanish Club and Vocal Music Groups.

Participation in school-sponsored student organizations is a privilege. The privilege of participation may be suspended or canceled for violating an individual coach's or sponsor's rules as well as for violation of school district policies, rules or regulations. The District's Good Conduct Policy is in effect for students participating in certain activities.

**School Grounds**

Students may be present on school grounds before and after school only when they are under the supervision of an employee or an extracurricular activities sponsor. The school will not be held responsible for the well-being of any student who is on school grounds before or after teachers, staff members, activity sponsors and/or coaches are on duty.

In order to maintain a safe and orderly environment, students attending Logan-Magnolia Junior-Senior High may not enter the district's elementary school building without permission. Students visiting the school nurse must have a hall pass to enter the elementary school. Siblings in different buildings who

are to meet after school should designate a meeting place outside the buildings. Students found in the elementary school without express permission will be disciplined with detention and/or suspension.

**Parents should not drop students off at school early in the morning with the expectation that students will be supervised. Students should not be in either building before adults are present.**

### **Student Parking and Driving**

Students who drive to school are expected to park in a correct manner in the area designated for student parking. Students who ride bicycles or mopeds are to park in an area established for that purpose at the rear of the building. Those students driving a vehicle of any kind are expected to follow all traffic patterns and rules. The entry to the north parking lot and all fire lanes must stay unobstructed at all times. Reckless driving or repeated violation of traffic patterns and/or other rules and/or smoking in or around vehicles parked in the school parking lot may result in loss of driving privileges to school for a period of time or permanently.

Students on school driving permits may use such a permit for its intended purpose only. Students on this permit are not allowed to drive around town, run errands or give rides to friends. Students cannot use their school driving permits during the weekend unless going to or coming from a school-sponsored event. Should school personnel be informed of a student misusing this permit, the administration may recommend suspension or revocation to the Department of Transportation.

### **Student Safety**

The Logan-Magnolia Community School District partners with the I Love You Guys Foundation, the Logan Police Department, and other local law enforcement and emergency responders in a Standard Response Protocol (SRP). The SRP is a widely used protocol that focuses on practicing simple and specific responses to emergency situations. Staff members at LMCS D have been trained in emergency response and we hold regular drills with students. We also take precautionary measures to secure our building with things such as security cameras and one-door entry during the school day.

#### **Standard Response Protocols**

- **Lockdown** is used to secure individual rooms and to keep students and staff quiet and safe from a potential threat inside the building. It is initiated with an announcement of **“lockdown, locks, lights, out of sight.”**
- **Secure** is used to protect students and staff within the building from an outside threat and is initiated with an announcement of **“lockout, secure the perimeter.”**
- **Evacuate** is used to protect staff and students from a potential threat such as a fire or chemical spill inside the building. It is initiated with an announcement of **“evacuate to Perfection Press.”** (or another designated location.)
- **Shelter** is used to protect staff and students from things such as a tornado and is initiated with an announcement of **“shelter, move to your designated shelter area.”**
- **Hold** is used to keep students and staff in the classroom for various reasons such as a medical emergency in a hallway. It is initiated with an announcement of **“hold in your classroom.”**

### **Backpacks**

Students are not permitted to carry backpacks during the school day unless medically diagnosed by a licensed physician. Students must obtain and share with the school a doctor’s note from a licensed physician requesting use of the backpack throughout the day. The note must include the approximate length of time the backpack will be medically necessary. Parent communication with the building principal is required prior to the student’s use of a backpack.

### **Attending Extra-Curricular Activities**

Students are welcome to attend extra-curricular activities involving their friends and peers after school hours. Students are required to show good sportsmanship, to remain in the gym or auditorium (where the activity is taking place) and to follow school rules while at the activity. **Students who have not attended school on the day of an activity may not attend an extra-curricular activity unless approved beforehand by the principal or activities director. Students who have not attended school on Friday may not attend an extra-curricular activity on Saturday unless approved beforehand by the principal or activity director.** Students are encouraged to purchase a student activity pass for the school year. This pass allows students into all sporting activities (other than tournament games) and is truly a money saver for families. **If a student is caught sneaking into an event without paying, he/she will be required to purchase a student activity pass before being allowed to attend an event again. Please take note of this rule!**

### **Activity Passes:**

Activity passes are issued upon receipt of payment. The card must be presented at the gate of each activity where an entry fee is required. If you lose your card a \$5 replacement card must be purchased.

### **Posting of Information**

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

### **Student Publications**

Students may produce official school district publications as part of the curriculum under the supervision of a faculty advisor and principal. Official school district publications include, but are not limited to, the school newspaper and yearbook. Expression made by students, including student expression in the school district publications, is not an expression of official school district policy.

A faculty advisor supervises student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. No student shall express, publish or distribute in an official school district publication material which is:

- obscene;
- libelous;
- slanderous; or
- encourages students to:
- commit unlawful acts;
- violate school district policies, rules or regulations;
- cause the material and substantial disruption of the orderly and efficient operation of the school or school activity;
- disrupt or interfere with the education program;
- interrupt the maintenance of a disciplined atmosphere; or
- infringe on the rights of others.

### **Visitors/Guests**

The Lo-Ma School District welcomes the interests of parents and other members of the school district community and invites them to visit the school building and sites. Visitors, which include persons other than school employees and students enrolled in the district, must notify the principal of their presence in the school

upon their arrival. Persons who wish to visit a classroom while school is in session are asked to notify the principal and obtain approval prior to the visit so appropriate arrangements can be made. Teachers and other employees shall not take time from their duties to discuss matters with visitors.

Students should not expect to bring friends from other schools to their classes unless the building principal has approved this at least one day prior.

After 8:15 a.m., visitors will enter the Junior-Senior High School through the front doors only. All other doors will be locked during the school day to ensure safety for all.

Persons under the influence of drugs or alcohol will not be permitted on the premises of the Logan-Magnolia Community School District. At no time will children be released to a person under the influence of alcohol or drugs and school officials will call the proper authorities if warranted.

### **Weather Alerts**

In the event of inclement weather, Logan-Magnolia Schools will notify parents/guardians, students, and community through our JMC Student Data System. We will send notifications out through emails, texts, and phone calls. We will also notify our local TV and Radio stations accordingly:

- KMA ..... 960 AM – Shenandoah
- KMTV .... Channel 3
- WOWT ... Channel 6
- KETV ..... Channel 7



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