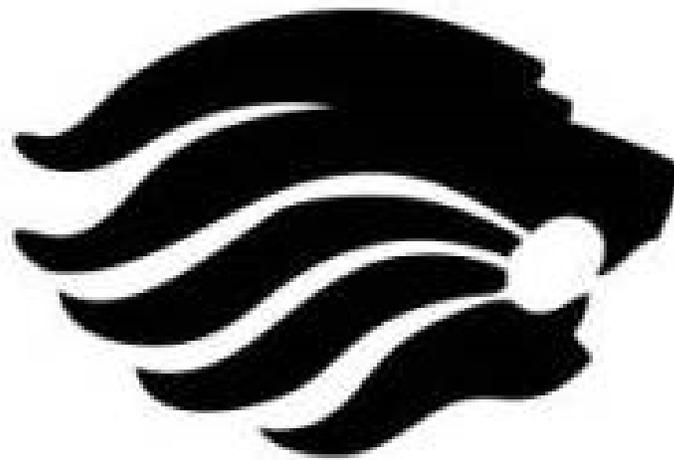


**Lone Tree  
Elementary School  
Student-Parent  
Handbook**



**2025-2026**

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# **LONE TREE ELEMENTARY SCHOOL HANDBOOK**

## **OUR MISSION**

In partnership with the community, Lone Tree Community School will develop productive, lifelong learners whose goals include academic, vocational, and social success.

## **PURPOSE**

The purpose of this handbook is to help students and parents understand school procedures at Lone Tree School. Through student adherence to these rules and expectations, combined with parental support and involvement in school, we can be most effective in assuring a quality educational program for each student.

School district policies, rules, and regulations are in effect while students are on school grounds, in school-owned or operated buses/vehicles/chartered buses, while being transported to school functions, while attending or participating 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 twelve months a year. A violation of a school district policy, rule, or regulation 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.

## **EQUITY STATEMENT**

It is the policy of the Lone Tree 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 or a grievance related to this policy please contact Andrew Koshatka, Middle School/High School Principal, 303 S Devoe Street, Lone Tree School, 319-629-4212. You may also contact Mr. Koshatka at [aknoshatka@lonetreecsd.org](mailto:aknoshatka@lonetreecsd.org).

## **NON-DISCRIMINATION**

It is the policy of the Lone Tree 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 or a grievance related to this policy please contact, please contact Andrew Koshatka, Middle School/High School Principal. You may reach Mr. Koshatka at 303 South Devoe (Lone Tree Community School) or by calling the school at (319) 629-4212. Mr. Koshatka may be contacted through email at [akoshatka@lonetreecsd.org](mailto:akoshatka@lonetreecsd.org).

## **STUDENT COMPLAINTS AND GRIEVANCE**

Student complaints and grievances regarding board policy or administrative regulations and other matters should be addressed to the student's teacher or another licensed employee, other than the administration, for resolution of the complaint. It is the goal of the board to resolve student complaints at the lowest organizational level.

**Step One:** An attempt shall be made to resolve any complaint in an informal/formal discussion between the complainant and the licensed employee.

**Step Two:** If the complaint cannot be resolved by a licensed employee, the student may discuss the matter with the principal within three (3) days of the employee's decision.

**Step Three:** If the complaint cannot be resolved by the principal, the student may file a grievance in writing and at a mutually agreeable time discuss the matter with the superintendent within three (3) after the principal's decision. The written grievance shall state the nature of the grievance, the rule or regulation or law in question and shall state the remedy requested. Within five (5) school days after such written grievance is filed, the student and the superintendent shall meet to resolve the grievance. The superintendent shall file a written decision within ten (10) school days of this meeting.

Please note the following:

- The failure of a student to act on any grievance within the prescribed time limits shall act as a barrier to further appeal.
- The time limits may be extended by written mutual consent.
- The grievant shall have a right to representation at any step of the grievance procedure.
- The person identified as the school district's Title IX Officer will assist any student in the filing of a written grievance.
- Students under 18 years of age who are not emancipated minors must have written parental or guardian permission before proceeding beyond the second step.

## **GENERAL INFORMATION**

### **SCHOOL DAY / WAITING AREAS**

Starting at 7:35 AM students may begin entering the building through the student entrance (library) if they are eating breakfast.

At 8:00 AM students may begin entering through the elementary lobby. Students should immediately report to their classroom.

A warning bell will ring at 8:07 AM and class begins when the bell rings at 8:10 AM.

### **REPORTING AN ABSENCE**

Parents/guardians should call the ELEM Office (319-629-4212) to report all absences before they occur or as soon as possible. After 24 hours the absence will remain an unexcused absence. Written excuses from a parent/guardian will be accepted.

Students are not permitted to excuse their own absences, written or otherwise. A student may not be excused from class if the student remains on campus. If a student is on campus, he/she is expected to be in their assigned class. Parents/guardians are encouraged to contact the Elementary Office if they wish to inform teachers about a family or personal health emergency that may affect a child's attendance or school performance.

Additional information can be found in the attendance section.

### **VISITORS**

Parents/guardians are always welcome to visit school. For security purposes, parents/guardians must check in at the Elementary Office upon arrival. Parents should not go directly to their child's classroom because of the disruption that may be caused by interrupting class or visiting with people in the hallway. Student visitors will not be permitted unless special circumstances prevail and prior approval is received from an administrator.

### **REGISTRATION AND FEES**

Parents/students will be required to pay all designated school fees at the time of final registration.

### **WITHDRAWAL FROM SCHOOL**

Students planning to withdraw from school for any reason are requested to report to the principal's office. The principal or designee will collect books belonging to the school and take care of any other necessary arrangements. If the student is transferring to another school, the new school will notify Lone Tree Community School and the proper records will be forwarded.

### **STUDENT RECORDS**

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest are allowed to access a student's records without the parent's permission. Parents may access, request amendments to, and copy their child's records during regular office hours. Student directory information is released without parental permission unless the parent asks the school district not to do so. Parents must notify the school district at the beginning of each school year if they do not want the school district to release directory information. Directory information includes name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, degrees and awards

received, most recent educational institution attended, year in school, dates of attendance, and heights and weights of athletes. Transcript requests by students will be honored and information will be released unless a parent indicates in writing to the principal's office that they do not want this information transmitted.

## **ACTIVITIES, CLUBS, AND ATHLETICS**

Lone Tree School offers a variety of activities and organizations in which students may choose to participate. Through participation and involvement in such activities, students will have the opportunity for many learning experiences not possible in other settings. We encourage students to become involved in their school beyond the regular classroom setting by participating in school activities.

## **EARLY DISMISSAL/CANCELLATION**

In the event that school is canceled, dismissed early, or starts late because of weather, road conditions, etc, the following stations (TV and radio) will be notified: KWWL-TV (Ch. 7); KCRG-TV (Ch. 9); KCII Radio.

## **EMERGENCY DRILLS**

Two fire drills, two tornado drills and one bus evacuation drill will occur each semester. At the beginning of the school year, each classroom teacher will explain and post the emergency procedures for their room. During fire alarms, students should, once outside, move 50 yards away from the building and remain outside with their class and teacher until instructed to return by an administrator or fire department personnel.

## **SEARCH**

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

## **DRESS**

Students are expected to adhere to reasonable levels of personal cleanliness, judgment, and appropriateness of attire. Clothing and personal attire may directly influence a student's behavior and attitude. Our objective is to provide the best possible learning environment. A student's choice of clothing has the potential to cause a disruption to the learning environment, and this is something we strive to avoid.

The following are expectations for the school setting:

1. Students must wear clothing including both a shirt with pants or skirt, or the equivalent (for example dresses, leggings, or shorts) and shoes. All clothing must be worn appropriately (not to be worn below the waist).
2. Shirts and dresses must have fabric in the front and on the sides (under the arms and covering the midriff to meet the beltline).
3. Clothing must cover undergarments (straps excluded).
4. Clothing must be suitable for all scheduled classroom activities including physical education, science labs, shop, and other activities where unique hazards exist.
5. Hats, caps, other headwear, and sunglasses are not to be worn in the school building from 7:35 AM - 3:20 PM.

6. Clothing may not depict, imply, advertise, or advocate illegal or lewd conduct, weapons, or the use of alcohol or drugs.
7. Clothing may not depict or imply pornography nudity, or sexual acts.

While the primary responsibility for adherence to the dress code rests with the student and their parents/guardians, the administration or designee will decide what is proper and what is not. Students will be sent home by the office to change into appropriate attire under such circumstances or provided an appropriate attire option. Discipline will be consistent with building procedures.

### **PARENTS: DROPPING OFF / PICKING UP STUDENTS**

Drop off - Starting at 7:35 AM, parents/guardians may drop off their child(ren) at the student entrance (library) for breakfast. Parents/guardians should use the south parking lot entrance and park along the curb outside of the student entrance (library). This is the only entrance available prior to 8:00 AM. At 8:00 AM, parents/guardians may drop their child(ren) at either the student entrance (library) or the elementary lobby.

Pick up – Parents/guardians may park along the red curb in the south parking lot to pick up their child(ren) or in front of the building on DeVoe Street. Students will exit the building using the elementary lobby. The west side of the school building will be used solely for bus loading and unloading.

Buses will park in the middle of the street on the west side of the building to load and unload. For safety reasons, we ask that you avoid this area when dropping off and picking up your children.

### **FOOD AND DRINKS**

Water bottles will be allowed in the classrooms. Special occasions (under the supervision of a teacher/sponsor) when students are allowed to have food, treats, etc. in the classroom require prior approval of the principal. No soda will be allowed during the school day.

### **BIRTHDAY INVITATIONS AND TREATS**

Students may distribute birthday invitations in the classroom as long as ALL students are being invited.

Students are allowed to bring treats for their class on their birthday or half birthday if they desire. Just a reminder that peanut products are not allowed.

### **PLAYGROUND AND OUTSIDE PLAY AREAS**

Students are not allowed to bring personal items to school.

### **BUS CONDUCT**

The Lone Tree Community School District provides bus transportation as a service to families living within the district. The bus ride should be conducive to safety and good order. Every passenger, as well as the driver, should be able to expect a ride free of inappropriate behavior and distractions. Students must follow the directions of the bus driver. Students need to remain seated and keep their hands, feet, and objects to themselves. The privilege of riding the bus may be revoked at any time for behavior that distracts, is violent, intimidating, or abusive toward others.

### **TELEPHONES**

Unless an emergency arises, students will not be called from class to answer the telephone. School district phones (office, faculty/staff work areas, or classrooms) are not to be used by students unless permission is received and it is an emergency situation. Parents/guardians may leave messages for their children by calling the elementary office. All efforts will be made to see that they are delivered in an expeditious

manner. Parents/guardians are requested to limit telephone messages to situations of absolute necessity and should call the office prior to 2:45 PM.

### **CELL PHONES / ELECTRONIC DEVICES / GAMES**

**Elementary students are expected to have their cell phones in their book bags upon entering the school.** At no time throughout the school day will students be allowed to use their cell phones. If a student uses the cell phone during the school day, it will be removed by the teacher and delivered to the office. The student may pick up the cell phone at the end of the school day.

During instructional periods, students may be asked to remove devices that may assist them in acquiring information from the internet or calculators. i.e. smart watches, etc.

*Refer to Board Policy*

### **STUDENT CHROMEBOOKS**

Each student will be issued a Chromebook at the beginning of the school year. Chromebooks are located in the classroom cart and do not leave the classroom unless instructed by the classroom teacher.

It is also the expectation that students will take good general care of their assigned Chromebooks. In the case of damaged Chromebooks, students may be asked to pay for repairs if the damage occurred due to lack of care or if the damage is recurring.

### **CHURCH NIGHT**

Wednesday night is generally designated as church night for student activities. No school functions, practices, contests, or games will be scheduled after 6:00 P.M. Only agencies outside the school may schedule activities on Wednesday night.

### **PARENT/GUARDIAN INVOLVEMENT**

Parents/guardians are encouraged to be actively involved in their student's school careers. Active involvement has a positive influence on student's success in school. Parents/guardians can help students by providing a place to do homework and by controlling the amount of time devoted to social media/electronics.

Parents may be involved at Lone Tree in a variety of ways such as volunteering regularly, becoming involved in a school committee, attending Back-to-School Night, Parent-Teacher Conferences, music, drama, athletic activities, and by contacting faculty or administrators whenever they have a question, a concern, or a suggestion for improving their student's school experience. Please contact the elementary office to ensure your background check is up-to-date.

### **LUNCH PROCEDURE**

You can deposit any amount into your child's lunch account at any time. Please check your child's lunch balance frequently and maintain a positive balance in the account.

Single Day Lunch (Students).....	\$3.05	Single Day Breakfast (Students).....	\$2.00
Single Day Lunch (Adults).....	\$4.84	Single Day Breakfast (Adults).....	\$2.00
Extra Milk.....	\$0.60		
<b>Reduced Lunch Fee</b>		<b>Reduced Breakfast Fee</b>	
Single Day Lunch (Students).....	\$0.50	Single Day Breakfast (Students).....	\$0.40

## **ATTENDANCE**

*“Be where you need to be, when you need to be there, doing what you need to do”*

Students are expected to be in class and to make attendance a top priority. Only through consistent attendance and class participation do students achieve the benefits of the educational program. Students and their parents/guardians are asked to consider the impact of participating in several activities that may require numerous school absences due to competition or major travel.

### **REPORTING AN ABSENCE**

Parents/guardians should call the Elementary Office (319-629-4213) to report all absences before they occur or as soon as possible within 24 hours. After 24 hours the absence will remain an unexcused absence. Written excuses from a parent/guardian will be accepted.

Students are not permitted to excuse their own absences, written or otherwise. A student may not be excused from class if the student remains on campus. If a student is on campus, they are expected to be in their assigned class. Parents/guardians are encouraged to contact the Elementary Office if they wish to inform teachers about a family or personal health emergency that may affect a child's attendance or school performance.

Additional information can be found in the attendance section.

### **TARDY POLICY**

Students are expected to arrive at school and class on time. It is crucial for their success as a student. Being punctual ensures that a student has the opportunity to receive all information, material, and directions that other students are receiving. Being punctual also allows the student to settle into a routine of learning and helps to develop a positive attitude toward education. Students are considered tardy if they are not in the classroom when the bell rings.

### **EXCUSED ABSENCE**

An excused absence is one in which school officials have approved the parent's/guardian's request to excuse a student's absence. Parents do not determine whether an absence is an excused absence.

Absences approved by the principal are excused absences. Excused absences will count as days in attendance for purposes of the truancy law. These absences include, but are not limited to, illness, family emergencies, recognized religious observances, medical and professional appointments that cannot be scheduled outside the school day (with documentation provided) and school-sponsored or approved activities. Students shall complete all missed school work.

*Refer to Board Policy 501.9*

### **UNEXCUSED ABSENCE**

By Iowa law, children under the age of 16 must be in school except for illness or emergency reasons. In the cases of recurring unexcused absences, notices may be sent to the Johnson County Attorney's Office and mediation may be requested by the school.

An unexcused absence is one that has not been approved by school officials. Examples of unapproved absences are but not limited to: hunting, fishing, hair appointments, appointments with a photographer, shopping, automotive repairs, concerts, parties and celebrations at work or home, employment, etc.

The high school principal will determine whether the unapproved absence is to be with or without consequence. Disciplinary action may be taken for excessive unapproved absences. Students may also be required to make up time missed for unexcused absences. Students and parents will be notified in cases of recurring missed class.

## **TRUANCY**

Truancy is defined as a student being absent from school without administrative, parent, or guardian knowledge of the absence. Truancy may result when the parents think the child is in school, and school officials have not been notified that the student is going to be absent. Consequences for truancy may include (but not limited to): time and work made up, detention, suspension, community service, Saturday School, or expulsion. Consequences for each additional offense will be more severe. Parents will be notified.

*Refer to Board Policy 501.10*

## **MISSED WORK**

Students have the same number of days that they were absent plus one (1) additional day to make up missed work. In cases of prolonged illness, special arrangements may be made with the instructor.

If a student knows that they are going to be absent from school due to appointments, vacation, school-related trips, activities, or for some other reason, they should make every attempt to complete assignments ahead of time.

## **ATTENDANCE FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES**

The participant is expected to be in school the entire day of a contest/competition and the entire day after such a contest/competition. The participant must attend at least one-half day (periods 5-8) to be able to practice or play the day of an event. Exceptions are verified doctor/specialist appointments, or other emergency absences approved by the principal.

## **WITHDRAWAL FROM CLASS**

Students who accumulate 15 or more absences in a single class within a semester may be withdrawn from that class, resulting in a forfeiture of credit. Notifications of future withdrawal will be sent home after 10, 12, and 14 absences. (High School Only)

*Refer to Board Policy 501.10*

# **STUDENT SERVICES**

## **HEALTH SERVICES**

Students should report to the nurse's office if they feel ill, after getting permission from the classroom teacher. Health office personnel will attempt to contact parents/guardians if it is necessary for the student to be sent home. Students will not be sent home if there is no one there to take care of the student.

In the case of a serious illness or injury, the school shall attempt to notify the parents according to information on the enrollment card. While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school will contact emergency personnel if necessary and attempt to notify the parents where the student has been transported for treatment.

State law does not permit the health office personnel to issue medication. Students, however, may bring to the health office medication that a health professional/parent has approved. All medication should be distributed through the health office and the following guidelines should be followed:

- The student/parent/guardian will supply the medication.
- A parent/guardian permission form should be completed and kept on file in the health office.
- The student will be required to take the medication in the health office.

## **INSURANCE**

Parents/guardians may apply for low-cost health insurance for their children. Children from birth to age 19, who meet the criteria for eligibility, may apply. The school does not provide or offer insurance to students, but may help facilitate coverage by providing you with information on nationwide companies that offer student insurance. Please call one of the school offices for that information.

## **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.

## **EMERGENCY CONTACT INFORMATION**

Emergency information must be on file in the principal's office and health office. This data is held on PowerSchool and should be completed by a parent or guardian during the annual school registration E-registration process. Every attempt should be made to keep this information current.

## **HEARING SCREENING**

Grant Wood Area Education Agency (GWAEA) conducts hearing screenings for all students in:

- 4-Year-Old Preschool
- Any 3 year olds in Preschool with an Individualized Education Program (IEP)
- 1st Grade
- 5th Grade

Parents/Guardians have the right to opt their child out of the hearing screening.

- To do so, please submit a written notification to the school health office at the beginning of the school year or prior to screening.

If you have any concerns about your child's hearing, please contact Grant Wood Area Education Agency directly at (319) 399-6746 to schedule a hearing test at any time.

## **SUPPORT SERVICES**

Support services are available to assist teachers when student concerns arise. These services include building staff and Grant Wood Area Education Agency (GWAEA) support staff such as a psychologist, social worker, consultant, and speech/language pathologist.

Teachers may use input from individuals on an informal basis or request assistance in defining a concern in identifying strategies to address the concern, in carrying out the strategies, or in monitoring the student's progress.

When an intervention plan is being considered, parents will be invited to become active participants in the process. These services are available for all students by teacher or parent request through the principal, counselor, or designee. Accommodation plans under the 504 Rehabilitation Act may be considered and

initiated to support students who may be experiencing difficulty with schoolwork who have an identified disability. Information about 504 plans may be received through the counseling office.

### **STUDENT SUPPORT TEAM**

Lone Tree School and Grant Wood Area Education Agency staff members meet on a regular basis to focus on students who are having difficulty with academic progress. Confidential discussions are held for the purpose of deciding how to best serve these students. A student or parent who wishes to inquire about the services offered should contact the principal.

### **SPECIAL EDUCATION**

Services allowing special education programs are available as a result of cooperation between the Lone Tree Community School District and the Grant Wood Area Education Agency: physical disability, mental disability, emotional disability, learning disability, and communication disability. Placement in these special programs is made after identification of need, assessment and staffing of student, and parent permission.

### **LIBRARY**

The library provides many services and resources to students. The facility is open from 8:00 AM to 3:45 PM each school day, as well as during evenings as the Lone Tree Community Library.

Elementary students are responsible for fines received on their library account and payment for books that are lost or damaged. A fine amount of \$0.05 per day (not including Saturday and Sunday) will be assessed when a book is late. The checkout period is for two weeks and books can be renewed up to three times.

### **ASSEMBLIES**

Students are expected to attend school assemblies/events/activities when on campus during the school day.

Occasionally, special programs may be presented for the benefit of students as an extension to their regular class schedule. Such programs are initiated through our faculty, students, or student clubs. These programs are presented as an optional activity for students, and parents or guardians will be notified in advance regarding programs which might include discussion of a sensitive topic.

Pep rallies give support to competing or performing students who will be representing Lone Tree. Students who leave without permission will be considered truant and disciplined accordingly. Students who leave for regularly scheduled off-campus classes or who are participating in P.A.R.T. are excused from pep rallies if these activities are scheduled at the same time as their release.

## **ACADEMIC INFORMATION**

### **REPORT CARDS AND MIDTERM REPORTS**

Report cards are issued at the end of each academic quarter. At the end of each quarter, students and parents may access and print grades using their PowerSchool credentials.

### **ACADEMIC INTEGRITY POLICY**

Plagiarism: According to Merriam-Webster, plagiarism is defined as:

- “to use another’s production without crediting the source” or
- “to steal and pass off (the ideas and words of another) as one’s own.”

If a student is involved in plagiarism (using the work of a published literary source as their own; using the work of fellow students as their own; or providing their own work to other students to use as their own), they will be subject to the following penalties: (MS/HS)

- Level 1: Detention to be served with the teacher; the opportunity to make up the work while serving the detention.
- Level 2: Detention to be served with the teacher; the opportunity to make up the work for partial credit while serving the detention; parent meeting with teacher.
- Level 3: Detention to be served with the teacher; a failing grade for the assignment; an intensive assistance plan for future assignments; parent meeting with teacher and principal.

## **STUDENT EXPECTATIONS**

### **Behavior Expectations**

Teachers will communicate their specific classroom expectations to students at the beginning of the school year/semester and on an ongoing basis. Students are expected to exhibit appropriate classroom behavior as outlined by each classroom teacher.

### **Hallways**

Hallways are to be used only as a means of moving from one designated area to another. Students should not loiter in any hallways during class periods.

### **Foul Language**

Foul language cannot be tolerated in school or at school activities. The only impression most observers or guests of the school have of us is our personal behavior. Use of foul language will tarnish the reputation of the Lone Tree School and its students. Disciplinary action may result from the use of foul language.

### **Public Display of Affection**

Public displays of affection such as (but not limited to) embracing, holding hands, and kissing are not permitted at school. Disciplinary action may result for repeat offenders.

## **CODE OF CONDUCT**

The Lone Tree Community School District is committed to providing the best educational environment possible. A learning environment may only be provided when a team of people is working together. Parents, teachers, administrators, and Board members must work together if a safe, learning environment is going to be present. It is essential that students also recognize and support the need for appropriate behavior. When a student is requested to do something, it is out of respect and responsibility that the student follows those instructions. A student's behavior should not disrupt the educational process nor constitute a threat to the health or safety of others. Please be reminded that school rules apply to all students while in school vehicles, on the school premises, attending school-related activities, and in other community settings that are school related and have impact on school. While it is not possible to list every offense that constitutes inappropriate behavior, the following list of actions will help to inform students that such actions will not be tolerated:

1. Tardiness.
2. Truancy.
3. Disruptive speech/intimidating acts and language/actions disruptive to the orderly, educational procedure of the classroom or building.

4. Initiation/Hazing: Students may not report to school dressed for any type of initiation.
5. Fighting: Any student who has physical contact in a confronting manner with a student or school employee may be suspended from school.
6. Abusive or degrading acts of language including terms directed at ethnicity, religion, gender, sexual orientation, age, or disability.
7. Theft.
8. Destruction of property and/or vandalism.
9. Printed matter that is not appropriate: Students should not bring items or printed matter to school that may be inappropriate, contains profanity, is derogatory, or depicts alcohol, drugs, or sexual content.
10. Repeated acts of belligerence, disruptive behavior, or violation of rules. When a student is repeatedly referred out of a classroom for disciplinary reasons, a conference with the student's parent(s) is generally required.
11. Promotion of gangs (or related activity). This may include but is not limited to displaying/wearing gang apparel and/or graffiti, participating in gang recruitment, and possessing items which promote gang activity.
12. Sexual harassment of individuals or groups.
13. Possession or control of an offensive or dangerous weapon/object (i.e., firearms, knives, explosives).
14. False fire alarms, bomb threats, or other similar illegal acts.
15. Arson or any other inappropriate use of fire.
16. Use of a car, motorcycle, moped, bicycle, or other vehicle in an inappropriate or irresponsible manner.
17. Abusive, harassing, or degrading acts of language/profanity.
18. Gambling.
19. Throwing objects (i.e., snow, pencils, etc.)
20. Unauthorized visit to another school.
21. Misbehavior on the bus.
22. Failure to attend assigned study halls or detentions.
23. Inappropriate possession of radios, tape or CD players, laser pens, skateboards, roller blades.
24. Possession of pagers, beepers, telephones, or other communication devices including smartwatches.

### **Consequences to Violations**

Consequences for violating school rules are determined by school personnel. Every effort is made to relate the consequences directly, as possible, to the student's behavior. The intent of discipline is not punitive, rather, to change future behavior and to address the causes or factors contributing to the student's original actions. The range of available consequences or disciplinary measures includes but is not limited to:

1. Developing a Behavior Plan with administrative, teacher, parent, and counselor assistance.
2. Warning.
3. Cancellation of special privileges.
4. Referral for counseling/staffing evaluation.
5. Detention.
6. Reassignment to another class.
7. Confiscation of unapproved items--radios, skateboards, pagers, etc.
8. Parent/teacher conference.
9. Payment/restitution of damages.
10. Work option or community service.
11. In-school suspension.

12. Suspension (Out).
13. Expulsion.
14. Notification of law enforcement authorities.

### **Due Process**

Due process procedures for the purpose of discipline include the right of the student to:

1. Be given oral and/or written notice of charges
2. Be given an opportunity to admit/deny charges
3. Be given an explanation of the evidence against the student if he/she denies the charges
4. Be given an opportunity to explain the situation

### **SUBSTANCE ABUSE**

Substance abuse is defined as the distribution, dispensing, manufacture, use, or being under the influence of beer, wine, alcohol, tobacco, inhalants, prescription drugs (void or in violation of a prescription), psycho-active and/or other controlled substances, paraphernalia, e-cigarettes, JUULs, vaporizers (vape pens), cartridges, and related products, appearing to be any of the above or associated with the above as defined by local, state, or federal law. Such use/abuse is unlawful and/or a material and substantial disruption or threat to providing a safe, healthy, supportive, and caring environment for students, employees, and visitors.

Such use, improper use, possession, or distribution will not be tolerated on school grounds, at school events, or in any situation in which the school is responsible for the conduct and well-being of young people.

The goal of the district is to establish a drug and alcohol-free school in order to maintain a safe and effective learning environment for all students. To meet this goal, the district supports a comprehensive program of education, prevention, intervention, and support services.

### **Violating the Substance Abuse Policy**

If a violation of the above policy is substantiated, an administrator may take the following actions:

1. Remove the student from the classroom or activity.
2. Notify the nurse, substance abuse counselor, and/or doctor or other appropriate emergency personnel.
3. Notify law enforcement to request that appropriate action be taken.
4. Notify the parents/guardians and request immediate presence.
5. Take appropriate disciplinary action which may include: participation in a substance abuse assistance program; suspension; compliance with alternative courses of action as agreed by parents, school officials, and students; expulsion; and Good Conduct Rule consequences.

**Search:** When school authorities have reasonable suspicion that a student is in possession, has been using, or has purchased an illegal substance or a substance that violates school policy, a search of the student's pockets, backpack, or other carrying device may be conducted. Any article the student brings to school is subject to search by school officials who have reasonable suspicion.

If a student fails to comply with a search request, that action will be considered an admission of guilt, and the student will be subject to consequences related to the search request.

## **ANTI-BULLYING/HARASSMENT**

The Lone Tree School 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. Harassment and bullying will not be tolerated while students are on property within the jurisdiction of the Lone Tree School; 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.

The Lone Tree School prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. The Lone Tree School will take a proactive approach to bullying.

### **Harassment and Bullying Defined**

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

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

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

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

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

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

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or

- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

**Students who feel that they have been bullied or harassed should:**

- Communicate that you expect the behavior to stop immediately. Contact a teacher, counselor, or principal if you need assistance.
- If the bullying or harassment does not stop, or you do not feel comfortable confronting the student, you should do the following:
  1. Tell a teacher, counselor, or principal.
  2. Write down exactly what happened, keep a copy.
  3. Give another copy to the teacher, counselor, or principal including:
    - a.) what, when and where it happened
    - b.) who was involved
    - c.) exactly what was said or what the student did
    - d.) witnesses to the bullying/harassment
    - e.) what the student said or did, either at the time or later
    - f.) how the student felt
    - g.) how those involved responded

**STUDENT SUSPENSION**

The Code of Iowa gives the Board of Directors the power to suspend students and the authority to confer this power to members of the district administrative team. The principal may suspend a student for a period not to exceed ten days for disciplinary reasons by following the due process procedures. If, after hearing the facts of the case, the building administrator decides that suspension of the student is warranted, he/she shall take the following steps:

1. Shall inform the superintendent of his/her decision to suspend the student explaining the facts of the case.
2. Inform the student of the suspension, explaining the length and provisions of the suspension and the basis for the decision to suspend.
3. Inform the parents orally, and in writing, of the decision to suspend the student and the basic facts of the case.
4. Give written notice of the events to the superintendent that may be relayed to the board.

**Weapons/Dangerous Objects**

The safety of students and staff is a matter of utmost concern. Both state and federal statutes are very specific about prohibition of guns in schools. Any person utilizing a school facility or attending a school-sponsored event shall not carry, conceal, or transmit any weapon (firearm) in school buildings or on or about the school district's grounds or at school-sponsored activities. Weapons will be confiscated and turned over to the administration. A firearm refers to any weapon that is designed or adapted to expel a projectile by the action of an explosive. State and federal laws require school districts to expel students for a minimum of not less than one year (twelve months) for bringing weapons (firearms) to school or for possessing a weapon (firearm) at school. The superintendent may modify the suspension on a case-by-case basis.

Lone Tree Community School also prohibits bringing dangerous objects to school. Dangerous objects will be confiscated and turned over to the administration. Students found to be carrying, concealing, or transmitting dangerous objects may be suspended pending investigation and may be expelled.

# **INTERNET AND COMPUTER USE TERMS AND CONDITIONS**

## **Internet**

Internet access is available to students for academic-related purposes. The goal in providing access to the Internet's vast, diverse, and unique resources is to promote educational excellence by facilitating research, innovation, and communication. With access to computers and people all over the world, comes the availability of material that may not be considered to be of educational value in the context of our school setting. Students are expected to use good judgment in accessing appropriate Internet resources and sites. Students must adhere to established guidelines regarding proper conduct and efficient, ethical and legal usage of the Internet and other computer networks. Any student who wishes to access computer resources in the school will be asked to follow district and building policies regarding such use. Disciplinary action and/or appropriate legal action may be taken for inappropriate use.

## **Acceptable Use**

The use of the school's computers must be in support of education and research, and consistent with the district's educational objectives. Computers are to be used for academic, course-related purposes: research, word processing, preparing graphics, creating slideshows.

## **Privileges**

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.

## **Illegal Activities**

Illegal activities are strictly forbidden. This includes but is not limited to threats, harassment, stalking, and fraud.

## **Network Use**

Computer networks including the Internet may not be used in such a way as to disrupt the use of the network by others.

## **Intellectual Property**

Respect the intellectual property of others by crediting sources and following all copyright laws. Students may not load or download software on school computers without authorization.

## **Vandalism**

Vandalism will be grounds for losing computer privileges. It is defined as any malicious attempt to harm or destroy the equipment, the computer configuration, or data of another user, the Internet, or any other networks.

## **Security**

Security on the computer system is imperative. Students are prohibited from using another individual's account without permission. Attempts to log on to the network as a system operator will result in cancellation of user privileges. Any attempt to breach the desktop security of a computer will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the school's computer resources.