



LONETREE

MIDDLE SCHOOL / HIGH SCHOOL

Student & Parent

Handbook

2025-2026

STUDENT & PARENT HANDBOOK	4
OUR MISSION	4
PURPOSE	4
EQUITY STATEMENT	4
NON-DISCRIMINATION POLICY	4
STUDENT COMPLAINTS AND GRIEVANCE	5
GENERAL INFORMATION	6
SCHOOL DAY / WAITING AREAS	6
SCHOOL BELL SCHEDULE	6
VISITORS	7
REGISTRATION AND FEES	7
WITHDRAWAL FROM SCHOOL	7
STUDENT RECORDS	7
ACTIVITIES, CLUBS, AND ATHLETICS	7
EARLY DISMISSAL/CANCELLATION	7
EMERGENCY DRILLS	7
LOCKERS	8
SEARCH	8
DRESS	8
PARKING AND STUDENT DRIVERS	9
PARENTS: DROPPING OFF / PICKING UP STUDENTS	9
PARKING AND TRAFFIC REGULATIONS	9
FOOD AND DRINKS	10
BUS CONDUCT	10
ANNOUNCEMENTS	11
POSTERS / SIGNS	11
TELEPHONES	11
CELL PHONES / ELECTRONIC DEVICES / GAMES	11
STUDENT CHROMEBOOKS	11
CHURCH NIGHT	12
PARENT/GUARDIAN INVOLVEMENT	12
LUNCH PROCEDURE	12
ATTENDANCE	13
REPORTING AN ABSENCE	13
TARDY POLICY	13
LEAVING / RETURNING TO SCHOOL DURING THE DAY	13
EXCUSED ABSENCE	14
UNEXCUSED ABSENCE	14
TRUANCY	14
MISSED WORK	14
ATTENDANCE FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES	15
WITHDRAWAL FROM CLASS	15
STUDENT SERVICES	15

HEALTH SERVICES	15
INSURANCE	15
IMMUNIZATIONS	15
EMERGENCY CONTACT INFORMATION	16
HEARING SCREENING	16
SUPPORT SERVICES	16
STUDENT SUPPORT TEAM	16
SPECIAL EDUCATION	16
CAREER AND COLLEGE GUIDANCE SERVICES	17
ACADEMIC INFORMATION	17
HIGH SCHOOL COURSE REQUIREMENTS	17
SUBJECT AREA REQUIREMENTS	17
TRANSFER STUDENTS	18
GRADE PROGRESSION	18
CLASS RANK	18
PHYSICAL EDUCATION	18
PE SPORTS WAIVER	19
PE ACADEMIC WAIVER	19
PE OPT OUT OPTION	19
APPROPRIATE DRESS FOR PE	19
TEXTBOOKS	19
GRADING SYSTEM	19
CLASS LOAD	20
ADDING AND DROPPING A CLASS	20
REPORT CARDS AND MIDTERM REPORTS	20
TECHNICAL PREPARATION ARTICULATION	21
INDEPENDENT STUDY	21
KIRKWOOD LEARNING CENTER AND EDGENUITY CLASSES	21
POST-SECONDARY ENROLLMENT OPTIONS	22
LIBRARY	22
ASSEMBLIES	23
STUDENT SENATE AND MS STUDENT COUNCIL	23
ACADEMIC INTEGRITY POLICY	23
ACADEMIC RECOGNITION	23
NATIONAL HONOR SOCIETY MEMBERSHIP	24
ACADEMIC HONOR ROLL	24
ACADEMIC LETTER	24
FOUR YEAR SCHOLAR	24
ACADEMIC ELIGIBILITY	24
SENIOR PRIVILEGES	25
EARLY GRADUATION	25
PARENT APPROVED RELEASE TIME (P.A.R.T.)	26
STUDENT EXPECTATIONS	26
BEHAVIOR EXPECTATIONS	26

HALLWAYS	26
FOUL LANGUAGE	26
PUBLIC DISPLAY OF AFFECTION	26
BACKPACKS AND BAGS	27
STUDY HALL	27
DETENTIONS	27
CODE OF CONDUCT	27
CONSEQUENCES TO VIOLATIONS	28
DUE PROCESS	28
SUBSTANCE ABUSE	29
VIOLATING THE SUBSTANCE ABUSE POLICY	29
ANTI-BULLYING/HARASSMENT	29
STUDENT SUSPENSION	31
WEAPONS/DANGEROUS OBJECTS	31
INTERNET AND COMPUTER USE TERMS AND CONDITIONS	31
INTERNET	32
ACCEPTABLE USE	32
PRIVILEGES	32
ILLEGAL ACTIVITIES	32
NETWORK USE	32
INTELLECTUAL PROPERTY	32
VANDALISM	32
SECURITY	32
GOOD CONDUCT RULE OF ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES	32
GOOD CONDUCT RULE	33
PENALTIES	33
REDUCTION IN PENALTY	34
MIDDLE SCHOOL INFORMATION	35
MIDDLE SCHOOL PHILOSOPHY	35
MIDDLE SCHOOL COURSE REQUIREMENTS	35

STUDENT & PARENT 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 Middle/High 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, 319-629-4610. You may also contact Mr. Koshatka at akoshatka@lonetreecsd.org.

NON-DISCRIMINATION POLICY

The Lone Tree Community School District offers career and technical programs in the following areas of study:

- Agriculture, Food and Natural Resources
 - Agriculture Business and Management, General
- Business, Finance, Marketing and Management
 - Business/Office Automation/Technology/Data Entry
- Health Sciences
 - Health Service/Allies Health/Health Sciences, General
- Human Services
 - Family and Consumer Sciences

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Middle School/High School Principal. You may reach Mr. Koshatka at 303 S Devoe Street, Lone Tree School, 319-629-4212. You may also contact Mr. Koshatka at 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 Library Entrance. MS/HS students may report to the cafeteria for breakfast or for a supervised study area. HS students are permitted to access the MS/HS office hallway as an additional waiting location.

The building will open at 8:00 AM. Students may begin entering through the Library Entrance, Main Entrance and the District Office.

The south gym and locker rooms will be accessible at 8:00 AM for students that have 1st period PE and athletes that need to store belongings for use later in the day.

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

SCHOOL BELL SCHEDULE

Breakfast	7:35 AM	8:00 AM
1st Period	8:10 AM	8:55 AM
2nd Period	8:58 AM	9:41 AM
PRIDE	9:44 AM	10:14 AM
3rd Period	10:17 AM	11:00 AM
4th Period	11:03 AM	11:46 AM
MS Lunch	11:48 AM	12:13 PM
MS 5th Period	12:16 PM	12:59 PM
HS 5th Period	11:49 AM	12:32 PM
HS Lunch	12:34 PM	12:59 PM
6th Period	1:02 PM	1:45 PM
7th Period	1:48 PM	2:31 PM
8th Period	2:34 PM	3:20 PM

VISITORS

Parents/guardians are always welcome to visit school. For security purposes, parents/guardians must check in at the MS/HS Office. 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 MS/HS Office. The principal or designee will issue a MS/HS Checkout Sheet, 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.

TRANSPORTATION (SHARED PROGRAM)

For the shared activities where the District does not provide a coach nor any funding, parents/guardians and/or student participants are responsible for providing their own transportation to and from all practices, games, and related activities. Families should ensure that all transportation arrangements are safe, timely, and in accordance with District policies of the school being shared with.

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: KWVL-TV (Ch. 7); KCRG-TV (Ch. 9); KCJJ Radio (1630 AM).

EMERGENCY DRILLS

At the beginning of the school year, each classroom teacher will explain and post the emergency procedures for their room. Staff and students will practice our standard response protocol using holds, secures, and evacuations. Specifically, two fire drills, two tornado drills and one bus evacuation drill will occur each semester.

LOCKERS

Student lockers are the property of the Lone Tree Community School District. Students shall use the lockers assigned to them for storing their school materials and personal items necessary for attendance at

school. Students should refrain from sharing their locker combination with others or allowing others access to their lockers.. Since Lone Tree School is not responsible for losses, students should not bring valuables or large amounts of money to school.

It is the responsibility of each student to keep their assigned locker clean and undamaged. Lockers are to be maintained in a sanitary, clean, and neat condition. Food, pop, and other liquids are not to be stored in lockers because of sanitation concerns. Students who deface (i.e., use stickers, gum, tape, dent, etc.) their locker may be charged for repairs and clean-up.

It is also inappropriate to post obscene or suggestive pictures, logos, or advertisements for substances outlawed for minors or any other materials that are inappropriate for school. Such items will be removed, and repeat offenders will be disciplined. Student lockers may be periodically searched whenever an administrator or teacher has reasonable suspicion that a criminal offense or a school district policy, rule, or regulation has been violated.

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 we strive to avoid.

The following are expectations for the school setting:

- Students must wear clothing including both a shirt with pants or a skirt, or the equivalent (for example, dresses, leggings, or shorts) and shoes. All clothing must be worn appropriately.
- Shirts and dresses must have fabric in the front and on the sides (under the arms and covering the midriff to meet the beltline).
- Clothing must cover undergarments (straps excluded).
- There shall be fabric covering the breasts, genitals, and buttocks that is opaque and not see-through.
- Clothing must be suitable for all scheduled classroom activities, including physical education, science labs, shop, and other activities where unique hazards exist.
- Specialized courses may require specialized attire.
- Hats, caps, other headwear, and sunglasses are not to be worn in the school building from 7:35 AM - 3:20 PM.
- Clothing may not depict, imply, advertise, or advocate illegal or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana, or other controlled substances.
- 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.

PARKING AND STUDENT DRIVERS

All student drivers shall park in the south parking lot. Street parking is permitted only if the parking lot is completely full. If you are parked on the street and parking spaces are available in the parking lot, the administration may request that you move your vehicle. Parking is prohibited in the street on the west side of the building, the parking spaces just south of the new addition, at the Wellness Center, the Bus Barn, and behind the building near the Ag/Shop entrance.

Entering and Exiting the Parking Lot: Buses will be loading and unloading on the west side of the new addition therefore, all student drivers must enter and exit on the east side of the parking lot before and after school.

PARENTS: DROPPING OFF / PICKING UP STUDENTS

Drop off - Starting at 7:35 AM, parents/guardians may drop off their student(s) at the Library Entrance. Parents/guardians should use the south parking lot entrance and park along the curb outside of the Library. This is the only entrance available prior to 8:00 AM. At 8:00 AM, parents/guardians may drop their student(s) at the Library Entrance, the Main Entrance, or the District Office.

Pick up – Parents/guardians may park along the red curb in the south parking lot to pick up their student(s) or in front of the building on Devoe Street. Students will exit the building using the Library Entrance, Main Entrance, or District Office. Students may exit the building through the South gym doors but they will not be permitted to reenter the building through these doors. 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.

PARKING AND TRAFFIC REGULATIONS

Lone Tree High School and local traffic regulations shall be observed on school property. All cars and motorcycles driven to school must be parked upon arrival in the designated student parking areas. Students are not permitted to drive their vehicles around campus grounds.

Careless or reckless driving/parking may be reported to the law enforcement and may result in disciplinary consequences such as detention, loss of parking privileges, ticketing by local law enforcement agencies, or towing at the owner's expense. Students who ride bicycles to school shall park them in the bicycle rack. Students riding motorbikes to school shall park them in the automobile parking spaces designated for students.

FOOD AND DRINKS

Water and other selected drinks are permitted in the classrooms during the regular school day. Students may bring their breakfast to 1st period. Students may keep a healthy snack in their locker for consumption after school and before activities.

Under the supervision of a teacher/sponsor, students are allowed to have food, treats, etc. in the classroom for special occasions.

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. Issues of misconduct will be reported by the bus driver to the transportation manager or director. Subsequent issues will include the building administrator as necessary.

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 MS/HS 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.

CELL PHONES / ELECTRONIC DEVICES

Student use of personal electronic devices (cell phones, AirPods, wireless earbuds, etc.) during instructional time is prohibited. Students have access to district-owned electronic devices as appropriate for the instructional needs of the learning environment and authorized by the classroom teacher. Parents or guardians who need to communicate with students during instructional time may contact the MS/HS office.

Instructional time means periods of time from the beginning of the first period bell (8:10 a.m.) until the end of the eighth period bell (3:20 p.m.), including lunch and passing periods. Personal electronic devices mean any device that is capable of electronically communicating, sending, receiving, storing, recording, reproducing, and/or displaying information and data. This may include, but is not limited to, electronic communication equipment, mobile phones, smartphones, video game devices, and portable media players.

Students may wear smart or electronic watches, but may not use communication applications or features prohibited from use on other electronic devices, and all notifications must be turned off. Personal electronic devices that have been specifically authorized under a current individual education plan (IEP), a Section 504 plan, or an Individual Health Plan (IHP) are exempt.

1st & 2nd Offense—The personal electronic device is held in the MS/HS Office for the remainder of the school day.

3rd & 4th Offense—The personal electronic device is held by the MS/HS Principal or designee until a parent or guardian is able to retrieve it.

Students who continue to violate this policy may face disciplinary consequences up to and including suspension or expulsion.

Activity sponsors also have the right to limit or ban such items from their activities or practices.

Students who use their cellphones to take pictures and/or videos at school (without permission from the district) will be in violation of the Student Code of Conduct and will face consequences. Whether posted on social media or not, taking pictures and videos of students and staff is prohibited at school.

The district is not responsible for any damaged, lost, or stolen electronic devices.

STUDENT CHROMEBOOKS

6th and 7th grade students will be issued a Chromebook and a carrying case at the beginning of the school year. They are expected to have their Chromebook with them during each class, unless instructed otherwise by the classroom teacher. 6th and 7th grade students do not take their assigned Chromebook home at the end of the day. They will be turned in to charge overnight and retrieved each morning. Specific procedures will be reviewed with students at the beginning of the school year and as needed.

8th through 12th grade students will be issued a Chromebook, charger, and a carrying case at the beginning of the school year. They will take full-time responsibility for their student-issued devices. They are expected to have their Chromebook with them during each class, unless instructed otherwise by the classroom teacher. Students are responsible for keeping Chromebooks charged to a working level during the school day. 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. Chromebook repair is billed as follows:

- Labor \$90.00 per hour
- Keyboard Replacement \$17.95
- Keyboard and Palm Rest Replacement \$44.95
- Screen Replacement \$21.95
- Track Pad Replacement \$17.95
- Charger \$25.00
- Chromebook Bag \$29.00
- Chromebook Replacement (Total Loss) \$275.00
- Other \$TBD

OPEN NIGHT

Wednesday night is generally designated as an “Open Night” for student activities. No school functions, practices, contests, or games will be scheduled after 6:00 PM. 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 and to working at after-school jobs.

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.

LUNCH FEES

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).....	\$3.50	Single Day Breakfast (Students).....	\$2.25
Single Day Lunch (Adults).....	\$5.00	Single Day Breakfast (Adults).....	\$2.50

Extra Milk.....\$0.60

Reduced Lunch Fee

Single Day Lunch (Students).....\$0.50

Reduced Breakfast Fee

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 MS/HS Office at 319-629-4212 or email mshsoffice@lonetreesd.org to report all absences before they occur or as soon as possible. After 48 hours the absence will remain an unexcused absence. Written excuses from a parent/guardian will not 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 MS/HS Office if they wish to inform teachers about a family or personal health emergency that may affect a child's attendance or school performance.

EXCUSED ABSENCE

Regular attendance by students is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students will attend school unless excused by the principal.

Student absences approved by the principal are excused absences. Excused absences will count as days in attendance for purposes of the truancy law. **However, these absences will still count against the student for chronic absenteeism. 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.** Family trips or vacations may also be excused if the student's work is finished prior to the trip or vacation.

The principal may request evidence or written verification of the student's reason for absence.

[Refer to Board Policy 501.9](#)

UNEXCUSED ABSENCE

A phone call from a parent/guardian does not constitute an excused absence. Student absences approved by the principal are excused absences.

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

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 county attorney's office and mediation may be requested.

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.

[*Refer to Board Policy 501.10*](#)

MISSED WORK

Students whose absences are **excused** will make up the work missed and receive full credit for the missed school work. It is the responsibility of the student to initiate a procedure with their teacher to complete any missed work.

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 and communicate with their teacher(s) regarding deadlines.

Students whose absences are **unexcused** will make up the work missed. It is the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed as reasonably determined by the teacher, but not to exceed 10 days.

Mid-term and semester deadlines will not be extended without the permission of the high school principal.

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 their assigned classroom when the bell rings. Exceptions may be made when another staff member holds the student late, and the teacher issues the student a pass for the next class. Tardiness of more than 15 minutes is considered an unexcused absence.

Tardies will be addressed in the following manner:

1 st - 4 th Tardy:	Recorded; No penalty
5 th - 7 th Tardy:	15-minute detention
8 th - 10 th Tardy:	30-minute detention
10 th + Tardy:	½ day of in-school suspension and as determined by the administrator

Tardies are cumulative and will count across all assigned classes. Tardies begin accumulating after each mid-term.

Unserved Detentions: Students who do not serve detentions as assigned will have their time doubled and be ineligible for extracurricular activities, school events, dances, ect. until their discipline is served. If not served within two days the student will be issued an in-school suspension by the administration.

TRUANCY

Truancy is the failure to attend school for the minimum number of days established in the school calendar by the board. Truancy is the act of being absent without a reasonable excuse. These absences will include, but not be limited to: tardiness, shopping, hunting, concerts, hair appointments, tanning sessions, preparation or participation in parties and other celebrations, and employment. Truancy will not be tolerated by the board.

Students are subject to disciplinary action for truancy including detention, Saturday School, suspension and expulsion. It is within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy.

Students who are absent from school for 10 consecutive days will be dropped from PowerSchool, unenrolled, and referred to the county attorney for legal action.

[Refer to Board Policy 501.10 & 501.3](#)

LEAVING / RETURNING TO SCHOOL DURING THE DAY

Students are required to report to the MS/HS Office to sign in and out when leaving or returning to school during the day. Parent/guardian and/or administrative permission will be required for a student to leave school during the day (including leaving to get work that is forgotten). Failure to follow proper procedures may result in disciplinary action.

WITHDRAWAL FROM CLASS

Students who accumulate 10 or more unexcused/unverified absences in a single class, within a semester, may be withdrawn from that class. This would result in a forfeiture of credit. Notifications of future withdrawal will be sent to the parent/guardian's email address on file after 5 and 8 unexcused/unverified absences.

ATTENDANCE FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

Students who wish to participate in school-sponsored activities/athletics must attend school one-half day the day of the activity unless permission has been given by the principal for the student to be absent. One-half day will be considered the last 4 full class periods (periods 5-8) of the school day.

[Refer to Board Policy 501.9](#)

STUDENT SERVICES

HEALTH SERVICES

After getting permission from the classroom teacher, students should report to the nurse's office if they feel ill. The school nurse will attempt to contact parents/guardians if it is necessary for the student to be sent home. Students will be released to go home due to illness upon receiving authorization from parents/guardians through the school nurse or designated staff.

In the case of a serious illness or injury, the school shall attempt to notify the parents/guardians. 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 MS/HS office and health office. This data is held on PowerSchool and should be completed by a parent or guardian during the annual school 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.

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.

CAREER AND COLLEGE GUIDANCE SERVICES

Parents may phone the Lone Tree School Counselor by calling 319-629-4610. The school counselor is available to assist students with their high school program, career and college planning, difficulties in classes, personal problems, scholarship opportunities, and any other topics of importance to the student.

ACADEMIC INFORMATION

HIGH SCHOOL COURSE REQUIREMENTS

Lone Tree High School will issue diplomas to students who have successfully completed the course of study prescribed by the Lone Tree Community School District for graduation. To graduate from Lone Tree Community School, students must earn a minimum of 48 credits. Only students who have successfully completed a minimum of 48 credits will be permitted to graduate.

Graduation requirements for special education students may be in accord with the prescribed course of study as described in their Individualized Education Program. Prior to the student's graduation, the IEP team shall determine that the graduation requirements have been met.

Upon successfully completing the required course work, a student will receive one credit per class. All academic subjects shall carry 1 credit per semester unless otherwise noted. Physical education (which does not meet every day) has a weighting of 0.4 or 0.6 credits per semester. Students taking Driver's Education receive 0.5 credits which does not count on the student's grade point average (GPA) when the certificate of completion is provided to the office within 6 months of the date of completion.

SUBJECT AREA REQUIREMENTS

It shall be the responsibility of the superintendent to ensure that all students successfully complete each grade level (grades one through twelve) and complete all the required courses of study prior to graduation as determined by the Iowa Department of Education and the Lone Tree Community School Board of Education. Except for electives, these course requirements may not be met by taking Independent Study projects. The following credits and classes shall be required for graduation:

- Mathematics 6 credits
 - Courses successfully completed in grades 9 through 12
- Science 6 credits
 - *Biology
 - *Chemistry
 - *Physics
- Social Studies 6 credits
 - US History

- World History
- **Sociology or Psychology
- American Government
- English 8 credits
 - English 9
 - English 10 or Alternative
- Physical Education 3.2 credits (PE waiver awards credit)
- Personal Finance 1 credit
- Electives 17.8 credits
 - Health 1
 - ***Computer Science

*These classes are required for the graduating class of 2027 and after

**One of these classes are required for the graduating class of 2026 and after

*** Required for the graduating class of 2029 and after

➤ Total Credits Required 48 credits

TRANSFER STUDENTS

Students transferring to Lone Tree from another high school that does not require at least 48 credits to graduate, and may be in danger of not graduating with their graduating class, may be given individual consideration by prorating the number of credits needed for graduation according to the amount of time the student spent in their previous school, their credits earned, and their official class status.

GRADE PROGRESSION

Grade classification for all high school students is as follows:

- Freshman 0-12 credits
- Sophomore 13-24 credits
- Junior 25-36 credits
- Senior 37-48+ credits

CLASS RANK

Lone Tree High School does not utilize Class Rank. Distinguished students graduating with a 3.9 GPA or above will be recognized with medallions.

Students will continue to be considered for acceptance to secondary schools using an RAI formula that emphasizes credits earned in core courses taken and GPA.

PHYSICAL EDUCATION

The physical education program is designed to promote team and individual physical fitness activities. Unless a student has a signed PE waiver, all students are required to take physical education during each semester they are enrolled unless a waiver or opt out option has been requested by parents and approved by the MS/HS Principal.

At times, students must miss PE for medical reasons. All medical excuses from regular participation must be verified by a physician (in writing) and reported to the principal's office either preceding or immediately following the class period(s) affected. Physician's statements should include a description of the specific activities that are restricted. Students who are in school but are medically excused from PE must report to class and may be asked to participate in suitable alternative activities (assigned reading, writing of reports, research, walking, etc).

Please be advised that a medical excuse from PE may result in a final semester grade of "N" (no credit), reduced credit, or full credit. In order to receive full credit, medically excused students must make arrangements with their instructor to develop attendance and curriculum requirements for the course. Medically excused students who receive an "N" (no credit) or reduced credit should remain aware of the 48-credit graduation requirement. Credit lost for PE due to a medical excuse may be made up by taking other course electives.

Students excused from PE for an injury/illness as verified by a parent or the Lone Tree School nurse may be required to make up all missed PE classes in order to receive full credit for the PE class.

PE SPORTS WAIVER

High school students may qualify for a PE waiver if they are participating in an organized and supervised athletic program that equals or exceeds 900 minutes of activity per semester and requires a certified coach.

This waiver may only be granted for one semester during the school year and is granted at the discretion of the high school principal. Students will earn .6 credits per semester that PE has been waived. 12th grade students may apply for a waiver for both semesters.

If a student would withdraw from the activity at any point during the semester, they must then enroll in physical education. Parents of students wishing to apply for a PE sports waiver must submit a written request to the high school principal and school counselor.

- Fall Sports are eligible for a Fall Sports Waiver
- Winter/Spring Sports are eligible for a Spring Sports Waiver

PE ACADEMIC WAIVER

High school students may qualify for an academic waiver if they seek to enroll in academic courses not otherwise available to the student. Students may choose to request an academic waiver for both fall and spring semesters, parents must submit a request for each semester.

This waiver for one or both semesters is granted at the discretion of the high school principal. Students will earn .4 credits per semester that P.E. has been waived.

If a student would withdraw from the course at any point during the semester, they must then enroll in physical education. Parents of students wishing to apply for a P.E. Academic Waiver must submit a written request to the high school principal and school counselor.

PE OPT OUT OPTION

Students who take PE 5 days a week either fall or spring semester may opt out of PE for the other semester.

TEXTBOOKS

Each student is responsible for the safekeeping of their textbooks. A fine will be assessed for excessive wear or damage to books and for lost or damaged books.

GRADING SYSTEM

At the end of each mid-term or semester, students in grades 6-12 shall be assigned a letter grade corresponding to the student's level of academic performance in each class. Performance will be evaluated using A, B, C, D, and F to report each student's level of performance in each class. A grade of "A" is the

highest level of achievement and reports academic excellence while a grade of "F" means the student has failed the course and must repeat the course for credit. High school GPAs include on-site high school classes, Alternate Concurrent Enrollment courses and any Self-Pay/Open Enrollment courses students take that appear on the Lone Tree High School transcript.

For high school courses, a student's grade point average (GPA) will be calculated by using the following point system:

	B+= 3.33	C+= 2.33	D+= 1.33
A = 4.00	B = 3.00	C = 2.00	D = 1.00
A- = 3.67	B- = 2.67	C- = 1.67	D- = 0.67

For AP classes and alternative concurrent courses offered through Kirkwood Community College, student GPA's will be calculated using the following point system:

	B+ = 3.83	C+ = 2.83	D+ = 1.33
A = 4.50	B = 3.50	C = 2.50	D = 1.00
A- = 4.17	B- = 3.17	C- = 2.17	D- = 0.67

CLASS LOAD

High school students (grades 9-11) are required to enroll in a minimum of 6.4 on-site credit hours. Exceptions may occur if a student is taking advantage of a unique educational opportunity, is a special education student whose course of study is guided by an Individual Educational Plan (IEP), or because of health reasons.

Seniors must enroll in a minimum of 5.4 credit hours with no more than one and one-half study halls.

ADDING AND DROPPING A CLASS

Students can add a class or drop a class during the first three (3) days of the first semester. Students can add a class or drop a class during the first three (3) days of the second semester. Before adding and/or dropping any class, the student must meet with the guidance counselor or the high school principal in order to exercise this option. Students may not add/drop classes on their own or by permission of the instructor only.

Dual Enrollment classes (not taught by Lone Tree staff) can be dropped within the first week of the college semester. Classes dropped after this time frame, shall result in an "F" for the semester on the high school transcript. On the college transcript, students will receive a "W." Instructors may consult with the school counselor and/or the principal in unusual situations/circumstances.

REPORT CARDS AND MIDTERM REPORTS

Report cards are issued at the end of each academic semester. At the end of each academic semester, students and parents may access and print report cards using their PowerSchool credentials. If a parent or student would like a hard copy of a report card they may request one through the high school office. An "incomplete" grade is only issued after the first semester and may be in effect for up to 10 weekdays beyond the grade posting date. Students have ten days to complete the work needed through mutual agreement with the teacher involved. Students who receive an incomplete are considered ineligible according to activity eligibility policies and procedures until the grade is changed to a passing grade. If no attempt has been made to make up the work, the grade that would have been recorded at the end of the semester will be recorded. Only on rare occasions should a grade be incomplete for more than two weeks.

These situations must be approved by the principal. Incomplete grades will not be used for the second semester without the permission of the principal.

TECHNICAL PREPARATION ARTICULATION

Kirkwood and high school vocational teachers have worked together to develop agreements to provide advanced placement in college for selected courses taken in high school. Advanced placement opportunities are available in the areas of Agriculture, Business, Industrial Technology, Family and Consumer Sciences, and Health Sciences. Please see your high school counselor or career education teachers for further information.

INDEPENDENT STUDY

Students may submit a proposal for an independent study project for credit. The principal and the faculty member who has agreed to serve as advisor and evaluator must approve all independent study proposals. Upon successful completion of the project, the student will earn academic credit. Please note the following guidelines for independent study:

1. Prior to the start of the project, the student must complete an application form and submit the form to the guidance counselor. The student will elect whether to be evaluated on the regular grading procedures or on a credit/no credit basis.
2. An independent study project must be presented for approval within the first two weeks of the semester in which credit is to be given. Projects must be completed one week prior to the end of the term for which credit is to be issued. All written materials must be submitted in duplicate.
3. Independent study projects for credit will not be included as part of the minimum course load requirement; replace any subject area graduation requirements, (i.e., science, language arts, social studies, physical education, math); or be taken in lieu of a course offered at Lone Tree. Only the high school principal may grant exceptions.
4. A faculty member will serve as advisor, supervisor, and evaluator. His/her approval must be secured before the project begins. The student will meet with the advisor to establish guidelines for the project and a sequential time schedule for completion of the work. A regular schedule of meetings between the student and teacher will be established. The faculty supervisor will evaluate the project prior to credit being issued.
5. One credit hour will be given for a minimum of 75 hours of work. The student may be required to turn in a written log of the dates/time during which the student completed the project.

KIRKWOOD LEARNING CENTER AND EDGENUITY CLASSES

Students who are deficient in the number of credits necessary for graduation may take courses through the Kirkwood Learning Center and/or Edgenuity. In order for a course from the Kirkwood Learning Center or Edgenuity be used to earn credit, students must receive approval from the guidance counselor or principal before enrolling in a course. Kirkwood Learning Center and/or Edgenuity courses may not be used to remove a previously failing grade. Kirkwood Learning Center and/or Edgenuity courses may be used to earn credit when they have failed a Lone Tree course previously.

POST-SECONDARY ENROLLMENT OPTIONS

Lone Tree High School offers students a variety of accelerated classes in many different forms. The first is AP (Advanced Placement) offerings. Students in AP courses complete challenging coursework, taught by a Lone Tree staff member throughout the first and second semester. Mid-May, students may take their correlating AP exam. The cost for each AP exam is around \$90. Students are required to pay for this

exam. College credit can be awarded to students based on the results of their AP Exam, the course itself is high school credit only.

Additional SYP (Senior Year Plus) opportunities are offered to Lone Tree High School Students. Dual Enrollment Courses (College Courses Taught by Lone Tree Staff for both high school and college credit. Anytime, Anywhere Online Courses taught online by Community College Instructors and completed independently by students, with proctored exams (Alternative Concurrent Courses). Regional Center Academies for College Credit.

Transportation will not be provided for dual enrollment courses (Code 604.6). All other costs will be covered by our school district for qualifying students. Students interested in participating in this program should contact the school counselor for more detailed information concerning enrollment options, form due dates, etc.

Student Proficiency Requirements: To participate in SYP programming, students must meet the academic requirements of both the school district and postsecondary institution. At the college level, students must meet any assessment requirements of the postsecondary institution including any placement exam requirements of the institution. While Iowa community colleges are open access institutions, they have college placement exam requirements, often including mandatory minimum cut scores for enrollment in certain courses. Early placement testing benefits students by helping them better understand their progress toward college readiness much earlier than at the time of matriculation.

At the school district level, students must demonstrate proficiency in reading, mathematics, and science to participate in SYP programming. A full list of placement scores can be found on the Kirkwood website or can be requested from the school counselor.

LIBRARY

The library provides many services and resources to students. The library is open during school hours, as well as during evenings as the Lone Tree Community Library.

Middle school and high school 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.

Students in grades 7-12 will create their own online library account, allowing them to place books on hold and renew books online.

The library is a place for research and study. Students are expected to be on task and working productively. Students must use computers and other equipment and resources responsibly and appropriately. Students who disrupt the working environment of the library may lose library privileges.

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 PART are excused from pep rallies if these activities are scheduled at the same time as their release.

STUDENT COUNCIL

The student government provides for student activities, serves as a training experience for student leaders, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school district affairs and helps solve problems that may arise.

ACADEMIC INTEGRITY POLICY

Plagiarism is generally the use of others' work without attribution or when inappropriate. Changing the literal words but keeping the work and thought of another is plagiarism. Prior to using AI tools, classroom teachers will clearly state how AI tools may be used to engage in and complete educational tasks and assignments. Generally, the use of AI writing programs will not be accepted and will be treated as plagiarism, whether to completely replace your writing, to provide ideas, or to proofread and change the wording.

If a student is involved in plagiarism they will be subject to the following penalties:

- First offense | Conversation over lunch detention as you fix the work to place it into your own words, and an email home.
- Second offense | Conversation over lunch detention as you fix the work to place it into your own words with a maximum score of 70% and an in-person parent meeting.
- Third offense | A parent meeting with administration and a score of 0 will be entered in the gradebook.

Plagiarism that involves another student will result in consequences to both parties- those who provided answers as well as the student who copied them.

ACADEMIC RECOGNITION

NATIONAL HONOR SOCIETY MEMBERSHIP

The requirements for National Honor Society membership are based on cumulative grade point average, scholarship, character, leadership, and service. More information can be obtained from the NHS sponsor.

ACADEMIC HONOR ROLL

An honor roll is compiled after each semester grading period. There are two honor roll lists.

- The Gold Honor Roll is for students who compile an average of a 3.5 grade point average or higher.
- The Black Honor Roll is for students who compile an average of 3.0 to 3.49 grade point average.

ACADEMIC LETTER

To receive an academic letter, two consecutive semesters with a GPA of 3.33 must be maintained. The first semester for consideration is the first semester of a student's freshman year. A letter and bar will be awarded upon initial qualification. Continued excellence will be awarded with a bar for each consecutive semester that a GPA of 3.33 is earned. If an eleventh or twelfth grade student has not had two consecutive semesters with a GPA of at least 3.33 but has achieved a cumulative GPA of 3.5 or above, the student will be eligible to receive an academic letter and bar.

FOUR YEAR SCHOLAR

Students who take four years or any combination of 8 full semesters worth of course work in one or more individual subject areas of Math, Science, Foreign Language, CTE, and/or Fine Arts will earn Four Year Scholar recognition within one or more academic areas and receive a four year scholar drape medallion with appropriate color that may be worn during graduation.

Beginning with the Class of 2027, students must carry a cumulative GPA of at least a 3.0

ACADEMIC ELIGIBILITY

Lone Tree Community School places a high value on academic achievement. Students who participate in extracurricular activities will be expected to work hard in the classroom. Therefore the following guidelines have been established.

1. Students who start their 7th, 8th, or 9th grade school year begin with complete eligibility.
2. All students must not have any F's or incomplete grades at the end of a semester, in all academic subjects.
3. State guidelines are also enforced for students who receive an "F" for one or more semester grades.
4. A high school student who receives an "F" at the end of the semester will be ineligible for 20 consecutive calendar days.
5. If a student is incomplete in any subject, the student will be ineligible. A student will become eligible when the work is complete.

A student who is academically ineligible will be expected to attend practices during their period of ineligibility unless they are missing due to academic reasons. Students will have the opportunity to complete their academic obligations before or after school and during the time of practice. During this ineligibility period, students must complete the sport in good standing.

Special education students who carry an IEP shall not be denied eligibility on the basis of scholarship if the student is making progress, as determined by the staffing team, towards the goals and objectives on the student's IEP or accommodation plan.

SENIOR PRIVILEGES

EARLY GRADUATION

Although early graduation is not encouraged, there are circumstances under which it is permitted. If a student is able to show that they will meet all graduation requirements before the end of their senior year, they may be considered graduated from high school with no school connections except participation in Prom and the next regular commencement exercise. Requests for early graduation status must be made to the high school principal and school counselor by September 30th of their senior year. All requests shall be accompanied by two (2) letters addressed to the Lone Tree Board of Education. One of the letters must be from the student explaining the reason(s) for their request and detail how they plan to use their release time. The second letter should be from the parent(s) or guardian(s) indicating their approval of the request. Requests will be presented to the Board of Education for approval at the October board meeting. Late requests may be granted after the deadline has passed once the student and parent meet with the principal and counselor and explain the cause for the circumstances that might require early graduation.

PARENT APPROVED RELEASE TIME (PART)

PART is a privilege granted to seniors who have demonstrated the ability to meet all graduation requirements through a reduced schedule. This privilege allows students to leave campus early after the student's last class of the day (periods 7 and/or 8). If granted, students should leave campus.

Seniors may be granted PART upon filing a request with the principal or designee (PART Request). This request must bear the signature of the student's parent/guardian. Requests must be received during the first week of a new semester and will continue until graduation unless revoked.

The following criteria must be met to be granted PART:

Academic Guidelines - The student must:

1. Carry a minimum of 4.4 credit hours per semester
2. Earn a 2.0 GPA for the 2nd semester of their junior year
3. Maintain a 2.0 GPA for the 1st semester of their senior year
4. Stay on track for graduation at the end of mid-term and semester

Attendance Guidelines - The student must:

1. Attend all classes with no more than 7 tardies the previous semester, from all classes
 2. Have no more than 2 unexcused/unverified absences the previous semester, from all classes
-

The following criteria may cause PART to be revoked:

1. No longer on track for graduation
2. One or more incompletes at the end of the semester or a failing grade (Lone Tree or Kirkwood)
3. Appearing on the academic restriction list (F's)
4. Documented inappropriate behaviors (major office referrals, good conduct violations...)
5. Attendance issues (unexcused absences, skipping, tardies, truancy...)

This privilege may be withheld or withdrawn completely at the discretion of the principal and/or parent/guardian.

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.

BACKPACKS AND BAGS

All backpacks and bags are to be kept in the student's locker during the day. This includes purses and other items that may be used to carry/transport school or personal items. Disciplinary action may result for repeated offenses.

STUDY HALL

While in study hall, students are expected to conduct themselves as they would in a classroom. Students must bring reading material or enough work for the entire period. Study hall expectations will be discussed by study hall teachers.

DETENTIONS

Detention is sometimes used as a consequence for inappropriate behavior at school or in the classroom. If a student chooses to skip the detention, the detention time will double and the student will be ineligible for activities and events until the discipline is served. If a student continues to skip detention time, the student will serve in-school suspension. Example: Student X receives a ½ hour detention on Monday. Student X must serve the detention Monday after school or Tuesday after school. If Student X fails to serve the detention Monday or Tuesday, the detention time will double to 1 hour to be served Wednesday or Thursday after school. If the student fails to report to detention on Wednesday or Thursday, Student X will serve a ½ day in-school suspension on Friday.

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 and truancy.
2. Disruptive speech/intimidating acts and language/actions disruptive to the orderly, educational procedure of the classroom or building. Abusive or degrading acts of language including terms directed at ethnicity, religion, gender, sexual orientation, age, or disability. Abusive, harassing, or degrading acts of language/profanity.
3. Initiation/Hazing: Students may not report to school dressed for any type of initiation.
4. Fighting: Any student who has physical contact in a confronting manner with a student or school employee may be suspended from school.
5. Theft.
6. Destruction of property and/or vandalism.

7. 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.
8. 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.
9. 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.
10. Sexual harassment of individuals or groups.
11. Possession or control of an offensive or dangerous weapon/object (i.e., firearms, knives, explosives).
12. False fire alarms, bomb threats, or other similar illegal acts.
13. Arson or any other inappropriate use of fire.
14. Use of a car, motorcycle, moped, bicycle, or other vehicle in an inappropriate or irresponsible manner.
15. Gambling.
16. Throwing objects (i.e., snow, pencils, etc.)
17. Unauthorized visit to another school.
18. Misbehavior on a bus.
19. Failure to attend assigned study halls or detentions.
20. Inappropriate possession of radios, tape or CD players, laser pens, skateboards, roller blades.
21. Possession of pagers, beepers, telephones, or other communication devices including smartwatches.

CONSEQUENCES TO VIOLATIONS

The consequences of violating school rules are determined by school personnel. Every effort is made to relate the consequences as directly as possible to the student's behavior. The intent of discipline is not punitive; instead, it is 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:

- Developing a Behavior Plan with administrative, teacher, parent, and counselor assistance.
- Warning.
- Cancellation of special privileges.
- Referral for counseling/staffing evaluation.
- Detention.
- Reassignment to another class.
- Confiscation of unapproved items--radios, skateboards, pagers, etc.
- Parent/teacher conference.
- Payment/restitution of damages.
- Work option or community service.
- In-school suspension.
- Suspension (Out).
- Expulsion.
- 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, JUUL's, 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 and 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 the student(s); 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 Community School District is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed.

Bullying and/or harassment of or by students, employees, and volunteers is against federal, state, and local policy and is not tolerated by the board.

Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the

conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Complaints may be filed with the superintendent or superintendent's designee pursuant to the regulation accompanying this policy. The superintendent is responsible for implementation of this policy and all accompanying procedures. Complaints will be investigated within a reasonable time frame. Within 24 hours of receiving a report that a student may have been the victim of conduct that constitutes bullying and/or harassment, the district will notify the parent or guardian of the student.

If as a result of viewing surveillance system data or based on a report from a school district employee, the district determines that a student has suffered bullying or harassment by another student enrolled in the district, a parent or guardian of the student may enroll the student in another attendance center within the district that offers classes at the student's grade level, subject to the requirements and limitations established in Iowa law related to this topic.

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

Retaliation Prohibited

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures.

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

Definitions

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

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

- “Volunteer” means an individual who has regular, significant contact with students.

[Refer to Board Policy 104](#)

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

School district facilities are not an appropriate place for weapons, dangerous objects, look-a-likes, and items used as weapons. Weapons, other dangerous objects, look-a-likes, and items used as weapons will be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess weapons, dangerous objects, look-a-likes or items used as weapons on school property are notified of the incident. Possession or confiscation of weapons, dangerous objects, look-a-likes or items used as weapons will be reported to law enforcement officials and students will be subject to disciplinary action including suspension or expulsion.

Students bringing firearms to school or knowingly possessing firearms at the school district will be expelled for not less than one year. The superintendent has the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term firearm includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas or otherwise defined by applicable law.

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.

GOOD CONDUCT RULE OF ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

The Board of Directors of the Lone Tree Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of Lone Tree Community School throughout the calendar year, whether away from or at school. Students who exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with Board Policy and must refrain from activities that are illegal, immoral, or highly 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 high school principal shall keep records of violations of the Good Conduct Rule.

Activities in which a student may lose eligibility by violating the Good Conduct Rule include but are not limited to: athletics, instrumental and vocal music performances and contests, drama productions, speech contests, FFA, FCCLA, National Honor Society, all co-curricular clubs (e.g., Pep Club, Spanish Club), all

honorary and elected offices (e.g., Homecoming King/Queen/court, class officer, student government officer or representative), cheerleading, drill team, state contests and performances for cheerleading and drill team, class trips, attendance at art fairs and art trips.

GOOD CONDUCT RULE

To retain eligibility for participation in Lone Tree Middle School/High School's extracurricular activities, students must conduct themselves as good citizens at all times, both in and out of school. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community.

A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- Possession, use, or purchase of tobacco products, smokeless tobacco, e-cigarettes, JUUL's, vaporizers (vape pens), cartridges, and related products, regardless of the student's age;
- Possession, use, or purchase of alcoholic beverages, including beer and wine;
- Possession, use, or purchase of illegal drugs or the unauthorized possession, use, or purchase of otherwise lawful drugs;
- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s).

If a student transfers in from another Iowa school or school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous district, the student shall be declared ineligible if the administration determines that there is general knowledge in our district of the fact of the student's violation in the previous district.

PENALTIES

- **First offense** within the student's high school career--up to thirty (30) calendar days of ineligibility.
- **Second offense** within the student's high school career--up to sixty (60) calendar days of ineligibility.
- **Third offense** within the student's high school career--up to ninety (90) calendar days of ineligibility.
- **Fourth or more offense** within the student's high school career--one calendar year of ineligibility.

The period of ineligibility attaches immediately upon a finding of a violation. With a coach's/supervisor's permission, an ineligible student may attend practices or rehearsals during a period of ineligibility. An ineligible student shall not formally travel with the team or group performing, and shall not wear a uniform during such a period.

Successive periods of ineligibility: Any student, who is already serving a period of ineligibility for violating the Good Conduct Rule, may not serve a second period of ineligibility concurrently with the first. If a student violates the Good Conduct Rule while already ineligible, the periods of ineligibility will be served successively.

REDUCTION IN PENALTY

Evaluation and Treatment: A student who has a second or third violation of the alcohol and drug provision of the Good Conduct Rule may elect to seek an evaluation and, if recommended, treatment from a recognized substance abuse facility at the student's parent/guardian's expense. If the student seeks the

evaluation, agrees to waive confidentiality to allow the facility sponsor to admit (self-report) a violation of the Good Conduct Rule prior to the initial confrontation by the high school to report back to the superintendent or designee regarding recommendations for treatment or follow-ups care, adheres to the recommendation of the evaluation, and provides written documentation from the treatment center that the alcohol and/or drug problem is under control, the student's penalty for the second violation may be reduced by thirty (30) calendar days. If it is the student's third violation, the penalty may be reduced by sixty (60) calendar days. This reduction is not available beyond the third violation.

Admission Prior to Determination: If a student comes forward to a coach, administrator, or activity sponsor to admit (self-report) a violation of the Good Conduct Rule prior to the initial confrontation by the high school principal, the student's penalty may be reduced to fifteen (15) calendar days for the first violation, to thirty (30) calendar days for the second violation, to forty-five (45) calendar days for a third violation within the student's high school career.

Combined Reductions: Reductions available in the above items of this section may not be combined.

MIDDLE SCHOOL INFORMATION

MIDDLE SCHOOL PHILOSOPHY

The middle school philosophy is designed to provide sixth, seventh, and eighth grade students with a more personalized school experience. It is based upon the concept that all students can learn. The aim of the middle school is to create a supportive climate that promotes improved self-esteem and enhances academic achievement through improved communication, cooperation, and coordination among teachers. Students benefit from a student-centered, integrated, holistic approach to education that is enhanced by flexible scheduling.

MIDDLE SCHOOL COURSE REQUIREMENTS

It is the policy of the Lone Tree Community School to provide our middle school students with a broad spectrum of required courses and exploratory classes.

Core Classes: All middle school students are required to take the following classes: Math, Science, Language Arts, and Social Studies.

Exploratory Classes: Each student will have a variety of exploratory classes. Exploratory classes are an important part of our curriculum. It allows us to concentrate on needed skills at certain grade levels and offers students the opportunity to explore new academic areas.

Band and Music: Middle school students have the opportunity to participate in Band and Music. Students in 6th grade must take choir and have the option to take band. 7th and 8th grade students must take one music class, either band or music, but are encouraged to take both. If a student chooses to participate in only one music class, that student will have study hall when not in band or music.