

Lynnville-Sully Elementary School

2025-26
Student Handbook



12476 Hwy F62 E
Sully, Iowa 50251

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"Empowering students to pursue their dreams"

Introduction

Dear Parents & Students,

Welcome to the 2025-26 school year! I am honored to speak for all staff members of Lynnville-Sully Elementary School and express our genuine excitement for all the opportunities this school year will bring.

The information in this handbook is specifically included to assist our staff, students, and parents in moving through the school year together with common goals and expectations. Students thrive when parents and school officials engage in meaningful communication with one another to gain a common understanding of how to best support their efforts to gain new skills and knowledge. We value the ongoing partnership with families and hope you will reach out with questions or ideas about how to help our school continue to grow to meet the changing needs of all students.

Thank you for entrusting us with the education and well-being of your children. We are honored to be part of their educational journey and are committed to providing them with the best possible experience. Let's make this a year of growth, success, and excitement for all!

Sincerely,

A handwritten signature in cursive script that reads "Teri Bowlin".

Teri Bowlin
Elementary Principal

Nondiscrimination Statement

It is the policy of the Lynnville-Sully 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 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 Aaron Shipley, Title IX Coordinator, 12476 Hwy F62 E, Sully, Iowa 50251, 641-594-4445, ext. 1002, shipley@lshawks.com, or the U.S. Department of Education (attn. Assistant Secretary, Office for Civil Rights; 400 Maryland Avenue Southwest, Washington, DC 20202; 800-421-3481; OCR@ed.gov). If you have questions or a grievance related to any other provision of this policy, please contact the superintendent, 12476 Hwy F62 E, Sully, Iowa 50251, 641-594-4445, ext. 1003.

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Faculty and Staff

Administration and Front Office

Mr. Matt Dunsbergen
Mrs. Teri Bowlin
Mrs. Keelie Wanders
Mrs. Cathy Fraker

Superintendent
Elementary Principal
PreK-8 Secretary
School Lunch Secretary

Mrs. Justine Wyma

School Nurse

Teachers

Mrs. Shannon Bennington

Kindergarten

Mrs. Sara Johnson

Kindergarten

Mrs. Carrie Lowry

First Grade

Mrs. Jennifer Rozendaal

First Grade

Mrs. Cindy Gibbs

Second Grade

Mrs. Ashley Van Wyk

Second Grade

Mrs. Sabrina Edsen & Mrs. Lisa Jansen

Third Grade

Mrs. Beth Yoder

Third Grade

Mrs. Mary Rucker

Fourth Grade

Mrs. Jessica Winegar

Fourth Grade

Mrs. McKenzee Downing

Fifth Grade

Mrs. Malory Hamre

Fifth Grade

Mr. Nick DePenning

K-3 Reading/PE

Mrs. Brenda Newell

Title 1 Reading

Mrs. Colleen Taylor

K-8 TAG/4-5 Reading

Mrs. Kati Brown

Special Education

Mrs. Abbie Lanke

Special Education

Mrs. Jill Schuring

Special Education

Mrs. Tara Conover

K-12 Art

Mrs. Francesca Richter

K-6 Music

Mrs. Michaela Gunsaulus

PreK-5 Guidance Counselor

Support Staff

Mrs. Angie Braafhart

Paraprofessional

Mrs. Abby Chancellor

Library/Media

Mrs. Heidi Corbett

Library/Media

Ms. Emily Jochems

Paraprofessional

Mrs. Karleah Nikkel

Paraprofessional

Mrs. Grace Smalley

Paraprofessional

Mrs. Jessica Van Soelen

Paraprofessional

Mrs. Lindsey Wyckoff

Paraprofessional

Goals and Objectives of the Education Program

[School Board Policy 600](#)

In providing the education program of the school district the board shall strive to meet its overall goal of providing the students an opportunity to develop a healthy social, intellectual, emotional, and physical self-concept in a teaming environment that provides guidance to and encourages critical thinking in the students for a lifetime.

In striving to meet this overall goal, the objectives of the education program shall be to provide students with an opportunity to:

- Acquire basic skills in obtaining information, solving problems, thinking critically, and communicating effectively
- Become effective and responsible contributors to the decision-making processes of the social and political institutions of the community, state, and nation
- Acquire entry-level job skills and, also, acquire knowledge necessary for further education
- Acquire the capacities for a satisfying and responsible role as family members
- Acquire knowledge, habits, and attitudes that promote personal and public health, both physical and mental
- Acquire an understanding of ethical principles and values and the ability to apply them to their own lives
- Develop an understanding of their own worth, abilities, potentialities, and limitations
- Learn and enjoy the process of teaming and acquire the skills necessary for a lifetime of continuous teaming and adaptation to change

School Hours

Classes begin at 8:20AM and end at 3:30PM. There is no adult supervision before 8:00AM, so students should not arrive to school prior to that time. Students are to remain on the school grounds from the time they arrive in the morning until they leave at the close of the day.

K-1 students will be dismissed at 3:25PM and 2-5 students will be dismissed at 3:30PM, with the exception of early dismissal days. Parents may wait outside, in their vehicles, or at the front office to pick up children after school.

Changes in School Routine

Please keep the school informed of any changes in after school routine for your child or children. **If your child has changes to their dismissal instructions, contact your child's teacher and Keelie Wanders, wanders@lshawks.com, by 2:00PM to communicate the updated dismissal plan.**

We will not send a child home with another child unless we have a phone call or note from the child's parent(s). The bus drivers will not allow a student, who is not their regular passenger, to ride on their bus without a bus pass from the office.

Please note that the buses have set stops for their regular riders. The bus will NOT let children off at a location that is not a regular bus stop. If children are to go to the home of a relative or friend after school and their home is not a regular stop, other arrangements for transportation must be made by the parents. A bus pass will be issued when the request for change to ride another bus is received so long as the students ride to a scheduled stop.

Student Attendance

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.

Parents are expected to notify the school prior to 9 a.m. regarding a student's absence on the day of the absence. All absences must be reported within one day of the absence to be considered excused. Students should provide the school with a written excuse from the appropriate medical office if they are absent from school for a medical appointment or excluded due to the recommendation of a physician. Students may be required to submit a doctor's statement if absences from an illness exceed 3 consecutive days.

Excused absences may include illness, medical appointments, a funeral, required court appearance, religious services or special family functions that cannot be arranged outside of the school day. Building principals shall have discretion to excuse other absences.

Students whose absences are approved will make up the work missed and receive full credit for the missed school work. It is the responsibility of the student or parent to initiate a procedure with the student's teacher to complete the work missed. School work missed because of absences must be made up within two times the number of days absent, not to exceed 10 school days. The time allowed for make-up work may be extended at the discretion of the classroom teacher.

Students who wish to participate in school-sponsored activities must attend school the full day on the day of the activity unless permission has been given by the principal for the student to be absent.

Tardiness

Students who are late to school and/or classes will be marked tardy. A record of tardiness will be part of the student's permanent record. Being tardy to school causes disruptions to the classroom environment and negatively impacts student learning. The building principal or other school official may request a meeting with a student and parent if tardiness becomes a pattern of behavior.

Truancy and Chronic Absenteeism

[Board Policy 501.09](#)

Chronically absent means any absence from school for more than ten percent of the days in a semester.

Truant is defined as any child of compulsory attendance age who does not qualify for the specified exemptions listed below and fails to follow the school board's attendance policy, lacks a reasonable excuse for their absence, and has been absent from school for at least 20% of the days or hours in the grading period.

Exemptions from Truancy and Chronic Absenteeism

1. Completed requirements for graduation or obtained a high school equivalency diploma.
2. Excused for sufficient reason by any court of record or judge.
3. Attending religious services or receiving religious instructions.
4. Unable to attend school due to legitimate medical reason(s).
5. Individualized Education Program (IEP) that affects attendance.
6. Section 504 plan under the Federal Rehabilitation Act that affects attendance.

When a student reaches 5% absence rate:

An attendance meeting may occur between a student/parent and a counselor, teacher, or administration to highlight the importance of regular attendance. During this meeting, efforts will be made to identify the nature of the absences and possibly connect the student/family with resources to support more regular attendance, if appropriate. Additionally, during this meeting, the school will review what may happen if a student reaches a 10% absence rate.

When a student reaches 10% absence rate:

When a student meets the threshold to be considered chronically absent, the school official will send notice by mail or e-mail to the county attorney. The school official will also notify the student, or if a minor, the student's parent, guardian or legal or actual custodian in writing that includes information related to the student's absences from school and the policies and disciplinary processes associated with additional absences. A student meeting with a school official may be held to develop an academic plan. The academic plan will be informal and will focus on support to the student academically.

When a student reaches 15% absence rate:

A meeting will occur between students and parent/guardian and a school official to develop an [Absenteeism Prevention Plan](#).

The absenteeism prevention plan will identify the causes of the student's absences and the future responsibilities of each participant. The school official will contact the student and student's parent/guardian at least once per week for the remainder of the school year to monitor the performance of the student and the student's parent/guardian under the plan. If the student and student's parent/guardian do not attend the meeting, do not enter into a plan or violate the

terms of the plan, and/or attendance does not improve, the school official will notify the county attorney.

When a student reaches 20% absence rate:

The student will be referred to the county attorney as per Senate File 2435.

Weather-Related Closings

Parents are encouraged to be prepared in the event we would need to cancel or shorten any school day due to the timing of severe weather, including ice, snow, or extreme cold. The decision to cancel, delay, or close school early will be made as soon as possible and communicated in a timely manner to all parents. Because weather forecasts can change, it is not always possible to make the decision with much notice. When the superintendent decides the weather threatens the safety of students and employees, he/she will notify the **Channel 5, 8, and 13 television stations** to broadcast a school closing announcement. This message will also broadcast via **email, text message, and the district website**. As a reminder, please update your email or phone number information if this has recently changed. This will help ensure you receive these notifications.

Transfers In/Out of the District

[Board Policy 501.06](#) [Board Policy 501.07](#)

Students who transfer into the district must meet the same requirements as those students who initially enroll in the district. This includes age and immunization requirements. If possible, the student must provide the district with proof of the student's grade level and a copy of the student's permanent records from the student's prior school district. If the student/parent is unable to provide the superintendent with proof of the student's grade level or permanent records (for example a homeless student), the superintendent will make the grade level determination.

For students wishing to transfer out of the district, the student's parent(s) /guardian (s) should notify the administration in writing as soon as possible. The written notice should include the anticipated last date of attendance and the name and address of the school district to which the parent would like to have the student's records sent. After such notice is received, the student will receive instructions regarding the return of textbooks, library books, etc. No refunds will be made until all fees or fines have been paid.

Open Enrollment

[Board Policy 501.14](#) [Board Policy 501.15](#)

Students are eligible for open enrollment to other districts if they meet certain guidelines. Students who move out of the district may continue to attend school at Lynnville-Sully if the appropriate open enrollment paperwork is filled out and approved by the school board of the district in which they reside and the Lynnville-Sully School Board. Complete information and guidelines are available at the superintendent's office.

Student Scholastic Achievement

Academic Progress Communication

Lynnville-Sully uses Standards-Based reporting for grades K-5. Teachers report what students know and are able to do relative to grade-level academic standards.

The following markings will appear on report cards:

- 3 - Consistently demonstrates mastery of end of year grade level standards
- 2 - Demonstrates partial understanding of end of year grade level standards
- 1 - With support, demonstrates limited understanding of end of year grade level standards

Utilizing standards-based learning benefits teachers, students, and parents in the following ways.

*Standards-based learning allows teachers to focus on the skills that need to be mastered by the end of their grade level to allow for success at the next grade level.

*Standards-based learning provides clear learning targets for students. This helps students better understand what knowledge and skills they are expected to demonstrate.

*Reporting on a student's progress towards mastery of a standard will give parents a clearer picture of what their children know and can do.

Report cards are provided to parents four times per year at the conclusion of each quarter.

Parents have an opportunity to confer with their child's teacher during the first and second semesters. During these times, parents will be able to discuss and learn more about their child's academic and social/behavioral progress. In addition, parents are welcome to contact their child's teacher whenever they feel the need to know more about their child's progress or when there is a concern with any aspect of the educational program. Ongoing, open communication is vital for student success.

Academic Testing

Various types of standardized academic tests will be given during the year. The purpose of this testing is to help the school collect information regarding the progress students are making in meeting curriculum objectives. All tests are used by the school to review past efforts, program direction, and a basis for making future plans for growth and change. Results of students

testing and their meaning are shared with parents. Please note these tests are only one measurement of your child's overall achievement.

Examples of such tests include:

- Iowa State Assessment for Student Progress (ISASP) for grades 3 through 5.
- FAST Assessments for grades K through 5.

Homework

Teachers assign homework, extra class activities, or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make up for incomplete class work. Students are expected to complete homework on time.

Elementary school students may be assigned up to 30 minutes of homework a night. It is very beneficial for students to have a designated area at home where homework can be completed with limited distractions. Parent support and encouragement regarding homework can be very influential in a student's approach and view to this part of their learning. Checking in with your student and/or their teacher regarding homework, along with engaging in meaningful conversations about what students are currently learning in class communicates to students the work they are doing is valuable and important. Your positive focus on student learning is truly appreciated by Lynnville-Sully teachers and staff.

Visitors

Lynnville-Sully Elementary welcomes visitors and community members, yet also has a responsibility to keep the students and staff safe while at school and minimize disruptions to learning. Individuals who are interested in visiting the school should contact the office to set up an appointment or tour. Teachers are not able to meet with visitors during the school day and classroom visits will need to be coordinated between the office, classroom teacher, and visitor. Parents or guardians wishing to eat lunch with their student are welcome to do so on a special occasion, such as a birthday. Adults who are not district staff members cannot be allowed on the playground during school hours.

All visitors, including parents/guardians are required to sign in and out of the building when school is in session and students are present. A visitor badge will be provided and should be worn until the visitor returns to the office to sign out. Parents and other visitors who fail to follow expected procedures, or who interfere with the responsibilities of staff, or behave or speak inappropriately to students or staff, shall have visitor access privileges limited or revoked.

Telephone Calls / Cell Phones / Personal Electronic Devices

[Board Policy 503.09](#)

Generally, students receiving telephone calls during school hours are not called to the telephone. The office will take a message and forward it to the student. Only in emergency situations are students removed from class or another school activity to receive a telephone call.

Personal electronic devices are a part of everyday life for some of our students in the elementary. However, the appropriate and respectful use of these devices is imperative. Students are not allowed to use their personal electronic devices between 8:00AM and 3:30 PM without adult permission. If a student needs to communicate with his/her parents during the school day, the student should ask a teacher or front office personnel for permission to make a phone call or send a text message. Students will be allowed to use the school phone or his/her cell phone when appropriate.

Staff members may establish classroom rules or protocols for placement of personal electronic devices during the school day. Students are not allowed to have personal electronic devices stored on their physical body during instruction. The district is not responsible for the loss, theft, or destruction of personal electronic devices brought onto school, or district property, or while the student is attending district or school-sponsored events.

Students using personal electronic devices without adult permission will have their item confiscated and placed in the office until the end of the school day. If continued offenses occur, disciplinary action may include a conference with the building principal, a student-parent-administrator meeting, a requirement for the item to be turned into the office for an extended period of time, or other consequences deemed appropriate by the building principal.

Health Information

Illness/Injury

[Board Policy 507.04](#)

If a student becomes ill or injured, he/she should communicate with a classroom teacher or supervising adult prior to going to the school nurse, who will decide what should be done to provide appropriate assistance to the student. If the school nurse is not present, students should report to the office. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information provided as part of the registration process. If the student is too ill to remain in school, the student will be released to the student's parents or, with parental permission, to another person directed by the parents.

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid, if possible. The school will contact emergency medical personnel, if necessary, and attempt to notify the parents where the student has been transported for treatment.

Health Guidelines

Sometimes it can be difficult to determine whether or not a child should be sent to school if he/she complains of feeling ill. Guidelines of signs and symptoms to monitor are listed below. If your child has any of these symptoms, please keep him/her home. If you have any questions whether you should send your child or if you would like the school nurse to check him/her when arriving at school, please contact the school nurse.

*Temperature above 100 degrees

*Diarrhea or vomiting

Children should return to school once they have been free of vomiting, diarrhea, and fever (100 degrees or higher), for at least 24 hours without the use of fever reducing medications.

Administration of Medication

[Board Policy 507.02](#)

Students may need to take prescription or nonprescription medication during school hours. Students may carry medication only with the permission of the parents, nurse, and/or principal. The school must know the medications a student is taking in the event the student has a reaction or illness.

The student's parent or guardian must complete the request for medication administration form which provides medication administration directions as well as authorization to administer medication at school. There must be a medication administration form completed for each medication that is to be given at school. The form will expire at the end of every school year unless a date earlier to the last day of school is specified.

Medication is held in the nurse's office and distributed by the school nurse or appointed school personnel that have completed the medication administration certification and training. Over the counter medications provided by the parent/guardian must have the manufacturer's label attached to the original container and include the manufacturer's dosing guidelines. Prescription medication must be in its original container from the pharmacy, labeled by the pharmacy with the name of the child, name of the medication, dose, time(s) to be given and duration of time to administer medication.

Students taking medication at school must have a parent/guardian or an adult bring the medication, as well as medication refills, directly into the office. **Medications should not be sent on the school bus with students to protect the safety of all students.** Any medication left in the nurse's office after the last day of school will be appropriately discarded.

Communicable Diseases

[Board Policy 507.03](#)

Students with a communicable disease will be allowed to attend school as long as they are physically able to do so and so long as their presence does not create a substantial risk that others will catch the disease. The term "communicable disease" means an infectious or contagious disease spread from person to person or animal to person. Once the administration, in conjunction with the school nurse, decides that the student's condition poses a health threat to other students, the student will be excluded from school for the duration of the period of contagion. In order to prevent the spread of communicable diseases, parents should use their good judgment in keeping sick children home from school. When the administration has knowledge of the presence of a communicable disease, the State Department of Health will be notified.

Vision and Dental Screenings

Students entering kindergarten and 3rd grade should have a vision screening by an eye doctor and students entering kindergarten should also have a dental screening. When possible, the school district engages with community partners to offer vision and hearing screenings for students at no charge to families. Written notice is sent to parents about these screening opportunities. Parents wishing to have their child excluded from hearing or vision screenings must provide written consent to the Lynnville-Sully Elementary Office prior to the screening.

Health and Immunization Certificates

[Board Policy 507.01](#)

Students, who are enrolling in the district for the first time, shall have a physical examination by a licensed physician and provide proof of such an examination to the principal. This certificate of health will be kept on file at the building in which the child is attending. Students enrolling for the first time in the district shall also submit a certificate of immunization against diphtheria, peruses, tetanus, poliomyelitis, and rubella. Exemptions from this immunization requirement will be allowed only for medical or religious reasons. The student/parent must provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt from this requirement.

Guidance Counseling Program

The Lynnville-Sully Guidance Counselors are an important resource for parents, students, and school staff in supporting students, including their social/emotional needs. The K-5 school counselor is available to meet with students individually, in small groups, or as a class during the school day based on what is appropriate to meet identified needs. District guidance counselors also support families by providing referrals for counseling services beyond the school district and help families connect with community resources.

Recess

All children are expected to go outside during recess whenever possible unless it is raining, or the temperature makes it an unsafe environment. Temperatures can fluctuate quite dramatically between recess opportunities throughout the day. Please help ensure your child has appropriate clothing with them at school to comfortably enjoy their time outside. It is also very helpful to label coats, boots, snowpants, hats, sweatshirts, etc. to make it easier to return items that have been misplaced. If a student does not have snow pants or boots, they are not allowed to play in the snow. However, they will still be sent outside and restricted to hard surface areas.

When making temperature-related decisions regarding recess duration and appropriate dress, recess supervisors utilize the “feels-like” temperature, rather than the actual temperature.

Outside recess times are limited to ten minutes when temperatures fall between 90 degrees and 99 degrees as well as when they reach between 10 degrees and 1 degree. If temperatures are 100 degrees and above or 0 degrees and below, students stay inside the building for recess.

Clothing Recommendations for Outside Play:

- *60 to 50 degrees - long sleeves
- *49 to 40 degrees - sweatshirt or light jacket
- *39 to 33 degrees - coat and long pants
- *32 degrees and below - winter coat, gloves, hat
- *Snow on the ground - winter coat, hat, gloves, snow pants, boots

Breakfast and Lunch Program

Breakfast Program

Lynnville-Sully Community offers breakfast to all students. The cooks begin serving at 8:00AM. Students, who are eating breakfast, whether riding the bus or walking, are expected to enter the school building, go directly to their homeroom to pick up their lunch ticket then proceed to the gym for breakfast. The serving line will close at 8:15AM. Exceptions to this, such as late buses, will come from the building principal.

Lunch Program

All students must deposit money into their lunch account. Prices for lunch and milk are listed in the fall school newsletter. Students are provided at least two main dish options each day. Students in grades 4 and 5 may participate in the sub and salad bar.

K-3 Milk Break

Students in grades K-3 have the option of purchasing a semester milk ticket, which allows them to select a milk of their choice to consume during the designated milk break time in their classroom.

Personal Property at School/Lost and Found

Students are responsible to keep track of their personal belongings while at school. Placing a name on or in personal belongings helps if items are misplaced. If a student should lose an article of clothing or other personal item, it may be turned into the office and placed in the lost and found. Students and families are encouraged to check the lost and found for any lost items. It is also a good idea to label student's clothing, book bags, lunch boxes, etc. Periodically throughout the year, the district will donate the unclaimed lost items to a local charity.

Student Lockers and Desks

Student lockers and desks are the property of the school district. Students shall use the lockers and desks assigned to them for storing their school materials and personal items necessary for attendance at school. It is the responsibility of each student to keep the student's assigned locker and desk clean and undamaged.

Student Conduct

[Board Policy 503.01](#)

The board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school premises. Appropriate classroom behavior allows teachers to communicate more effectively with students.

Behavior Standards

All students should be equipped with the knowledge, skills, and attitudes to develop healthy identities, manage emotions, achieve personal and collective goals, feel and show empathy for others, establish and maintain supportive relationships, and make responsible and caring decisions. When students feel they can successfully engage in a safe and supportive environment, they achieve greater academic success. Systematically teaching and reinforcing

positive expected behaviors leads to the development of a school culture where students can thrive in their social-emotional and academic growth.

Lynnville-Sully students are provided instruction and reinforcement with Hawk BEST behavior expectations across all academic and non-academic school environments.

*B - Be respectful and kind

*E - Excellent effort

*S - Stay safe

*T - Take responsibility

	B	E	S	T
	Be Respectful & Kind	Excellent Effort	Stay Safe	Take Responsibility
<u>School Bus and Arrival/Departure</u> Voice Level: 2 or below	Use kind words and a positive attitude with everyone	- Talk only to those near you - Follow the directions from adults	- Walk on the sidewalk - Walk to your seat - Stay seated	- Keep hands/feet/objects to self - Keep buses clean
<u>Lunchroom</u> Voice Level: 2 or below	- Talk only to your neighbors - Raise your hand for help	- Get what you need before you sit down - Use your manners (please, thank you, no thank you)	- Face forward with both hands holding your tray - Carry lunch box at your side - Stay seated facing your food tray - Feet on the floor	- Eat your own food - Place your garbage in trash can - Clean up your area - Keep hands/feet/objects to self
<u>Hallway</u> Voice Level: 1 or below	Use kind words and a positive attitude with everyone	- Take the fastest route - Keep electronics off and closed while walking	Walk facing forward	- Keep hallways clean - Keep hands/feet/objects to self
<u>Restroom</u> Voice Level: 1 or below	Keep walls clean and free of marks	- Go to the nearest restroom - See a problem, tell an adult	- Keep water and soap in the sink - Wait your turn	- Use, flush, wash, leave. - Keep restrooms clean (paper towels in trash)
<u>Playground</u> Voice Level: 4 or below	- Play by the rules - Use kind words and a positive attitude with everyone - Include others	Get and return your grade color recess equipment appropriately	- Use equipment as intended - Touch others lightly - Face forward in line	Line up immediately when the whistle blows at voice level 1 or below

			• Dress appropriately for the weather and activities	• Do activities in appropriate areas • Keep hands/feet/objects to self
<u>Locker Area (4-5)</u> Voice Level: 1 or below	• Quietly open and close locker doors	• Keep your locker organized so you can find what you need	• Walk • Keep floors clear of belongings (books, clothes, shoes)	• Keep all of your belongings in your own locker • Keep locker area clean

Students are expected to communicate with both peers and adults in a respectful manner throughout the school day and during all school activities. Lynnvile-Sully staff teach students a variety of problem-solving, conflict-resolution, and emotional regulation strategies.

Our goal is to help students develop an understanding that they are responsible for their own actions. When they make a choice to do something that does not align with the Hawk BEST expectations, they learn there are natural consequences. At the same time, when they are displaying appropriate behavior, they receive positive recognition for those actions. When a student misbehaves and disregards school rules/expectations, consequences may include any of the following but not limited to:

“Time out” away from peers in their classroom
 Verbal reprimand and reminder of expectations
 Withdrawal of privileges (ex. - missing recess or other preferred activities)
 Reflective and problem-solving conversation with staff member
 Reflective and problem-solving conversation with school administrator
 “Time out” away from peers in the principal’s office
 Behavioral contract with student
 Behavior instruction and reinforcement with guidance counselor
 Written behavioral reflections
 Parent conference
 Detention
 Suspension

Other appropriate strategies to support student behavior may be used. The degree of consequence is related to the severity of the misbehavior and the continuation of the misbehavior.

Anti-Bullying/Harassment Policy

[Board Policy 104](#)

The Lynnvile-Sully 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.

For information about bullying and harassment and/or how to file a formal complaint, please visit: <https://www.lshawks.com/students/bullyingharassment>

Expulsion

Expulsion is reserved for only the most serious or chronic problems and can only be authorized by the Board of Education. Principal and/or superintendent recommendations will be considered carefully. Expulsion from school will only take place for problems that have put students or staff in serious physical or emotional danger -- or, as a result of continuous or chronic disregard for school rules or common sense and decency.

Due Process

Students who are suspended or expelled from school as punishment for infractions of school rules are entitled to due process.

In general Due Process consists of: (1) student being informed of the infraction, (2) the opportunity for some type of hearing during which the student is informed of the evidence against him/her and can defend himself/herself, (3) the right to some type of appeal. Any appeal usually begins with the staff member who issues the punishment, and then proceeds to the principal, the superintendent, and finally to the board of education. During the hearing or appeal the student may be represented by a third party.

Appeals Process

Appeal of a discipline decision must be submitted in writing to the building principal within three school days of the declaration or penalty. The principal will meet with the student as soon as possible and provide the student with an explanation of the charges. The student will be given an opportunity to rebut the charges and present evidence on the student's own behalf. The meeting will be informal; however, the principal's decision shall be in writing and shall summarize the evidence upon which the principal relied in making a decision. The principal's decision shall be made within three (3) school days of the meeting with the student.

The decision of the building principal may be appealed to the superintendent. An appeal to the superintendent shall be in writing and delivered to the superintendent or superintendent's secretary within five (5) school days of receipt of the principal's decision. The appeal to the superintendent shall specify the reasons for the appeal and all supporting information and facts.

The decision of the superintendent shall be final unless it involves a suspension, in which case it may be appealed to the Board of Education. This appeal shall be in writing and filed with the Board secretary within five (5) school days of receipt of the decision from the superintendent. A Board hearing shall be held as soon as reasonably practical. During the appeal, the student shall remain under suspension pending a decision by the Board, unless otherwise directed by the superintendent or the Board. The Board's decision shall be final.

The degree to which due process is allowed for students depends on the severity of the punishment. If the punishment is not serious enough to create interference with constitutional interests in Life, Liberty or Property, then no due process need be given. This is based on a Supreme Court decision in which it found that due process was not required in the administration of corporal punishment.

Academic Honesty

Students are expected to do their own work. As such, academic dishonesty is broken down into three main categories:

- Plagiarism – misrepresenting someone else's work as one's own;
- Cheating – attempting to violate the academic rules of the classroom by deceiving the teacher;
- Artificial Intelligence - Examples include generating essays, assignments or other written work using AI and passing it off as your own work or the use of AI outside of teacher approval for the assignment.

Students suspected of violating academic honesty expectations may face disciplinary action. Parents/guardians may also be notified if your child's teacher suspects that they have violated expectations regarding academic honesty.

Leaving School Grounds

No student is to leave the school grounds for any length of time without the direct permission of and/or knowledge of an administrator or authorized representative. Only in rare situations should a teacher give such permission. Students may leave the school building for legitimate reasons to go to the parking lot or other campus locations with the permission of a teacher or administrator.

Appearance and Dress

The school board believes inappropriate student appearance causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, and visitors.

Students are expected to wear clothing and footwear that are appropriate to their age level and that does not disrupt the school or educational environment. The standards will be those generally acceptable to the community as appropriate in a school setting.

Weapons Policy

[Board Policy 502.06](#)

The board believes weapons, other dangerous objects and look-alikes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons, dangerous objects and look-alikes. Weapons and other dangerous objects and look-alikes 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. Students will be subject to appropriate disciplinary measures and authorities may be notified.

Use and/or Possession of Illegal Substances (Tobacco, Alcohol, Drugs)

[Board Policy 502.07](#)

Abuse of and/or illegal possession of any illegal or controlled substance on school property or at school sponsored events or activities, (participant or spectator) is strictly prohibited. Students will be subject to appropriate disciplinary measures and authorities will be notified.

Damage to School Property

Loss of or deliberate damage to school property, desks, equipment, and books shall be paid for by the student/family responsible for the damage in such an amount as shall be reasonable and fair. Every effort will be made by all concerned--teachers, the administration, secretaries, custodians, cooks, etc. to see that property is not abused.

Public Display of Affection

It is the belief of the faculty, administration, and the members of the Board of Education that the school grounds or school sponsored activities/events is not the place for the display of affection between students. The following types of actions are considered as improper in school: embracing, close body contact, holding hands, kissing, and similar types of actions.

Bus Guidelines

Your child is scheduled to be a regular passenger on one of our school buses. School transportation is provided by your school district through the authority of the Board of Education. The safety of every child on our buses is of great concern to all of us. Every precaution is taken to see that the children arrive at their destination safely. This requires the cooperation of parents, children, and school officials. Driving a bus is a difficult and responsible task. Our drivers are carefully selected. **The bus driver's entire attention must be on their driving responsibility at all times.**

Anything that happens on the bus to divert the drivers' attention from their job immediately endangers the safety of the riders. It is, therefore, absolutely necessary that the students conduct themselves in a respectful manner. Furthermore, transportation equipment represents a large capital investment. This is another important reason for expecting the utmost cooperation from students on our buses.

The operation of a safe, efficient, and economical transportation program requires that all passengers observe the attached set of regulations. In order to avoid any misunderstanding that might develop at a future date, the procedures described below will be followed in case of an infraction of the rider.

LYNNVILLE-SULLY COMMUNITY SCHOOL DISTRICT CONSEQUENCES FOR BUS MISCONDUCT

Consequences for school bus misconduct will apply to all regular and activity routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extra-curricular events (for example, field trips or competitions) will be at the sole discretion of the School District. Parents or guardians will be notified of any suspension of bus privileges.

- The "first" note is only a WARNING that the misconduct has taken place. Parents or guardians are asked to contact the bus driver about the warning. (This note must be signed and returned to the driver tomorrow morning.)
- The "second" note will bring DISCIPLINARY ACTION and possible suspension of the bus riding privileges from 1 to 5 days. Parents or guardians must meet with the bus driver, Transportation Supervisor, and Building Principal to address the violation and corrective action taken.
- The "third" note may bring complete SUSPENSION from riding the bus. (Parents or guardians must meet with the bus driver, The Director of Transportation, Principal and Superintendent if a student is to be allowed to ride the bus after the suspension period - and then - only if proper corrective measures have been worked out.

OTHER DISCIPLINE

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may result from school bus/bus stop misconduct.

VANDALISM/BUS DAMAGE

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.

CRIMINAL CONDUCT

In cases involving criminal conduct (for example, assault, weapons, possession or vandalism), the Superintendent and local law enforcement officials will be informed.

MISUSE OF CELL PHONE/ELECTRONIC DEVICES

Students using a cell phone or other electronic devices in an inappropriate manner on the school bus will be subject to disciplinary consequences.

- First offense: Cell phone/electronic device remains in the possession of the bus driver for five days at the beginning of each route. At the end of the route, the bus driver will return the device to the student.
- Second offense: Cell phone/electronic device remains in the possession of the bus driver for ten days at the beginning of each route. At the end of the route, the bus driver will return the device to the student.
- Third offense: Cell phone/electronic device remains in the possession of the bus driver for five days at the beginning of each route. At the end of the route, the bus driver will return the device to the student.

LYNNVILLE-SULLY CSD BUS RULES AND REGULATIONS

1. School Bus riders shall conduct themselves in a respectful manner. Formal classroom behavior is not required of students riding a school bus. An informal atmosphere, which encourages pupils to relax and enjoy the ride is desirable.
2. The driver is responsible for the safety of his/her passengers. The bus driver is in complete charge of the students who ride his/her bus. The driver's relationship to bus passengers is the same as the relationship between teacher and class.
3. Enter and leave the bus promptly and without pushing and crowding.
4. Remain as quiet as the bus driver wants it.
5. Refrain from shouting or other boisterous activity. Quiet talk and subdued laughter at all times will help prevent the diversion of the driver's attention, thus averting the possibility of an unnecessary and serious accident.
6. Show due consideration to the bus driver and his/her problems.
7. Riders shall remain in a normal, seated position while the bus is in motion. This is for the rider's protection.

8. Each student must go directly to his/her seat when entering the bus and remain seated until the bus stops and the driver indicates it is time to leave.
9. The bus driver has every right to assign seats to students riding his/her bus.
10. Students should keep their feet off the seats.
11. The aisle shall be kept clear at all times.
12. Eating, drinking, gum, tobacco products, knives, firearms and explosive products are prohibited on the bus.
13. A student who damages seats or other equipment will be expected to pay the cost for repair or replacement.
14. At no time should students put their hands, heads, or anything else outside the window.
15. No objects are to protrude from bus windows nor should any objects be thrown from the bus. Refuse containers are provided for students' use.
16. The bus driver will be the only one allowed to play a radio.
17. No pupil will sit in the driver's seat, nor shall any pupil sit to either the left or the right of the driver so as to interfere with his or her window.
18. A student is considered to be a bus passenger on the regular daily routes and also on all activity trips. These rules apply, therefore, whenever a child rides a school bus in any capacity.

In addition to the above items, pupils are encouraged and instructed to:

- Follow the bus driver's instructions promptly and cheerfully.
- Notify the bus driver in advance when he/she will not be riding the bus. The night before would be greatly appreciated.
- Be ready and waiting at the designated loading point BEFORE the bus arrival time. Our drivers are not required to wait, not even one (1) minute.
- Be on time at the school loading location. Our drivers leave the school by 3:35 p.m.
- Avoid playing or loitering on the roadway when waiting for the bus. Also, students wishing to go to their mailbox must do so prior to bus arrival or after bus departure.
- Enter and depart from the bus at his/her designated loading point.
- Our school permits students who do not ride a given bus to ride that bus if:
 - Parental request is given to the elementary office secretary
 - The elementary office must approve and issue a bus pass to the student.
 - The student must present this signed request to the bus driver who must keep it.
 - At the discretion of the bus driver, a request may be refused if the bus is already loaded to capacity.

The above-mentioned request will only be honored if it involves a designated stop.

Should the parents want a child to leave his/her bus before he/she arrives at home, a written request may be submitted to the pupils' principal. This must be signed by the principal and given to the bus driver, who must keep it. Once again this will only take place if it involves a designated stop.

Rules governing the entering and leaving of buses - Section 321.354, Code of Iowa, gives the school bus driver the legal right to stop his bus on the public highway to receive and discharge

pupils. In order to receive or discharge pupils on the public highway with complete safety, it is necessary that all persons involved (pupils included) understand clearly and strictly follow the procedures outlined by law and regulations.

Pupils who must cross the road after leaving the bus shall be required to pass in front of the bus, to pause in line with left side of the bus, to check the traffic situation to the left and right for themselves, and to proceed to cross the road only on signal from the driver that it is safe for the pupil to do so. Pupils should remain 10 feet in front of the bus.

The emergency door is for emergency use only.

- Pupils who must cross the road to board the bus in the morning may cross the road only after the bus has arrived, the stop arm extended, receive the “go ahead” signal from the bus driver, and have checked the traffic situation for themselves.
- Loading and unloading pupils on Saturdays and at night, such as activity trips.
- In accordance with a recommendation of the Transportation Division, Department of Education, our bus drivers are instructed to neither load or unload pupils on the highway during these times. This is because motorists are unaccustomed to having buses operate at these times and are not prepared to stop for the bus.
- Students must not be rude or abusive to people whom they come in contact with during their trip. Each bus rider is expected to act like a lady or gentleman.
- Students riding on the bus to any school activity must return on the bus; the only exception will be if the parents notifies the school that the student is going home with him or her or a designated adult and signs a transportation release in advance of the activity.

Parents with questions about the safety precautions or regulations on district transportation are encouraged to reach out to the Director of Transportation.

Video Recording Notice

[School Board Policy 711.02](#)

The Lynnville-Sully Community School District Board of Directors has authorized the use of video recording on school district premises and video recording and audio recording on school district transportation. The video recording and audio recording will be used to monitor and record student behavior to maintain order on school premises and school transportation and to promote and maintain a safe environment. Students and parents are hereby notified that the content of the video and audio recordings may be used in a student disciplinary investigation and/or proceeding. The content of the video and audio recordings may be confidential student records and may be retained with other student records. Video and audio recordings may be retained if necessary for use in a student disciplinary investigation and/or proceeding or other matter as deemed necessary by the administration. Parents may request to review video and audio recordings of their child if the video and audio recordings are used in a disciplinary proceeding involving their child.

Search and Seizure

[Board Policy 502.08](#)

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search is in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, will not create a protected student area and will not give rise to an expectation of privacy with respect of the locker, desk, or other facility.

If a search needs to take place, it will be done 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 illegal, unauthorized or contraband materials discovered in the search.

Types of Searches:

Reasonable Suspicion: A search of a student, student protected areas, and school lockers, desks and other assigned school facilities will only be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school rules, or regulations.

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

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

Reasonable Scope: A search will be permissible in its scope or intrusiveness only when the methods and type(s) of search used are reasonably related to the circumstances giving rise to the need for the search and are not excessively intrusive. Reasonableness of scope or intrusiveness is based on factors such as the following:

- the age of the student(s);
- the gender of the student(s);
- the nature of the infraction; and
- the emergency requiring the search without delay.

Personal: A student's protected areas (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or

contraband items or has violated school rules or regulations. Such a search may take place without the student being present, provided that the student is informed of the search either prior to or as soon as is reasonably practical after the search is conducted.

Personal searches of a student require more compelling circumstances to be considered reasonable.

Pat-Down Search: If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible.

While school authorities cannot conduct a strip search, a more intrusive search, short of a strip search, of the student's person and personal effects is permissible in emergency situations when the health and safety of students, employees or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with another adult witness of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

Lockers and Other School Property

Inspections: Although school lockers and other school property are temporarily assigned to individual students, they remain the property of the school district at all times. The student has no expectation of privacy in any locker, desk, or other facility even though they are permitted to lock such school property assigned to them. Unannounced, periodic inspections of all or a random selection of student lockers, desks, and other school facilities may be conducted by school officials in the presence of the student or another person. Any contraband discovered during such searches shall be confiscated by school officials.

Searches: The contents of a student's locker and other assigned school property may be searched when a school official has a reasonable suspicion that such a search may yield evidence that the student has or is violating the law or a school rule and such a search would not be excessively intrusive. Such searches will be conducted in the presence of another adult witness, when feasible. Such a search may take place without the student being present, provided the student is informed of the search either prior to or as soon as is reasonably practical after the search is conducted.

Notice

You are hereby given notice that:

Pursuant to the Lynnville-Sully Community School District's Search and Seizure policy, school officials (meaning licensed school employees and unlicensed school employees employed for security or supervision purposes) are allowed to conduct periodic inspections of all or a randomly selected number of school lockers without prior notice. Any periodic inspection of lockers pursuant to District policy shall only occur either in the presence of the student(s) whose

lockers are being inspected or in the presence of at least one other person. A locker inspection may be accomplished using such methods including, but not limited to, a visual search of lockers by school officials or the use, by school officials or others hired at their direction, of a drug sniffing animal.

Iowa law specifically does not permit strip searches to be conducted by school authorities (however, law enforcement officials are permitted to conduct such a search under certain conditions).

Bicycles on School Grounds

Safe riding habits need to be reviewed and stressed. Bicycle safety needs to be followed whenever students ride their bike, and especially when riding to and from school. Remember that arrival at school should be timed to get students here after 8:00 AM. The crossing guard does not come on duty until 7:45 AM and students are not to cross the highway without a guard on duty. Coming to school, bicycles may be ridden up to the crosswalk where the rider will stop and get off his/her bicycle. At the direction of the crossing guard, the child will walk his/her bicycle across the highway to the rack and parking area for bicycles. Bicycles will be parked in the racks provided or, if they are full, parked on the grass in an orderly manner. After school, bicycles will be walked up to the crosswalk where students will wait for directions to cross the highway. Bikes will be walked across the highway and then mounted for riding down the street or sidewalk in single file.

School-Issued Technology

Students are not to use a school-issued device without the direct permission of a faculty member. Such use is expected to be for school purposes unless approved otherwise by a faculty member. Use of printers and school paper is strictly for school use.

Misuse or unauthorized use of school-issued devices will result in appropriate disciplinary measures, potentially including restricting or disallowing access to school-issued technology.

Internet

In order for a student to utilize the internet, written permission is required from parents. Students are expected to follow the guidelines listed below when accessing the internet.

- *Respect all copyright and license agreements.

- *Cite all quotes, references, and sources.

- *Remain on the system long enough to get needed information, then exit the system.

- *Apply the same privacy, ethical, and educational considerations utilized in other forms of communication.

Physical Education

Elementary students will have P.E. twice in a 6 day cycle. Students will need to provide tennis shoes for P.E. classes. These shoes allow students to have traction on the floor surfaces inside and outside, to stop and start better, to allow better movement and agility, provide stability for the foot during movement, and to participate at their optimum level of performance. A signed note from a physician must be presented to the P.E. teacher or school nurse if an excuse from participation is needed due to health concerns or injury.

Field Trips

[Board Policy 606.05](#)

Throughout the school year, your child will be involved in field trips away from the school property. Before leaving the school, teachers will provide parents the nature of the field trip, date, time, and type of transportation to be used. Parent permission for student participation in field trips is granted through the online registration process upon enrollment, so no additional permission is required.

Birthday Celebrations

Birthdays are celebrated in elementary classrooms. If your child chooses to send treats on his/her special day, please be sure to send enough for everyone in the class. Invitations to after school or overnight parties that are passed out at school to only some members of the class can cause a problem or hurt feelings. We ask that participants be contacted by phone, mail, or through social media and not at school. Invitations to birthday parties are only allowed to be passed out at school if the entire class is invited.

Family Night

Wednesday night is designated as family night. The school tries to cooperate by not scheduling activities on Wednesday unless assigned to participate in a state association activity. School sponsored practices and activities should not be scheduled after 6:15 p.m. on Wednesdays.

Nicotine Free Policy

[Board Policy 905.2](#)

School district facilities and grounds, including school vehicles, are off limits for tobacco use. This requirement extends to students, employees and visitors. This policy applies at all times, including school-sponsored and non-school-sponsored events. Persons failing to abide by this request are required to extinguish their smoking material, dispose of the tobacco product or

leave the school district premises immediately. It is the responsibility of the administration to enforce this policy.

Student Activity Program

Extra-curricular activities include all school-sponsored programs that involve representing the Lynnville-Sully Schools publicly. Such activities do not earn credit or receive grades.

Students are encouraged to participate, but must also understand that such participation is a privilege and carries with it certain conditions and responsibilities. All rules and regulations with regard to dress will be in effect.

Equal Educational Opportunity

[Board Policy 102](#)

It is the goal of the board to develop a healthy social, intellectual, emotional, and physical self-concept in the students enrolled in the school district. Each student attending school will have the opportunity to use its education program and services as a means for self-improvement and individual growth. In so doing, the students are expected to conduct themselves in a manner that assures each student the same educational opportunity.

The Lynnville-Sully Community School District does not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, and socioeconomic status (for programs) in its educational programs and its employment practices. The belief in equal educational opportunity serves as a guide for the board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students.

There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Aaron Shipley, Equity Coordinator, 12476 Hwy F62E, Sully, IA 50251, 641-594-4445 ext. 1002. shipley@lshawks.com

Unsafe School Option Choice

According to Chapter 11, the state's policy pertaining to the Unsafe Schools Choice Option, any parent/guardian of a student who meets the definition of "a victim of a violent crime" has an option to transfer their child to a safe school within ten calendar days of the incident.

Fire and Tornado Drills

[Board Policy 507.05](#)

Regular fire and tornado drills will be held throughout the school year. Teachers direct students to the nearest exits or shelter areas. Students must leave the classroom promptly at the sound of alarm, and return when directed to by a teacher or administrator.

Gum

Gum and candy are not allowed in the elementary school building, unless teacher permission has been granted.

Inspection of Instructional Materials

[Board Policy 605.2](#)

Parents and other members of the school district community may review instructional materials used by the students. The instructional materials must be viewed on the school district premises.

Multicultural, Nonsexist Approach to Education

[Board Policy 603.04](#)

Students will have an equal opportunity for a quality education without discrimination, regardless of their race, religion, creed, color, sex, marital status, national origin, sexual orientation or disability.

Homeless Children and Youth

[Board Policy 501.16](#)

The Lynnville-Sully Community School District believes all students should have access to a free, appropriate public education. The district will ensure that homeless children and youth have equal access to the same free, appropriate public education as other children and youth.

Access to Student Records

[Board Policy 506.01](#)

The board recognizes the importance of maintaining education records and preserving their confidentiality as provided by law. Education records are kept confidential at collection, storage, disclosure and destruction stages. The board secretary is the custodian of education records.

Education records may be maintained in the central administration office or administrative office of the student's attendance center.

Interrogation by Outside Agency

[School Board Policy 502.09](#)

If an individual, such as a law enforcement officer wishes to interrogate a student, the request must go through school administration. The request will be granted when in the discretion of the administration such action is in the best interest of the student's welfare. The request may be made by a child abuse investigator, or the interrogation request may be supported by a court order. Prior to allowing interrogation by law enforcement, the administrator shall attempt to contact the parent or guardian of the child to inform them of the request and ask if they wish to be present.

Religion-Based Exclusion from School Program

[Board Policy 604.05](#)

Parents who wish to have their child excluded from a school program because of religious beliefs must inform the building principal. Board authorization allows the administration to allow the exclusion if it is not disruptive to the educational process and it does not infringe on a compelling state or educational interest. Further, the exclusion must not interfere with other school district operations.

Freedom of Expression

Student expression, other than student expression in student-produced official school publications, made on the school district premises or under the jurisdiction of the school district or as part of a school-sponsored activity may be attributed to the school district; therefore, student expression must be responsible. Student expression must be appropriate to assure that the students learn and meet the goals of the school activity and that the potential audience is not exposed to material that may be harmful or inappropriate for their level of maturity. Students will be allowed to express their viewpoints and opinions as long as the expression is responsible. The expression will not, in the judgment of the administration, encourage the breaking of laws, defame others, be obscene or indecent, or cause a material and substantial disruption to the educational program. The administration, when making this judgment, will consider whether the activity in which the expression was made is school-sponsored and whether review or prohibition of the students' speech furthers an educational purpose. Further, the expression must be done in a reasonable time, place, and manner that is not disruptive to the orderly and efficient operation of the school district.

The administration has the right to determine the time, place and manner in which the expression is to be allowed so as to not disrupt the educational program of the district. Students who violate this policy may be subject to disciplinary measures.