

# LINCOLN

## Student & Parent Handbook



For a complete listing of Lincoln Staff, see the Lincoln high School web

[www.lincoln.dmschools.org](http://www.lincoln.dmschools.org)

[Office 242-7500](tel:242-7500)

2024-2025

FAX 242-7517

<a href="#">Athletic/Activity Office</a> .....	242-7526
<a href="#">Attendance</a> .....	242-7501
<a href="#">Student Services</a> .....	242-7585
<a href="#">School Counselors</a> .....	242-7500
<a href="#">Nurses</a> .....	242-7503
<a href="#">Registrar</a> .....	242-7506

### Administrative Team

**Principal- Paul Williamson**  
**Director of Student Activities**  
**and School Equity- Phil Chia**  
**Associate Principal- Tori Rabe**

**Associate Principal- Joy Linquist**  
**Associate Principal- Ocie Lowry**  
**Associate Principal- Molly Norton**  
**Associate Principal- Weston Wolven**

### Student Services Team:

#### Restoration and Safety Coordinators:

**Sharlene Claytor**  
**Isabel Marquez**  
**Morgan Sickles**

#### School Nurses:

**Michelle Beadleston**  
**Jill King**

#### Counselors:

**Ashley Olson (A-Ca)**  
**Jacqueline Patrick (Cb-F)**  
**Mollie Gilbertson (G-J)**  
**Kelly Comiskey (K-Mk)**  
**Julia Minnehan (ML-Rami)**  
**Jennifer Blumberg (Sam-So)**  
**Kathy Rozenboom (Sp-Z)**

# **GO RAILS!**

## **R** *Responsible*

- *Come prepared EVERY DAY*
- *Come to class ON TIME*

## **A** *Adaptable*

- *Check our grades regularly and get help after school*
- *Use your resources when you are confused*

## **I** *Involved*

- *Learn the names of teachers and students*
- *Join clubs or activities*

## **L** *Leaders*

- *Help each other out and set a good example*
- *Choose to create a positive atmosphere*

## **S** *Serving*

- *Leave each classroom clean and organized*
- *Look for ways to contribute to the school*

# Lincoln Fight Song

*We are the dear old gang from L.H.S.*

*And we are pretty good, you must confess*

*We'll have you understand this is our team*

*We're going to win this game or know the reason why*

*We're going to fight, fight, fight, just watch us step*

*We're going to win this game and save our rep, save our rep*

*L.H.S. has lots of pep, lots of pep*

*Rah! Rah! Rah!*

*L-L-LIN-N-N-NCO-O-O-OLN - Lincoln -Lincoln RAHHH!*

**#LHSrails**

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# Mission Statement

To empower all students by providing rigorous and relevant experiences in preparation for success in a global society.

# Vision Statement

Abraham Lincoln High School will become a community leader in urban education.

# LHS Core Beliefs:

*At Lincoln High School:*

- We believe in high expectations for all students without exception.
- We believe students learn in different ways and in different time frames.
- We believe our school community is responsible for equity.
- We believe in supporting all students in overcoming past and present obstacles to achieve success
- We believe involvement in school and community activities inspires creativity, positive behavior, and fosters a sense of belonging

# Collective Commitments

- Intentionally developing and maintaining relationships with our LHS community.
- Giving students a voice in their learning.
- Providing differentiated instruction to meet all learners.
- Providing a safe and welcoming environment for all students and staff.
- Creating a path for all students to get involved at LHS.
- Raising our critical consciousness to ensure equitable systems are in place for our school community.



# STUDENT LIFE AT LINCOLN HIGH SCHOOL



## *Athletics, Extra-Curricular Activities and Clubs*

Lincoln has a complete and varied activities program and all students are encouraged to participate. School sponsored activities exist for the purpose of school spirit, social development, skill development, and fun. Staff sponsors will be present at all meetings and activities. Only organizations sanctioned by the activity guidelines will be recognized and supported by the administration. If questions exist regarding the legitimacy of a group, please contact the Activities Office.

### **Student Eligibility**

Summary of Scholarship Rule, 281—IAC 36.15(2)

A student must meet all items below in order to be eligible to participate:

- A student must receive credit in at least 4 academic subjects at all times.
- A student must pass all and make adequate progress toward graduation to remain eligible.
- To be eligible to participate in extracurricular activities students must receive a passing grade in all courses at the end of the semester grading period. Students who receive a failing semester grade will have a 30-day period where they will not be allowed to participate in any contest. Students not involved in an activity at the time of the failing grade will complete the 30 days of ineligibility during the next sport season they choose. There is no requirement that the student competed in the sport previously. Students in baseball or softball have the same penalty as all other students.
- If a student is not passing all at any check point (if school checks at any time other than the end of a grading period), period of ineligibility and conditions of reinstatement are left to the school.
- Schools must check grades at the end of each grading period; otherwise, a school determines if and how often it checks grades.
- A student with a disability and an IEP is judged based on progress made toward IEP goals.
- The ability to use summer school or other means to make up failing grades for eligibility purposes is not available. The rule applies to all original failing grades (even those remediated for purposes other than athletic eligibility) be reported to any school to which the student transfers
- Extracurricular activity is defined as one for which no grade is given and is not part of a graded course. Examples include athletics, cheerleading, and drama productions which are not part of the academic class



### **Athletic Authorization Slip**

Before you are permitted to participate in a sport, students must be cleared by the Activities Office. The following are required to participate in sports:

- A current physical form signed (valid for thirteen months)
- Student-Athlete Conduct Code which must be signed by the athlete and their parent/guardian and updated annually
- Insurance waiver signed
- Concussion Awareness form signed
- Appropriate Usage Fee paid

### **School Attendance**

You must attend at least half the school day before participating in a practice or a game. You will not be allowed to participate when you are suspended whether it is an in-school or out-of-school suspension. Suspensions are defined as from the time of the offense to the time of the readmit conference.

Students who accumulate **20** or more periods of unknown absences and/or Tardies combined (including Directed Studies) may not attend (as a spectator) or participate in any extra-curricular activity until the monthly reset occurs. Attendance reset will occur the first Monday of each month. For team events, eligibility reports will be run on Fridays and enforced starting the following Monday. Students are expected to attend practices, however, may not participate in or attend competitions on the first Monday of the next month. For individual, or spectator events (such as dances), the policy will be enforced immediately.



### **Dances and other school functions**

- Eligibility rules apply for students to be allowed to attend all events including dances such as prom (this may include behavior events).
- Guests may not exceed the age of 20 and must be in at least 9<sup>th</sup> grade.
- All special arrangements must be approved by Lincoln Activities Department
- Events are an earned privilege; not a given right
- Large events require guest forms be turned in no less than 2 days prior to the end of ticket sales
- Tickets will only be sold during days and times afterwards. Tickets for dances are never sold at the door.

### **Communication with your coach or sponsor is essential**

It is expected that all participants will adhere to the rules each individual coach or sponsor has established to be considered in good standing in any activity. Communicate directly with your coach if you cannot attend a practice or have any concerns.

### **Extra & Co-Curricular Clubs**

After School Game Club	National Honor Society
Art Club	Orchestra
Band	Railettes
Brother 2 Brother	Railmen
Cheerleading	Robotics
Core	Science Bound
Debate/Mock Trial	Sisters for Success
Drama Club	Student Council
Dream 2 Teach	Trendsettas
GSA	Vocal Music
Key Club	Winter Running
Movement 515	

### **Athletics**

Baseball	Softball
Basketball	Swimming
Bowling	Tennis
Cross Country	Track and Field
Football	Volleyball
Golf	Wrestling
Soccer	

### **Commons**

The Commons is a gathering place before and after school and is also used for our school lunch program. Other uses include school sponsored events, school activities and club meetings. Students are not to be in the commons during academic time without permission from an administrator. The west doors to the commons also serve as the primary student entrance to the building.

### **Cafeteria**

Breakfast is served from 7:45AM -8:10AM. There will be 2 lunch periods; students may only eat at and attend their designated lunch. Students have plenty of time to eat lunch and socialize with their peers. Students may bring a sack lunch and purchase milk & juice items in our a la carte lines. Students must have cash or money in their account to make a purchase and will not be allowed to charge a la carte items.

Lincoln High School is a Community Eligibility Provision (CEP) School. Therefore, all students attending Lincoln High School may eat traditional breakfast and lunch offerings free of charge (non a la carte items). Students will need to use their student ID badge and ID number to obtain these meals free of charge.

Lincoln students attending Central Campus/ Academy during their lunch period will also be able to take advantage of this program on those campuses.

### **Dress Code (Iowa Code 280.22 & 279.58)**

While the primary responsibility for appearance rests with the student and parent or guardian, the school staff reserves the right to use their discretion to determine what is conducive to the school's educational environment. Students are restricted from wearing or carrying symbols that endorse or imply the use of substances not legally available to minors. Wearing or possession of clothing, or jewelry that have profane, sexual, or racially derogatory connotations is strictly forbidden. Clothing which promotes violence or depicts gang-related themes are not to be worn during school or at school related activities. Head covers should be worn as such to allow school personnel to see the student's face once inside the school unless administration has determined it is being worn as part of the doctrine of an organized religion. Parent contact may be obtained to verify such status.

Clothing must be in good taste following community and school standards. Any clothing that disrupts the educational process, threatens the learning environment, or endangers the health or safety of students will be deemed inappropriate. Shoes must be worn at all times. Students may be referred to a Restoration and Safety Coordinator if there is a question with the regard their compliance with this dress code.

### **Cellphones & Personal Electronics in the Classrooms**

In response to the mental health crisis affecting students nationwide as well as student engagement during instructional time, the staff at Lincoln has developed a personal electronics policy aimed at supporting their well-being as well as academic success. Numerous mental health professionals, including the Surgeon General of the United States, have highlighted the detrimental effects of excessive cellphone usage. These include addiction, increased rates of depression, reduced self-efficacy, lower self-esteem, impaired social skills, and isolation, among other harmful impacts on adolescents' mental health.

Rather than focusing on punishment and compliance, this policy is designed to support students' mental health through education and compassion. By collaborating with students, staff, parents, and community partners, we aim to prepare students to become successful members of a global society.

- Cell phones/air pods/headphones and other non-educational devices will need to be detached from your body and out of sight. The best places to store them is in your backpack, locker, car, or home. These devices cannot be visible from bell to bell (ie class time). Phones may be used with explicit instructional purposes as directed by the teacher.
- Students may use their devices during lunch and passing period if needed.

### **Food in the Classrooms**

Students may only bring food or drinks into the class when circumstances arise that does not allow for the student to eat during designated times. If food is brought to the classroom, this shall only be for the one student and not others. If food and drink in the classroom creates a distraction or presents a safety concern to the learning environment, the teacher has the right to not allow food and drinks in their classroom.

**Hall Passes**

Students are not permitted in the hallways during instructional time unless they have a school sanctioned pass. Hall passes will not be given during the first or last 10 minutes of a class. If a student is in the hall without a pass, they will be sent back to class to get a pass from their teacher. School sanctioned passes are the only passes that will be accepted. Students who are late to class will not be given a pass for that class period.

**Telephone Messages**

The school will accept only messages from contacts designated on Infinite Campus. Students will be notified before the end of the school day. Classes will not be interrupted to deliver student messages unless there is an emergency. Parents should also refrain from calling a student on his or her cell phone during class periods. These situations disrupt classroom instruction; emergency situations should be handled through the school office (515-242-7500).

**Information Release**

Student educational records and student directory information designed to be used for school purposes will not be accessible to the public. However, certain designated student directory information of a general nature will be provided to the public for school related activities and/or educational opportunities without parents'/guardians' consent unless the parents/guardians contact the district in writing within two weeks of the student's enrollment, stating they do not want their minor student's directory information published or given to the public without their prior consent.

The district's designated directory information includes, but is not limited to the following: student's name, address, telephone listing, email address, date and place of birth, grade level, major field of study, participation in officially recognized activities and sports, weight and height (only of members of athletic teams), dates of attendance (entrance through exit date), degrees and awards received, photographs, audiotapes, videotapes and the most recent previous education agency or institution attended by the student.

**Internet Policy (abridged)**

Internet and network services are available to all students for school purposes only. All students must agree to the Des Moines Public Schools acceptable use policy on network and internet systems prior to being given access. Students under the age of 18 are required to have a parent or guardian signature on the acceptable use form which is provided during registration and enrollment. Failure to abide by the policy and procedures may result in disciplinary action up to and including loss of network privileges. A complete copy of the District acceptable use policies can be obtained in the main office. [Click HERE for a copy of the User Agreement](#) or visit the main office for a complete version of this policy.

**School-Assigned Technology**

Technology issued to students (computer, cords, hotspots, etc.) are the property of Des Moines Public Schools. As such, any technology assigned to a student that is lost, damaged, or stolen will be assessed to student fees.

**Hold Harmless Agreement**

Student permission forms shall include a provision that the student and his/her parents or guardians will hold the district harmless from student violations of copyright laws, software licensing requirements, student access of inappropriate materials, violations by the student of others' rights to confidentiality, free speech and privacy, and damage to systems accessed by the student.

**Liability**

Access by the district to the system will be through the establishment of individual accounts. The use of the accounts constitutes acceptance of the account and agreement by the system user to abide by the rules of conduct and to assume responsibility for the content of that account.

## **Discipline**

Appropriate discipline for student violations will be determined by school administration and Restoration and Safety Coordinators. Violations of the acceptable use guidelines, any district policy or procedure, or any federal or state law, rule or regulation may result in disciplinary action up to and including expulsion. Disciplinary action will be taken in a manner consistent with the student discipline policy. Violations which may be criminal will be referred to appropriate law enforcement officials.

## **Library**

Students have access to a small library of physical books in the technology office. The compilation of books consists of all books checked out over a two year period in recent history. Students must have their school ID when checking out library books.

## **Lockers**

Lockers are made available to all students upon request through the student services office. Lockers are a part of the school building and remain the property of the school and under the control of the school while assigned to a student. Lockers are to be kept neat and orderly at all times. Food should not remain in the locker overnight. Writing on or defacing the lockers is prohibited. Only the student assigned should use a locker. Do not share your locker combination with anyone. The school is not responsible for articles missing from lockers. Valuable items should not be left in lockers.

## **Lost and Found**

Items that are found on the school premises should be turned into the student services office. These items will be kept for a limited time. If you've lost an item, check with Student Services in a timely fashion.

## **Student Activity Tickets**

A paid-in-full, student activity tickets (\$65) may be purchased for the entire school year. The ticket entitles the student to attend all athletic events where Lincoln is participating (within the Iowa Alliance conference). This pass does not include post season contests or special events such as invitationals and tournaments. The cost of all activities, if purchased separately, would exceed \$150, making the activity ticket a bargain for the student.

## **Student Exercise of Free Speech**

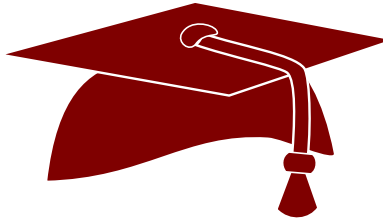
Except as limited by this section, students of the public schools have the right to exercise freedom of speech, including the right of expression, in official school publications.

- 1) Students shall not express, publish, or distribute any of the following:
  - a. Materials which are obscene,
  - b. Materials which are libelous or slanderous under Chapter 659
  - c. Materials which encourage students to do any of the following:
    - commit unlawful acts,
    - violate lawful school regulations,
    - cause the material and substantial disruption of the orderly operation of the school.
- 2) There shall be no prior restraint of material prepared for official school publications except when the material violates this section.
- 3) Each board of directors of a public school shall adopt rules in the form of a written publication code, which shall include reasonable provisions for the time, place, and manner of conducting such activities within its jurisdiction. The board shall make the code available to the students and their parents.
- 4) Student editors of official school publications shall assign and edit the news, editorial, and feature content of their publications subject to the limitations of this section. Journalism advisors of students producing official school publications shall supervise the production of the student staff, to maintain professional standards of English and journalism, and to comply with this section.

- 5) Any expression made by students in the exercise of free speech, including student expression in official school publications, shall not be deemed to be an expression of school policy. The public school district and school employees or officials shall not be liable in any civil or criminal action for any student expression made or published by students, unless the school employees or officials have interfered with or altered the content of the publication.
- 6) "Official school publications" means material produced by students in the journalism, newspaper, yearbook, or writing classes and distributed to the student body.



# ACADEMIC LIFE AT LINCOLN HIGH SCHOOL



## Academic Letters

To be eligible for an Academic Letter, students must have taken at least four (4) academic classes of which at least one semester was completed at Lincoln and must have a transcript GPA of **3.5** for both first and second semesters. Students who transfer in at semester are eligible to receive an academic letter but must meet the GPA requirements. Letters, pins, and/or bars will be presented to students at a ceremony to be announced.

## Attendance Policy & Procedures:

*The Des Moines Public Schools student attendance policy is created based on the belief that all families value the importance their child's education. Through a meaningful partnership with schools and consistent communication, together we can overcome obstacles that impact regular school attendance.*

- In accordance with Iowa Code, Chapter 299, "The parent, guardian, or legal or actual custodian of a child who is of compulsory attendance age (6-16 years old), shall cause the child to attend some public school, an accredited nonpublic school, or competent private instruction."
- Des Moines Public Schools strongly encourages parents/guardians to maintain communication with school staff regarding their student's attendance in school. Parents/guardians should make every attempt to notify a school in a timely manner when their student will be absent from school.
- **Illness or medical injury** If a student misses more than 3 days in a row due to illness, parents/ guardians are encouraged to access their medical provider or DMPS Community Center and Clinic. The DMPS Community Center and Clinics (Primary Health Care Medical Clinic and Nolden Gentry Dental Clinic) located at Kurtz are available to any student who does not have a regular medical provider. Please call the Community Center and Clinics (515- 242-8488) or contact your student's school nurse if you would like additional information about this service or other health services.
- **Excessive absences** - If a student meets the threshold of excessive absences of known and unknown days combined (6 days for elementary, 8 days for middle and high) doctor's notes (or working with the school nurse) may be required for all absences moving forward.
- **Chronic absenteeism** – Students are considered chronically absent when they are absent from school for more than 10% of the hours or days in a grading period (semester). Chronic absenteeism includes both known and unknown days of absences. When the student meets the 10% chronic absenteeism threshold, a doctor's note (or working with the school nurse) will be required for all absences moving forward in a grading period. Families will be notified by mail of their child's chronic absenteeism, the policy for 15% chronic absenteeism, and possible truancy court. Parents/guardians of students who are absent from school for greater than or equal to 15% of the hours or days in a grading period (semester) will be invited to participate in a school engagement meeting to create an attendance agreement plan that will be signed by all participants.
- **Participation in school related activities**- students may participate in school sponsored events or

activities such as: athletics and activities, college and/ or career related visits, official DMPS community partner sponsored events, and others as pre-approved by a Principal or Associate Principal. Students may participate in student support services at school (i.e.: school- based therapy, visit to school nurse, visit to school counselor, etc.).

- **Participation in religious or cultural activities/ observances-** parents should notify their student's school in advance for absences related to religious holidays or cultural observance.
- **Family related circumstances-** students may miss school due to family related circumstances which may include: illness of a family member, family emergency, death of an immediate family member, or participation in a family activity.
- **Other circumstances-** other events that may result in a student's absence from school include: attendance at court or legal proceedings.
- All other absences or absences without contact will be considered unknown. Examples include: skipping class or missing school without notification.
- When a student reaches 15% chronic absenteeism during a grading period (semester), schools will review to determine if a referral to truancy court will be made in addition to other interventions provided.
- **The following protocols exist for students who arrive late to school or leave early from school.**
  - **High Schools**
    - Students who arrive to school after the first bell of the day should check in with the main office (middle school) or attendance office (high school) before going to class and will be considered absent for any time missed. Absences will be unexcused unless appropriate documentation is provided.
    - Students who arrive to class before the end of the period will be considered tardy.
    - Students who miss an entire class period will be considered absent for that period.
    - Students who leave school before the last bell of the day will be considered absent for any time missed. Absences will be unexcused unless appropriate documentation is provided.
  - If you are moving and your child will no longer attend their current school, please communicate with the office staff at your child's school and provide the name of the school where you will be enrolling your child.
  - If your family is going to be traveling for an extended period of time, please communicate this information with the office staff at your child's school.

*Attendance is the foundation for learning and achievement. When students attend class regularly, they are exposed to fundamental reading and math skills and build habits of good attendance that carry them into the next stage of their life. Des Moines Public Schools is committed to working with students, families, and the community to ensure each student's personal and academic success*

### **Tardy to school/Early leave school**

Des Moines Public Schools bell times for the 2024-2025 school year are:

- High Schools: 8:15 AM to 3:15 PM

The beginning of the school day is filled with important opportunities for students including announcements, school breakfast, introduction of learning targets, and classroom community building. Parents/ guardians should ensure their student's prompt arrival at school. Parents/ guardians should also ensure their student remains in school for the duration of the school day to maximize their opportunities for learning and growth.



The following protocols exist for students who arrive late to school or leave early from school. Schools may determine their individual building response when students are tardy to school or leave school early. Examples of school response may include: loss of privileges, attendance contracts, detention, etc.

### **Tardy Codes**

- Students who arrive to school after the first bell of the day should check in with the attendance office before going to class and will be considered absent for any time missed.
- Students who arrive to class before the end of the period will be considered tardy
  - Teachers will mark students tardy and in the comment section, enter the appropriate tardy code T1, T2 or T3.
    - T1 = student arrives in the first 5 minutes of class
    - T2 = the student arrives between 6 and 19 minutes after class begins
    - T3 = student arrives 20 minutes after class begins
- Students will not be allowed to enter the academic hallway with 10 or less minutes left in the class period if tardy is not excused.
- Students who miss an entire class period will be considered absent for that period.
- Students who leave school before the last bell of the day will be considered truant for any time missed.

### **Support for Extended Leave from School**

*Des Moines Public Schools is committed to the protection of the educational rights of each student. The district will provide students and their parents/ guardians with educational options, resource information, and access to support and advocacy services to achieve educational success.*

### **Reasonable Adjustments to Support Participation in School**

Schools shall make reasonable adjustments to facilitate access and full participation of students who require extended leave from traditional school settings. These adjustments will be implemented on a case by case basis depending on the needs of the student and may include, but are not limited to: alternative credit accrual options such as home based/ independent study, supplemental instruction, or online learning.

### **Extended Leave for Expectant and Parenting Students**

The district encourages expectant and parenting students to continue their education while receiving necessary health, daycare, and supportive services. Efforts to maximize their educational participation will be a cooperative undertaking between the school, student, family, and community agencies providing services to this population. No student shall be excluded from, denied the benefit of, or discriminated against under any educational program or activity because of pregnancy or parenting responsibilities.

- Expectant and parenting students are entitled to extended leave for reasons of pregnancy and related medical conditions including pregnancy-related illness or health conditions, childbirth, and recovery after childbirth. Extended leave may continue for the duration of time deemed medically necessary by the student's healthcare provider.
- Schools will support the continuation of learning during leave taken for pregnancy and related medical conditions as medically appropriate. Every reasonable effort should be made to provide school and home based/ independent

study activities for students who are or will be absent for a significant period of time due to pregnancy related illnesses, childbirth, and recovery.

- School nurses, building administration, and other relevant support staff will develop and oversee a plan of support/ care related to extended leave in partnership with expectant and parenting students.

### **Accessing Extended Leave Supports**

Students and parents/guardians should communicate with school staff as early as possible when it is anticipated they will need access to extended leave support. This communication will allow school staff time to assess the needs of the student and collaboratively (with students and families) develop a plan of support for the student's success in school. *Please note: determinations about extended leave options may be impacted by assessment and grading windows. These dates are included on each school's calendar and on the district website. Students are strongly encouraged to be present at school during these time frames.*

### **Sign Out Procedures:**

All Students must sign out in the attendance office if leaving during normal school hours and must be confirmed with custodial parent/guardian.

### **Central Campus/Central Academy**

Many Lincoln students attend Central Campus or Central Academy throughout the school day for specialized or accelerated programs. Students ride the yellow bus from Lincoln or drive their own cars to these programs which are located at 1800 Grand Avenue. Specific time schedules are available each fall. Students who attend Central will need to show their ID cards when re-entering Lincoln.

### **Dropping Courses**

A student may not drop a class without penalty once a semester has started if the class was requested during the pre-registration process. Requests to drop prior to the semester starting will be honored only if there is room to be added to the new course and that the enrollment of the dropped course does not fall below the set limits. Students who drop a class after two weeks will earn an "F" on their transcript. Dropping a class within the first two weeks will be allowed without penalty if the following criteria are met:

- Have signed parental approval for the drop
- Will not drop below the minimum number of courses (4) for eligibility in extracurricular activities and sports
- Have completed all required paperwork (signature of current teacher involved)
- There is a spot in another class
- Will not create an open period for any 9<sup>th</sup> or 10<sup>th</sup> grader
- Will not place the student in danger of not meeting graduation requirements

### **Schedule Changes**

The master schedule at Lincoln High School is developed based on student requests. Changes to requests will not be granted unless one or more of the following criteria are met:

- Every period not scheduled
- Course successfully completed previously
- Course in the incorrect sequence

- Student does not meet prerequisite
- Student lacks a course required for graduation
- Inappropriate skill level for class as determined by administration and teacher
- Parent request for valid reasons

*Examples of requests that are NOT acceptable:*

- I changed my mind
- I want to be in my friend's class or different period
- I didn't do the summer reading (without good reason)
- I like this teacher better

**Appeal Process:** If the parent/guardian wishes to appeal, they must do so in writing and give their appeal to their school counselor. Such appeal should state specific reasons. The appeal will then be forwarded to an administrator for a final decision.

### **Fees and Fee Waivers**

Basic School Fees include textbook rental. Fees are payable at the beginning of the school year during fall registration or the first day of school. Arrangements for a payment plan may be made with the bookkeeping office if families need additional time for payment.

When a book is checked out to a student, it is the student's responsibility to take care of the book and to return it in good condition. Students who damage or lose their books will have to pay for the book or an assessed fine. Student fees are to be taken care of by the end of each school year. Those fees that are not paid will be the student and family's responsibility to clear before a student's graduation. Students may be kept from attending and participating in events which are considered a privilege such as prom and other senior events.

Students will not be denied access to participate in school functions based on their ability to pay. If this scenario fits you, please see the activities director for assistance. Every effort will be made to make certain that no student is prevented from participating in Lincoln High School activities because of financial hardship.

### **School Fee Waivers**

Students whose families meet the income guidelines for free and reduced-price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fee waived or partially waived. Students whose families are experiencing temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for a waiver should contact the school bookkeeper at registration for a waiver form. Waivers do not carry over from year to year and must be completed annually.

Independent students of legal age and living on their own may act on their own behalf to request a full, partial, or temporary waiver of school fees. Parents or students interested in a waiver for school fees should complete the school waiver form available at registration.

### **Grade Classification**

Students will advance through grade levels based upon their years in school regardless of the number of credits actually earned each year. However, it is not until a student earns 18 credits **and** enters their 4<sup>th</sup> year will he or she be eligible to participate in "Senior Activities." Students who are able to complete the graduation requirements early may apply for

early graduation. In this situation, these students will be eligible to participate in senior activities.

**Minimum credits for students wishing to graduate from high school in four years:**

At the conclusion of:

- 1<sup>st</sup> Year each student should have accumulated 6 Credits
- 2<sup>nd</sup> Year each student should have accumulated 12 Credits
- 3<sup>rd</sup> Year each student should have accumulated 18 Credits

**Graduation Requirements**

Twenty-three (23) units of academic credit is required for graduation. The specific number of credits required are listed below. (.5 credit is awarded for each semester course).

REQUIREMENTS	UNITS OF CREDIT
<p><b>Social Studies</b></p> <p>REQUIRED: US History, US Government, Economics or Microeconomics, and 1.0 additional credit in history</p>	3.0
<p><b>English</b></p> <p>REQUIRED: English I, II, and English III or AP Lang and Comp, and 1.0 additional credit in English</p>	4.0
<p><b>Mathematics</b></p> <p>REQUIRED: Semester 1 and 2 of Algebra I (or higher level math course)</p>	3.0
<p><b>Science</b></p> <p>HIGHLY RECOMMENDED: Biology, Chemistry, Physics, Earth Science</p>	3.0
<p><b>Applied/Fine Arts</b></p>	1.5
<p><b>Physical Education</b></p> <p>REQUIRED: In compliance with Iowa law, students must be enrolled in physical education at least 1 semester each year while in high school, and must complete CPR certification.</p>	1.0
<p><b>Electives</b></p>	7.5
<p><b>TOTAL</b></p>	23

*Under Iowa law, beginning with the class of 2017, all students must complete coursework in Financial Literacy, Health Literacy, Technology Literacy, and Employability Skills.*

**LHS Course Catalog:** The current course catalog can be found by [clicking here](#).

### **Note**

\* Iowa law states that all students will take PE all year annually even if the graduation requirement of 1 credit has been met. Due to a waiver request granted by the state, DMPS students only have to enroll in one semester of PE annually as long as the parent and student have signed a contract for the other semester stating how they will complete their required physical activity outside of the school day. Students who do not sign this waiver will be required to take PE both semesters.

### **Homework Requests**

Homework requests can be made for students who have been absent, or are expected to be absent, for 3 days or more. Homework will only be provided ahead of time upon request. Requests should be made through the Student Services Secretary. Homework will be ready for pickup at 3:00PM the DAY AFTER the request is made. Students who make the request and do not pick it up can find it waiting for them in the Student Services Center. If the teacher fails to provide requested material (unless teacher is absent), the student will not be required to make-up the work nor will s/he be penalized academically. Some exceptions may exist due to extended illness as documented through the nurse's office. An administrator will determine if exceptions will be made.

### **Human Growth and Development**

As part of the curriculum at Lincoln High School students will participate in the study of human growth and development. A list of courses, which include human growth and development content, is available for review by contacting the school. A student may be excused from this instruction by a written request of the parent or guardian to the school principal. Students who are granted exemption will be given an alternative assignment to complete which is comparable to the missed activities/ assignments both in amount of work and point.

### **NCAA Clearinghouse**

If you feel you are an athlete who will be recruited by colleges, you should check with a counselor to make sure you will meet the NCAA requirements. Not all courses offered at Lincoln meet NCAA requirements.

### **Release Periods**

All Junior and Senior students will have a scheduled release period during the school year. Juniors and seniors will have the option to either attend the Release period in the auditorium or vacate the school premises during their scheduled Release Period. Junior and Senior students are highly encouraged to communicate with their teachers to make up work, recover course credit, and/or study during this scheduled time.

### **Directed Study**

All Freshmen and Sophomores will have a scheduled Directed Study period during the school year unless they take a course at Central Academy or Central Campus. Attendance for Directed Study is required of all Freshmen and Sophomores and is subject to the same attendance policy as other courses. The purpose of Directed Study is to provide students an opportunity to support their classwork and potentially recover any missing credits for Sophomores.

### **Student Progress**

If parents have any concerns or questions about their son/daughter's progress at ALHS, please call 242-7500. You may email the teacher(s) or ask they return your call. If concerns exist with multiple teachers, it is recommended the parent request one conference with all the student's teachers. These conferences are held before and after school and can be

scheduled through the school counselor.

### **Physical Education**

Students should wear an appropriate t-shirt, athletic shoes, and shorts/sweatpants for physical activity. Lockers are available in the locker room for students. Lockers are assigned through the physical education department.

### **CPR Requirement**

CPR is state mandated as a graduation requirement, which includes the CPR 9 Step Skills Tests, which is FREE during the class. Another option is that students may contact the American Heart Association or The Red Cross for an appointment, these classes last roughly 4 ½ hours, and costs about \$140.00. Lincoln High provides this opportunity freshman year.

### **Credit Recovery/ Retaking a Course**

Current students may retake a course originally taken in any DMPS program for the purpose of earning a higher grade if any only if there is room in the course. The higher of the two grades earned will be recorded on the permanent record. If you wish to retake a course and have the higher of the two grades recorded on your record, please complete a retake form when you enroll in the class and return the form to the Registrar. This type of retake may only occur during the fall and spring semesters. Retake forms may be picked up in the counseling center or the registrar's office.

Students who fail a course must seek alternative ways to earn credit. The school cannot guarantee an opportunity for students to retake failed courses during the regular school day. Any student who receives an F in a course and chooses to retake the complete course in summer school or in alternative programs during the school year, will receive an F/R on their permanent record and the F will not be calculated in the GPA. The new grade will then be posted and reflected in the GPA and Class Rank.

### **Review of Records**

Parents of minor students and students over the age of 18 have the right to inspect and review educational records pertaining to them. If any material requested for inspection includes information concerning another student, the parents or eligible student shall have a right only to that part of the material that is related to the requested party. Upon parental request, a copy of any or all records may be obtained for a nominal fee. An explanation or interpretation of those records will be made at no expense to the parent. The inability to pay the fee will not exclude any parent from obtaining student records.

### **Scholarships**

Lincoln High Schools students have numerous scholarships available to them. If you would like information regarding scholarship applications, contact your school counselor. Scholarships are also posted on the Lincoln website.

### **Senior Status**

Students will obtain senior status upon the start of their fourth year in high school. These students will be considered members of the senior class and will have all privileges and responsibilities associated with such. Students who want to participate in senior activities should have a minimum of 18 credits or a graduation plan designed and approved by a counselor. Students who petition to graduate early must meet the requirements that were in place for their class when they entered high school. Students who fail to earn the necessary credits for graduation prior to the end of the school year, but who satisfy all graduation requirements before the start of the fall semester, will be graduates of the class.

### **Weighted Courses and Class Rank**

Abraham Lincoln High School provides the opportunity for weighted courses. Only Advanced Placement and

Concurrent Enrollment courses are weighted and are indicated as such on the student's transcript. Weighted courses are reflected in the class rank. DMPS has made the decision to modify how students are ranked. DMPS will no longer use the system of ranking that results in multiple valedictorians; students will be ranked on a traditional ranking system which will only result in one valedictorian.

## STUDENT SERVICES AND SPECIAL PROGRAMS



### **Student Services Team**

The student services team will provide wrap around services for students at Lincoln High School. This team is available to all students and families to provide behavioral, emotional, academic, and social support for students. This team is made up of the following to support you:

### **Counseling Services**

The Counseling department at Lincoln High School consists of seven counselors. Counselors are trained under the auspices of the American School Counselors Association (ASCA) and provide students counseling services and support in the areas of behavioral, emotional, academic and social. Students who wish to visit a counselor must get a pass from their teacher or their counselor in advance for a scheduled visit.

### **Restoration and Safety Coordinators**

Lincoln High School has three Restoration and Safety Coordinators (RSC). The RSCs provide day to day organization and implementation of the building level safety and restorative practices. Coordinators provide guidance and oversight to school restoration and safety team members, including campus monitors, restoration facilitators, juvenile court liaisons, and other community volunteers. The RSCs will play a key role in ensuring restorative practices are infused in the school community, safety and security are maintained and improved, and all community members have foundational learning on restorative practices.

### **Tier II Team**

This team consists of administrators, counselors, RSCs, social workers, teachers, and other certified personnel. Its

purpose is to identify struggling students both behaviorally & academically and provide supports which lead to successful learning at Lincoln High School.

### **Student Health Services**

We have two full-time school nurses on duty to assist students and staff with health matters. The nurse's office is located in Room 3340 (third floor). If students need to visit with the nurse, they should get a pass from a teacher. Every year parents will be asked to update/complete an emergency medical form providing necessary information to be used in the case of an illness or injury. Injuries shall be reported and within 24 hours a "Preliminary Accident Report" will be filed in the principal's office.

### **General**

Parents/guardians are asked to provide student health information each year or with any change during the school year. The district respects student privacy and takes measures to assure the security of student health records. The school nurse may share educationally relevant health information according to the Family Educational Rights and Privacy Act (FERPA). Parent/guardian or emergency contact information may be used to provide appropriate care in the event of illness, injury, or other health need.

### **Immunizations**

Iowa law requires all students to have a valid certificate of immunization, provisional certificate of immunization, or certificate of immunization exemption on file with the school. Please provide a copy to the school nurse with each update.

### **Health Physicals**

Health physicals are required for most students entering preschool and recommended for grades K, 3<sup>rd</sup>, 6<sup>th</sup>, and 9<sup>th</sup>. Students wishing to participate in athletics must have a current physical exam on file. Athletic physicals are valid for 13 months from the date of exam.

### **Health Screenings**

Hearing, vision, dental, and height/weight screenings are provided in many grades. Parents will be notified of the results of these screening if problems requiring follow-up care are noted. Notify the school nurse if you wish to opt-out of school-based screenings for your student.

### **Illness**

Keeping our schools healthy and safe is a top priority. Every district building has a school nurse to assist students and staff with health matters. We work closely with our local health department to monitor for illness trends and respond in a manner to minimize the spread of illness at school.

Appointments with the school nurse can be requested by the student or directed by the teacher. Teachers may delay a visit to the nurse if important classroom material or testing is occurring and the health matter is non-emergent.

When illness occurs during the school day, students should see the school nurse for initial assessment before parent/guardian contact. The nurse will follow-up as needed with the parent/guardian per health office policy. Parents will always be contacted in the event of a medical emergency.

**Students who are sick must STAY HOME until they are free from symptoms of illness for 24hrs and/or if any test results are pending.** This helps reduce the risk of spreading illness to others in our school community. Notify the school of your student's absence/illness. The school nurse follows district policy and guidance from public health (local, state, CDC) in determining when to temporarily exclude students for communicable diseases, exposures, or



illness symptoms (parent reference: [Common Child Illnesses and Exclusion Criteria for Education and Child Care Settings](#) revised 5/2021).

Examples include:

- Fever of 100.4 degrees F or greater
- Illness that disrupts the student’s learning or poses a risk of spreading to others (e.g. vomiting, diarrhea, etc.)
- Illness that results in a greater need for care than staff can provide without affecting the health and safety of others

In certain circumstances, a school nurse may request that a parent/guardian provide documentation from a healthcare provider before a student returns to school. Examples include when a communicable disease is strongly suspected or when specific accommodations are needed due to illness or injury. Please submit provider notes containing any health information to the school nurse. Notes may be submitted by paper, fax, or emailed image.

### **Medications**

Only medications approved by a healthcare provider may be given at school. This is true for both prescription and over the counter (OTC) medications. Consult the school nurse for the medication process and to provide parent/guardian permission.

Middle and high school students may be eligible to receive a standard dose of acetaminophen or ibuprofen with annual parent/guardian permission. This is limited to 5 doses per year and is given based on nursing assessment and discretion. It may not be used for illness symptoms (e.g. sore throat, stomachache, etc.).

### **PE Excuses**

Students may be excused from PE due to illness or minor injury with a parent/guardian note for up to 3 days. For periods longer than 3 days, a healthcare provider note must be provided.

### **Assistive Devices and Accessibility**

Notify the school nurse if your student’s health condition requires the use of an assistive device. Examples include medical devices, canes, crutches, wheelchairs, elevator use, etc. A healthcare provider note may be requested.

### **Accommodations due to Health Condition**

When a student’s health condition requires long-term accommodations, the school nurse or parent/guardian may request evaluation for a 504 or an IEP. Temporary accommodations may be provided during the evaluation process.

### **Section 504 of The Rehabilitation Act of 1973**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with disabilities in any program receiving federal financial assistance. In order to fulfill obligations under Section 504, DMPS has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

### **Handicap Accessibility**

Persons with disabilities who need information regarding building access should contact: 242-7500

### **School Bus Transportation/Metro Bus Service**

Students living a distance of more than 3.1 miles from school are allowed free bus transportation except for those who open enroll to Lincoln. All DMPS school buses have video recording active when students are on board.

It is the intention of DMPS to provide safe transportation for students eligible for bus service. It is imperative that students' conduct allows the school bus driver to give his/her attention to driving. Students must know and follow these bus rules. Those who do not follow these rules will be subject to disciplinary action. Students and parents have a responsibility for following these school bus rules:

***Safety Rules:***

1. Obey the driver at all times.
2. Be on time for the bus, both morning and afternoon.
3. Wait for the bus a safe distance from the curb.
4. Stay seated until time to get off the bus.
5. All carry-on items must be stored out of the aisle.
6. Keep your hands, arms and head inside the bus at all times.
7. Noise must be kept to a reasonable level. Conversations should be in normal tones. SILENCE must be observed while crossing railroad tracks.
8. Profanity (by word or gesture) is not permitted.
9. Wrestling or throwing objects is not permitted.
10. Damage to the bus or seat covers is not allowed.
11. Smoking, igniting any item, or use of a controlled substance is prohibited.
12. Maintain a tidy bus – no littering.
13. Eating on the bus is allowed if permitted by the driver.
14. Enter and leave the bus in an orderly manner – no pushing or shoving.

**Students who ride the bus must follow the rules above and the reasonable direction of the bus driver. Failure to do so may result in denial of a student's privileges of bus ridership.**

The Discipline Policy of DMPS applies to students while on school-owned and operated school buses or on chartered buses. This also includes bus stop areas.

**Transcript Requests**

Students who desire that an ALHS transcript for admission to college or a university should obtain a "Request for Transcript" form from the registrar or [apply online at this link](#). The weblink is also found on the main Lincoln website. Return the form along with a stamped envelope addressed to the institution and it will be processed by the registrar. Please list Abraham Lincoln High School as the return address located at: 2600 SW 9<sup>th</sup> Street, Des Moines, IA 50315. To be considered "Official" all transcripts must be mailed by the registrar.

Transcripts cannot be faxed. Unofficial copies can be given back to the student or parent. After five transcripts (official or unofficial) have been requested, there will be a charge per transcript. This transcript consists of middle and high school grades and test scores.

# ***SCHOOL SAFETY AND SECURITY***

## **Arrival**

All students should arrive and enter through the Commons (west side of building). The Commons is the area where students may gather before and after school. All students may arrive and enter after 7:45AM. Supervision is not available prior to this time. All students will remain in this designated area of the school until released unless the student has a pass from a teacher or staff member for a pre-arranged meeting before the start of the school day. Students must present their School ID upon entry at the bottom of the stairs.

## **Departure**

After school, students who are not under the direct supervision of a teacher, sponsor or coach must leave the building by 3:30PM. All students who are involved in activities should report to their teacher, sponsor or coach by 3:45PM. The building will be cleared and doors may be locked depending on after school events. For safety and security reasons, students may not remain in the building unsupervised.

## **Emergency Closing**

Families may check the Des Moines Public Schools website ([www.dmschools.org](http://www.dmschools.org)) for information regarding changes in the school day or cancellations. In addition to this website, information regarding changes in the school schedule due to inclement weather can be communicated out via email and Snap!Connect (formerly SchoolCNXT).

Local radio and television stations also broadcast bulletins when schools, child care centers and adult education programs are closed or delayed because of weather conditions or other emergencies. Generally, when the decision to close is made, radio and TV stations are notified by 6AM unless inclement weather or other emergencies occur during the school day. Decisions about school delays, early dismissals, or closures are made by the Superintendent's office.

## **Emergency Drills**

Fire, Severe Weather, Holds, Secure, Lock Downs, and evacuation drills are practiced at various times during the school year to help prepare for disasters or special situations. DMPS has adopted a Standard Response Protocol for all schools and offices. Staff will be trained annually and students will watch an instructional video about the various situations in addition to practicing as a school. A chart is posted in each classroom giving instructions on various exiting procedures if required.

In a fire drill, an alarm will sound signaling students to leave the building immediately and quickly without talking or crowding. If there is a fire during academic time, students are to follow the directions of the teacher. Teachers will follow students from the classroom and attendance will be taken upon arrival to the designated area. All other situations are conducted by voice commands over the intercom system.

## **Gang Affiliation or Display of Gang Symbols**

Any student wearing, carrying, or displaying gang clothing/paraphernalia or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or adversely affect the educational activities of another student, or the orderly operation of the school, shall be subject to disciplinary action. Gang behavior that initiates, advocates, or promotes activities that threaten the safety or well-being of persons or property on school grounds or which disrupts the educational environment is strictly forbidden. For the purposes of disciplinary action, a gang shall be defined as groups of three or more people whom:

- have a name

- claim a territory
- have rivals/enemies
- Interact together to the exclusion of others and exhibit antisocial behavior often associated with crime or a threat to the community.

**Iowa Code Chapter 287** prohibits public school pupils from participating in secret societies; therefore, clothing and symbols that represent such groups are also expressly prohibited during school and at school activities. While the primary responsibility for appearance rests with the students and their parents, the administration reserves the right to judge what is proper and what is not.

### **Identification Cards**

DMPS high school students are issued an identification card during registration each year. The cards are used to: identify the student, obtain school meals, using school computers, checking out books, hall pass privileges, and entrance to the building during the school day.

- a) Student identification cards must be carried on the student at all times.
- b) Identification cards must be presented upon entry to the building, entry to school events, and upon adult request.
- c) Students are not allowed to deface identification cards.
- d) Replacement “ID” cards cost is \$1.00
- e) ID cards are the property of DMPS

### **Student Parking Procedures**

Safety is our first priority in our student and staff parking lots. The parking lot rules will be strictly enforced to ensure the safety of our students and staff.

*Parking on campus is a privilege.* Freshmen and Sophomore students may not park on campus without administrator approval. Junior and Senior students may purchase a parking permit, which will allow students the opportunity to park on campus, however it does not guarantee a spot. Junior and senior students will receive passes that allow them to park in the tennis court, north 40 and pit parking areas. Parking spots will be a first come, first serve opportunity each day. All drivers should abide by Des Moines City signs posted; drive with care and caution on the streets surrounding Lincoln campus. Be mindful of pedestrians. Care should be taken to park in allowed areas only, and to be respectful of neighborhood property by not blocking driveways, littering, etc.

All vehicles parked on school property must have a school issued permit properly displayed. Any vehicle without a permit will be subject to a ticket and/or tow without warning in accordance to the City of Des Moines Code 114-361.02(a).

Vehicles with a school permit will be required to abide by the following parking rules:

#### **Rules of the Parking lot:**

1. Students must park in designated student parking areas, there are no areas that are designated for grade levels. Spots are by availability each day.
2. Park in the spaces properly (no overlap of yellow lines, angled, or crooked)
3. Parking in non-parking areas such as grass, fire lanes, or sidewalks is not permitted.
4. Speed, in excess of 5 mph, rapid acceleration or excessive rotation of tires (burn-offs) is not permitted.
5. Passengers are not allowed to ride on the outside of the vehicle at any time the vehicle is running.
6. Parking in a Handicapped space without a state issued permit assigned to the driver is in violation and will be ticketed by DMPD and/or towed.

7. All students parking on campus must have an official parking sticker which is assigned exclusively to that person and is visible at all times.
8. All students using the parking lots must complete a parking agreement contract prior to being issued a parking pass.
9. Students caught being fraudulent may be towed or ticketed by the City and may lose future privileges to park on LHS campus.

**To register a student vehicle:** Student driver must provide the following information:

1. Valid Driver's License/School Permit
2. Current Insurance Card
3. Current Vehicle Registration
4. \$5.00 fee (replacement fee is \$30).

**\*\*\*Only one permit will be issued per student unless approved by an administrator**

**Violations of these rules or procedures will result in consequences:**

1<sup>st</sup> Violation: Building Warning

2<sup>nd</sup> Violation: School Parking Ticket Issued, (Building retains the right to revoke parking privileges)

3<sup>rd</sup> Violation: Vehicle towed at owner's expense

**\*\*These consequences are for students with parking permits. Vehicles without a school parking permit are subject to being towed without warning**

### **Parking Lots & Parking Permits**

Student lots include the tennis court lot; the North 40 lot located on the North side of Bell Avenue; and the Pit which is located on the west edge of the main lot adjacent to Bell Avenue. Parking permits may be purchased from a campus monitor or at the security desk. An 11<sup>th</sup> or 12<sup>th</sup> grade student may purchase one parking permit per year. If a permit has been lost or stolen, the student may purchase a second permit with the approval of an administrator for \$30. This will render the previously purchased as invalid.

The possession of dangerous weapons by students while on school grounds extends to weapons found in student automobiles while parked on school grounds. This may include cars parked on or off campus if any of its occupants are attending or participating in school-sponsored activities. The possession or consumption of alcoholic beverages; the possession or use of controlled substances; being in an intoxicated state and the use of tobacco (smoking or chewing); extends to student automobiles while parked on school grounds at Lincoln or while away from Lincoln if attending or participating in school-sponsored activities.

School administrators and/or designated representatives have the authority to conduct a reasonable search of student automobiles when on school property and/or on property being used by the school. Students who fail to follow the rules set by the administration will have their parking privilege revoked and may be subject to additional discipline. Students who obtain parking permits shall refer to additional rules and regulations received at the time of permit being issued. Students are not allowed to loiter in parking lots during the school day.

### **Personal Property Guidelines**

- Radios/boom boxes, stereos, CD players, MP3 players, personal video systems, laptops, notebooks, or any other audio/video/electronic devices are not to be used during instructional time unless the teacher has authorized use for instructional and educational purposes. It is strongly recommended that these items not be brought to school except when authorized by an administrator, classroom teacher, or counselor for instructional purposes. Lost or stolen items are not the responsibility of the school or staff.

- Cell Phone use in the classroom is at the teacher discretion. Cell phones should only be used for academic purposes when allowed. *Lost or stolen phones are not the responsibility of the school or staff.* Cell phones may be confiscated by staff if not being used within the guidelines established through this handbook.
- Students are not to use personal electronic devices to record activities in class without permission from the teacher.
- Any incendiary (e.g. lighters) or explosive devices are not allowed at school regardless of the age of the student.
- Laser pointers of all kinds are not allowed on school property, before or after school, during the school day, at school related activities, or on school owned and operated vehicles (including school buses, school-chartered buses and MTA buses).
- Skateboards must remain in a locker during the school day. School property, sidewalks, steps, railings, drives, etc. are off-limits to skateboards at all times during the entire calendar year. The school and staff are not responsible for lost, stolen, or damaged skateboards should they be brought onto campus.
- Athletic/game balls and all athletic/activity equipment are not allowed within the school building or classrooms except as provided in PE classes and during athletic/activity practices/games.
- Bags are not allowed at extra-curricular events.

Possession of prohibited items during the school day or at extra-curricular events will result in the item being confiscated from the student by a teacher, administrator, or campus monitor; and may result in disciplinary action. Confiscated items will be held by an administrator or Restoration and Safety Coordinator for pick-up by a parent or guardian. Items will not be kept over the summer and must be picked up by the last official day of school for students.

### **Sexual Harassment Reporting**

Sexual Harassment is a crime and will not be tolerated at Lincoln High School. However, often times this type of behavior occurs without staff being informed. Please, report any unwanted comments, jokes, gestures, or contact of the sexual nature to any adult in the building. You may also come directly to the student services office and file a report. All reports will be taken seriously, investigated, and acted on accordingly.

### **Smoke Free Environment**

*Lincoln's building, parking, and grounds are smoke-free environments.*

The State Laws of Iowa prohibit smoking or possession of tobacco or tobacco products by minors under the age of 18. Smoking by any students in the school building, on school grounds, at school-sponsored activities including athletic events, surrounding Lincoln neighborhoods and streets is prohibited. Cigarettes, tobacco, Vapes, Juuls or lighters are not to be carried into the school building or displayed in classrooms or at school activities by students regardless of age. Violations of this law may lead to a referral to the DMPD and may include school sanctions as well.

### **Visitor Policy**

Adult visitors are welcome inside Lincoln High School. If you are expecting an adult visitor, advise them to sign in at the security office which is located immediately to the left inside the first door of the west entrance. Guests are required to show a valid ID to gain access to the building. They will receive a visitor badge which must be worn at all times while in the building and returned to the desk upon exiting the building. Non-Lincoln Students are not allowed to visit the building unless given prior administrative approval. Administration reserves the right to deny anyone entrance to the building without a valid reason.

# DMPS SCHOOL BOARD POLICIES

## EXTRA-CURRICULAR/CO-CURRICULAR STUDENT CODE OF CONDUCT

### Purpose

Students in the Des Moines Public School District who are involved in extracurricular and co-curricular activities represent themselves and their school whether they are away from or at school. They must understand that they are expected to conduct themselves in a way that serves as an example to others that will favorably reflect on their school. Extracurricular and cocurricular activities are completely voluntary and are a privilege conditioned upon meeting both eligibility criteria and by demonstrating lawful and respectful conduct. Students are held to high expectations with regard to training rules established by individual activity coaches and the Code of Conduct. All athletics and extracurricular and co-curricular activities are covered by the Code of Conduct. This Code of Conduct does not prohibit a coach or sponsor from establishing his or her own rules for the respective sport or activity with which the student is to follow.

### Violations

Violations identified for inclusion in the Code of Conduct are identified below. All other violations will be covered by the school district discipline code, which may still include a suspension period. One reminder, the mere presence at an activity involving illegal activity constitutes a violation of the code, unless the student immediately leaves. A student will be deemed to have immediately left if he or she exited the location immediately upon becoming aware that an illegal activity was occurring on the premises. Mere presence means that the activity is occurring in the same room as where the student is located. However, if the illegal activity is occurring in another room of the same premises where the student is located and the student is aware of the illegal activity and fails to leave, he or she will be deemed to be in violation of the Code of Conduct.

1. Possession/Consumption of alcohol, drugs or any controlled substances, or tobacco\* including vaping/electronic cigarette juuling
2. Intoxication/Under the influence of alcohol, drugs or any controlled substance
3. Delivery and/or sale of controlled substance
4. Mere presence at a location involving illegal activity
5. Assault
6. Robbery
7. Gang activity as defined in Iowa Code Chapter 723A
8. Arson
9. Theft
10. Weapons
11. Sexual harassment
12. Hazing
13. Committing and/or participating in any act that would be a violation of the law and 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 of the act(s).

The following situations are exempted from the Code of Conduct: (1) activities related to religious events (i.e., drinking wine at communion); (2) activities identified in Iowa Code Section 123.47(3); and (3) consuming alcohol in a foreign country, territory, or area where such an activity is legal. However, if a student is traveling abroad through a school-sponsored trip or foreign exchange program, or is accompanied by school personnel as a chaperone(s) who is

acting in his or her capacity as a DMPS employee, the provisions of the Code of Conduct are applicable and will be enforced.

### **When in Effect**

The Code of Conduct will be in effect during the entire calendar year including the regular school year as well as all vacation periods, weekends, and evenings. The Code of Conduct is in effect 365 days a year, 24 hours a day, seven days a week. The Code of Conduct is in effect at all times even if a student travels out of the city, state, or country.

### **Reporters**

Valid reporters of violations:

1. All reports and evidence from a reliable source will be investigated by the school administration. Reliable information may include but is not limited to witness statements, police reports, photographs, or information from social media.
2. Anonymous reports will not be considered.
3. Each school administration will determine the reliability of a reporting source and any evidence presented.

### **Penalty Details**

If the student is not competing in an activity at the time of the violation, the penalty will be enforced during the next activity in which the student normally participates. The student may generally be allowed to practice during the period of ineligibility, but shall not be allowed to compete in any interscholastic competition. Violations under the Code of Conduct are cumulative and shall run the duration of the student's high school career. In other words, if a student is in violation of the Code of Conduct as a 9th-grader and is found to be in violation during his or her 10th-grade year, the violation in the 10th grade will be deemed a second offense.

- Coaches/Directors and sponsors have the right to establish guidelines up to and including removal from the organization for individuals in violation of this code. Such guidelines shall be in writing and approved by the Activities Director.
- Students must continue to participate in the activity in which they have been suspended from for the length of the season. Failure to do so will result in the suspension being carried over to the next activity.
- Students must continue to practice with the team and meet the expectations of the coach/sponsor relative to all other participants during the suspension.
- Students unable to serve their suspension completely in one activity due to the end of that activity will have their suspension pro-rated in a consistent manner between activities.
- Students found in violation of the Co-Curricular Activities Code of Conduct may not register for a new activity after the state mandated/district defined start date to avoid penalty at a later time from another activity.
- Students involved in multiple activities will serve their suspension concurrently. For instance, a student involved in Basketball and Show Choir will serve the suspension in both activities. No student will be permitted to participate in one activity while serving a suspension in another for a violation of the Code of Conduct.
- Self-Report Defined. An individual making a truthful report of a violation of the co-curricular code to a school administrator within 72 hours of the event taking place.
- Individuals participating in a school event after violating the co-curricular code but prior to making a self-report or administrative discovery will be suspended with no opportunity for a reduced suspension.
- Individuals with a first violation that earn a second violation prior to completing the suspension for the first violation will have both penalties added together and suspensions will be served back to back.
- Individuals that are academically ineligible will serve their suspension upon regaining their academic eligibility.



1. First Offense: The Student shall be suspended from participating in 1/3 of the extracurricular or co-curricular activity season (including post season competition). A student who self-reports\* may receive a reduced penalty of being suspended for the greater of either 10% of the season or one event as opposed to 1/3 of the season.
2. Second Offense: The Student shall be suspended from participating in 2/3 of the extracurricular or co-curricular activity season (including post season competition). A student who self-reports\* may receive a reduced penalty of being suspended for the greater of 15% of the season or half of the events as opposed to 2/3 of the season.
3. Third Offense: The Student shall be suspended from participating in any extracurricular or co-curricular activity season (including post season competition) for a period of one full calendar year (365 days) from the date of the violation. A student, who self-reports\* may receive a reduced penalty of being suspended for six months as opposed to one full calendar year.
4. Fourth Offense. The student shall be suspended from competition for the remainder of his/her high school career.

\* Self reports means that the student reports his/her involvement in an activity prohibited under the Code of Conduct to the school administration or coach/sponsor within 72 hours of when the activity occurred. If the student is unable to report and the parent reports the violation, the student may receive the reduced penalty.

### **Consistency**

Any penalty will travel with a student transferring in or out of District. It is the responsibility of the incoming school to deal with all violations at the school. Any violations will also transfer with a student moving into the Des Moines Public Schools.

### **Determination and Appeal Process**

The student who is charged with violating the Code of Conduct will be notified of the alleged violation and the information that supports the allegation. The student will be given an opportunity to respond. There does not need to be a delay between the time that notice of the allegation is given to the student and the student's opportunity to respond. The Activities Director shall review all evidence and circumstances relevant to the allegation and shall make a decision regarding the alleged violation of the Code of Conduct. In the event the Activities Director determines the student has violated the Code of Conduct, the Activities Director will determine the period of ineligibility pursuant to the Penalty Details as set forth in the preceding section.

In the event a student/parent seeks to appeal the decision of the Activities Director, the following appeal process shall apply:

The appeal must be in writing within five (5) school days from the date of the decision by the Activities Director.

The appeal must be made by the parent, guardian, or student.

The appeal must be made to the principal or designee.

The student will be allowed to practice during the appeal.

The student will not be allowed to participate in any contests or performances during the appeal.

The administrative decision on the appeal by the Activities Appeal Committee will be made within five (5) school days following receipt or such longer period of time as is reasonably necessary to complete the processing of the appeal.

The Activities Appeal Committee will consist of:

1. Principal or designee
2. One coach (not involved with student's activity)
3. One sponsor (not involved with student's activity)

A student charged with or who admits to an involvement in a criminal act not covered elsewhere in the Code may have his/her case brought up for review by the Activities Appeal Committee.

The decision of the appeal committee is final.

## **DMPS SECONDARY (6-12) STUDENT DISCIPLINE CODE & PROCEDURES** (Updated 6/13/2016)

### **Philosophy for Discipline**

Discipline in the Des Moines Public Schools is a joint responsibility that should be shared by school staff, students, and their families. It is designed to promote behavior that will enable students to function successfully in their educational and social environments. The *District Discipline Code* is to be applied consistently and uniformly throughout the District so that students are treated fairly and equitably. The *District Discipline Code* is developed to help students understand their obligations to others in the school setting and is reflective of the concern for the dignity and growth potential of each student as well as the commitment to the safety interests of all students, staff and the community.

### **Student Misconduct**

The *District Discipline Code* provides a description of a broad range of behavior considered to be student misconduct. The behavior described should be viewed as representative of the misconduct that most frequently causes a disruption to the orderly educational process.

The acts of misconduct listed in Levels I, II, III, IV are not inclusive. The student who commits an act of misconduct that may be classified into any of the four levels will be subject to disciplinary action by the classroom teacher, dean of students, vice principal, or principal. Des Moines Public Schools administration reserves the right to make final decisions regarding disciplinary consequences.

### **General Discipline Guidelines for Assessing Penalties**

The District may impose disciplinary consequences for conduct that interferes with the educational environment. When administering discipline, district personnel shall adhere to the following general guidelines:

1. Discipline shall be administered when necessary to protect students, school employees, or property and maintain essential order and discipline.
2. Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of circumstances of each case. Factors that will be considered in the administration of student discipline and factors that will be considered in determining the length of any suspension, alternate educational placement, or expulsion may include but are not limited to:
  - a. Seriousness of offense
  - b. Student's age and intent or lack of intent at the time the student engaged in the conduct.
  - c. Student's disciplinary history
  - d. Student's attitude
  - e. Potential effect of the misconduct on the school environment
  - f. State law requirements for certain disciplinary consequences

- g. Whether the facts of the case warrant consideration of self-defense as a mitigating factor in the assessment of the punishment
  - h. Whether the student has a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.
3. Serious offenses are those that substantially disrupt or materially interfere with the orderly process in the classroom, DMPS transportation, the school, or any school-related activity and may include persistent misbehavior of Level II or higher misconduct. An administrator may find, on the basis of the facts and circumstances of the case, that a Level III offense constitutes a serious offense. Finally, a finding that a student has engaged in any offense listed as an offense under Level III or Level IV constitutes a finding that the student has engaged in serious misbehavior.

### **Definitions**

1. AEP (Alternate Educational Placement): Students are placed in an educational setting determined by the District for a period not to exceed two academic semesters. However, if it is determined that the student is a threat to the safety of other students or a threat to District employees and it is determined that placement is in the best interest of the student, then the student's placement may be for a longer duration. In that situation, there is no limitation on the length of placement of a student in an AEP. Students are placed on a behavior improvement contract during their period of alternate educational placement. Serious violations of the discipline policy by students during the period of placement may result in a recommendation for expulsion.
2. Expulsion: The Board of Directors for the District may, by a majority vote, expel a student from school for a violation of the regulations or rules established by the Board, or when the presence of the student is detrimental to the best interest of the school. When a student is expelled he or she is not eligible to receive educational services from the District. The period of expulsion will not exceed two academic semesters.
3. Persistent: More than one instance of similar type misconduct.
4. Possession: Actual care, custody, control, or management. A student shall be considered to be in possession of any substance or object prohibited or regulated by the Discipline Policy if the substance or object is (1) on the student's person or in the student's personal property, such as the student's clothing, purse, book bag, or backpack; (2) in any private vehicle used by the student for transportation to or from school or school-related activities, such as an automobile, truck, motorcycle, or bicycle; or (3) in any school property used by the student, such as a locker or desk.
5. Serious Offenses: Substantial disruption or material interference with the orderly process in the classroom or school building.

### **General Procedures for Resolving School Problems**

School problems can best be resolved at the campus level, where problems start. In order to resolve problems, parents, guardians, or students can meet with a teacher at appropriate times to discuss existing problems. If the parents, guardians, or students are dissatisfied with the teacher's decision or explanation, they can meet with the building administrator to review the area of concern.

If further assistance is needed, then parents, guardians, or students can meet with the executive director and/or regional superintendent. Parents, guardians, and students who wish to appeal the Alternate Educational Placement or who wish to appeal an expulsion should refer to the section of the *Code* relating to procedures for appropriate guidance.

## **Rights and Responsibilities in Discipline**

### **Parents/Guardians**

#### **Have a responsibility to:**

1. Assist school staff by sharing ideas for improving your child's learning and preventing or resolving student discipline problems.
2. Provide supervision for the child's health, physical and emotional well-being, and ensure prompt and regular attendance.
3. Provide the school with documentation for absences or tardiness.
4. Help enforce student compliance with school rules and expectations.
5. Attend parent conferences.
6. Provide appropriate supervision of students before and after school.
7. Review and discuss this document with students, as well as other similar materials such as school handbooks.

#### **Have a right to:**

1. Receive regular official reports of the child's academic progress and attendance.
2. Make recommendations and give ideas for educational planning.
3. Participate in conferences with teachers and/or the administration.
4. Receive explanations from teachers for child's grades.
5. Read all school records pertaining to their child, within appropriate guidelines.
6. Obtain further clarification, upon request, on any rights referred to in this handbook.
7. Whenever possible, receive information in a language they can understand.

### **Students**

#### **Have a responsibility to:**

1. Attend school regularly, arrive on time, bring appropriate materials and be prepared to participate in class.
2. Complete all expected schoolwork.
3. Strive for academic growth.
4. Respect the rights, feelings, and property of fellow students, parents/guardians, school personnel, visitors, guests, and school neighbors.
5. Conduct themselves properly on school grounds, school buses, at bus stops, at any school-related activities, and in the classroom so as not to interfere with the rights of others.
6. Follow discipline guidelines adopted by the school and the District.
7. Read and understand the *District Discipline Code and Procedures*.
8. Report violations of school rules.
9. Report any incidents of verbal or physical threats, bullying, or abuse.

#### **Have a right to:**

1. Discuss educational concerns with teachers and other school staff.
2. Receive a copy of the *District Discipline Code and Procedures*.
3. Receive fair discipline without discrimination.
4. Access their own records within appropriate guidelines.
5. Receive information in a language they can understand.

## **Schools**

### **Have a responsibility to:**

1. Educate all students.
2. Treat all students with respect.
3. Provide a safe and orderly environment for learning.
4. Administer appropriate discipline procedures when student behavior prohibits learning or causes an unsafe and/or disorderly environment.
5. Provide due process to students and families in the administration of the discipline procedures.
6. Invite and welcome community members into the school.

### **Have a right to:**

1. Take the necessary steps to ensure a safe, orderly, and supportive environment.
2. Assign students to particular school programs and activities.
3. Engage parents in problem solving throughout the three stages (preventive, supportive instruction, corrective action) of student discipline.

## **Levels of Offense/Overview**

Acts of misconduct are categorized into the following four levels of offense:

### **Level I — Teacher Response:**

Offenses that generally occur in the classroom and can be corrected by the teacher.

### **Level II — Restoration and Safety Coordinator Assisted:**

Offenses that are more serious in nature or a continuance of Level I misconduct.

### **Level III — Restoration and Safety Coordinator or Administrator Response:**

Offenses that seriously disrupt the educational process in the classroom, in the school, or at school-related activities, or a continuance of repeated Level II misconduct. A finding that a student has engaged in a Level III offense may constitute a serious offense.

### **Level IV — District Response:**

Offenses that threaten to disrupt the orderly educational process of the classroom or school or offenses that demonstrate the student's presence is detrimental to the best interests of the school. A finding that a student has engaged in an offense listed under Level IV constitutes a finding that the student has engaged in serious misbehavior which may require alternate educational placement or recommendation for expulsion for serious offenses. A student may be disciplined for violating Level IV offenses if the misbehavior occurs on school property or at a school-sponsored or school-related activity regardless of whether the event is on or off school property.

## **Anti-Bullying/Harassment Procedure**

No student in the Des Moines Independent Community School District shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in the District programs on the basis of race, color, creed, sex, religion, marital status, ethnic background, national origin, disability, sexual orientation, gender identity, or socio-economic background. The District will provide educational programs and opportunities for students as needed on the basis of individual needs, interests, abilities, and potential.

**Harassment and Bullying Prohibited:** Harassment and bullying of students is against federal and state law, and

against the policy and procedures of the District. The District is committed to maintaining an educational environment free of any form of bullying or harassment by or toward students, parents/guardians, employees, and volunteers while in school, at a school sponsored activity, or at any school sponsored function. The District prohibits harassment or bullying based on the student's actual or perceived race, color, creed, sex, age, religion, marital or familial status, ethnic background, national origin, ancestry, physical or mental ability or disability, sexual orientation, gender identity, physical attribute, political party preference, political belief, or socio-economic background or familial status. Acts of harassment or bullying may be treated as grounds for discipline. Discipline may include suspension or expulsion of a student, termination of an employee, and exclusion of a volunteer from District activities or school premises.

**Harassment and Bullying Defined:** Any communication toward a student including electronic (such as e-mails or instant messages), telephonic, written or verbal communication, or any physical act or conduct that is based on an actual or perceived trait or characteristic that creates or could reasonably be expected to create an objectively hostile school environment is prohibited. An objectively hostile school environment is created if the act or conduct:

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

Examples of prohibited behavior may include but are not limited to the following:

- unwelcome touching;
- inappropriate or demeaning remarks, jokes, stories, activities, symbols, signs, or posters;
- implied or explicit threats concerning grades, awards, property, or opportunities;
- requiring explicitly or implicitly that a student submit to harassment or bullying as a term or condition of the student's participation in any educational program or activity.

**Sexual Harassment Defined:** The District is committed to maintaining an educational environment free of any form of sexual harassment. All employees, volunteers, and students must avoid any action or conduct which could reasonably be perceived as sexual harassment. It shall be a violation of these procedures for any person to harass a student through conduct or communications of a sexual nature as defined by this procedure. Sexual harassment shall consist of unwanted sexual advances, requests for sexual acts or favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made explicitly or implicitly a term or condition of the student's educational opportunities or benefits; or
- submission to or rejection of such conduct by a student is used as the basis for educational decisions affecting that student; or
- such conduct has the purpose or effect of substantially interfering with a student's education by creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may include but is not limited to the following:

- requests or pressure for sexual activity;
- unwelcome touching;
- other verbal or physical conduct of a sexual nature, such as inappropriate jokes, symbols, signs or posters of a sexual nature;
- repeated remarks to or about a person with sexual or demeaning implications.

(Note: Any sexual overtures made by a staff member to a student whether welcome or unwelcome, shall be grounds for discipline, including termination. See Administrative Procedures Manual Series 400, Code 407.)

**Complaint Procedures:** Any person alleging a violation of these procedures may file a complaint using the *Complaint Procedures* of Series 400, Code 407, which is also described in the Employee Handbook. Employees who are aware of harassment or bullying shall file a written complaint or shall report the conduct to a principal or to the District Investigations Specialist at 242-7841. The complainant may bypass any step of the complaint procedure where the person against whom the complaint is to be lodged is the alleged perpetrator. Series 400, Code 407 shall govern the investigation of alleged cases of physical or sexual abuse, including sexual harassment, of students by staff members.

## **DES MOINES PUBLIC SCHOOLS STUDENT GENDER IDENTITY**

**Statement of Non-Discrimination:** It is the policy of the Des Moines Community School District not to illegally 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 believe you have (or your child has) been discriminated against or treated unjustly at school, please contact Carol J. Wynn-Green, Equity & Inclusion Program Manager; 2100 Fleur Avenue, Des Moines, Iowa 50321; Telephone (515) 242-7732; Email [carol.wynngreen@dmschools.org](mailto:carol.wynngreen@dmschools.org).

### **Definitions**

1. Gender identity: A person's gender-related identity, which may be the same as or different from the person's sex assigned at birth.
2. Transgender: an umbrella term used to describe a person whose gender identity or gender expression is different from that traditionally associated with the assigned sex at birth.
3. Sexual orientation: an individual's enduring pattern of physical, romantic, or other attraction to another person. Sexual orientation is not the same as gender identity.

### **Privacy**

In accordance with the Family Educational Rights and Privacy Act (FERPA), only those District employees with a legitimate educational interest are permitted to access a student's records. Absent consent from the parent or adult student (18 years or older), information contained in a student's records, including information regarding a student's sex, sexual orientation, gender identity, or transgender status may only be disclosed under the limited circumstances set forth in FERPA.

Students have the ability to discuss and express their gender identity openly and decide when, with whom, and how much of their private information to share with others. Schools should work closely with the student and parent(s)/guardian(s) to devise an appropriate plan regarding the confidentiality of the student's gender identity.

### **Requesting Support**

The District recognizes that it is a highly personal decision for a student to determine whether they identify with a different gender than their sex assigned at birth. Students are encouraged to speak with a building administrator or guidance counselor if they need support or accommodations at school.

In some cases, transgender students may not want their parents to know about their transgender status. These situations

must be addressed on a case-by-case basis and will require schools to balance the goal of supporting the student with the requirement that parents be kept informed about their children. The paramount consideration for school officials in such situations will be the health and safety of the student.

### **Student Names and Pronouns**

Iowa Law requires schools to obtain permission from a parent or guardian to use a different name or pronoun than assigned at both for students. There is a formal process to ask for this accommodation. If a student is interested pursuing a name or pronoun change at school, or wishes to seek clarification on the process, they should see their school counselor.

### **District-Maintained Records**

The District may be required to maintain certain records including the student's name and sex assigned at birth (including, but not limited to, the student's permanent record). These records will only be maintained and used as required by law, policy, or rule, and will only be disclosed in accordance with such law, policy, or rule.

Any student, regardless of gender identity, must file appropriate court documents to get their legal name changed in their permanent record. Under the Family Educational Rights and Privacy Act ("FERPA"), a parent or eligible student may ask to have the student's education records amended if they are inaccurate, misleading, or in violation of a student's privacy rights. The District will respond to requests to amend information in student records for transgender students consistent with how other students' records are amended.

Other than documents where the students name and sex assigned at birth are required to be listed, any reference to the student's name and gender should match the gender identity of the student.

Student "directory information," as defined by FERPA, is information that may generally be disclosed without prior consent from the parent or eligible student. Directory information is defined by District policy and families must receive notice each year of their rights under FERPA. Directory information shall not be used by the District in any way that intrudes on the privacy interests of students with respect to gender identity.

### **Restrooms and Locker Rooms**

Iowa Law requires students to use locker room and restroom facilities that are consistent with their gender assigned at birth. Administrators may discuss options available to the student and parent(s), with a safe alternative, such as a single gender-neutral restroom if there is discomfort using the facilities open to the public. Transgender students will not be required to use a separate or single-use facility if they do not voluntarily wish to do so.

In locker rooms that involve undressing in front of others, any student who voluntarily wishes to have additional privacy, regardless of that student's sex or gender identity, will be provided with an accommodation that best meets the needs and privacy concerns of that student. These accommodations may include, but are not limited to:

1. Use of a private area in a larger room such as a bathroom stall in a multiuser restroom, an area separated by a curtain, or a nurse's or PE instructor's office.
2. A separate changing schedule, before or after other students use the facility.

### **Extra-Curricular Activities and Interscholastic Sports**

The District encourages participation in District-sponsored activities for all students regardless of their gender identity. In general, student will participate in sex segregated interscholastic sports consistent with their gender identity. However, participation in interscholastic sports may be subject to the rules and requirements of the Iowa High School Athletic Association and/or the Iowa Girls High School Athletic Union. Participation in activities and sports will be determined on a case-by-case basis by a team consisting of the appropriate Executive Director, Principal, and Activities Director of the



school. If there is no Activities Director assigned to the school, the Executive Director shall choose one from another school within the District.

### **Physical Education/Gym Class**

Transgender students shall not be denied the opportunity to participate in physical education, nor shall they be forced to have physical education outside of the regularly scheduled class time. In general, students should be permitted to participate in gender-segregated recreational gym and physical education classes in accordance with their gender identity.

### **Student Dress**

Students are allowed to dress in clothing consistent with their gender identity, including at school-sponsored special events (e.g., Prom).

### **Notification**

Each building Principal or designee is responsible for ensuring that school staff and students are familiar with these guidelines

The complainant may be required to complete a written form and to turn over copies of evidence of discrimination, harassment, or bullying including, but not limited to letters, e-mails, tapes, signs, and pictures. The investigator shall promptly begin an investigation and proceed to completion. Both the complainant and alleged perpetrator will be given an opportunity to give a statement. District employees, students, parents, and volunteers shall fully and fairly cooperate in the investigation. A written investigation report shall be completed, and a summary of the report, including a finding that the complaint was founded, unfounded, or inconclusive, will be forwarded to the complainant, to the parent or guardian, and to the alleged perpetrator. The investigator will consider the totality of the circumstances presented in determining whether the conduct objectively constitutes discrimination or harassment.

The right to confidentiality, of both the complainant and the accused, will be respected consistent with the District's legal obligations, and with the necessity to investigate the allegations of misconduct and to take corrective action when this conduct has occurred.

**No Retaliation:** No person shall retaliate against a student or other person because the student or other person has filed a discrimination or harassment complaint, assisted or participated in an investigation, or has opposed language or conduct that violates these procedures, as long as the participation or action was done in good faith. Persons who engage in retaliation or who knowingly file false complaints or give false statements in an investigation shall be subject to discipline up to and including suspension, expulsion, or termination of employment.

**Corrective Action:** The District will take action to halt any improper discrimination, harassment or bullying and will take other appropriate corrective actions, including disciplinary measures, which may include discharge, suspension, expulsion, or exclusion of a perpetrator to remedy all violations of these procedures.

**Notification:** Notice of these procedures shall be communicated to staff, students, and parents of the District and to the District community. It shall be included in handbooks including those for students, staff and volunteers, on the District's web site, and shall be published in any manner as deemed appropriate.

**Training:** The District shall educate staff, parents, and students about harassment and bullying, effective methods of prevention, and what to do in the event of such actions. The District shall participate in assessments of the effectiveness of these procedures and education programs and shall make reports as required.

**Other Agencies:** Students, parents, and employees may also contact the Iowa Civil Rights Commission, the Des Moines Human Rights Commission, the Region VII Office for Civil Rights within the United States Department of Education in Kansas City, Missouri, or the United States Equal Employment Opportunity Commission in Milwaukee, Wisconsin, for assistance.

### **Anti-Hazing Procedure**

**Hazing Prohibited:** Certain forms of hazing are illegal and subject to criminal sanctions in the state of Iowa. All forms of hazing are prohibited by the District both on and off District property. Hazing is a practice that diminishes the integrity of individuals and their teams, activities, and organizations. Hazing has no place in our society, particularly in an educational environment. The District is committed to emphasizing that all teams, activities, and organizations be made safe, educational, and constructive. Therefore, in support of the District's commitment to the mental, emotional and physical well-being of every student, hazing in any form is prohibited, and its practices in any manner are condemned.

**Hazing Defined:** Hazing occurs when an action is taken against a person for the purpose of initiation or admission into, or affiliation with any organization, team, or activity operating in connection with the District, and the action either results in or is reasonably likely to have the effect of endangering the physical or mental health of the person, or humiliating, intimidating, or demeaning the person.

Hazing includes, but is not limited to, any type of physical brutality such as whipping, beating, striking, branding, placing a harmful substance on or in the body; any physical activity such as sleep deprivation, exposure to the elements or confinement in a particular space; any activity involving consumption of food, liquid, alcoholic beverage, drug, or other substance that subjects a student to an unreasonable risk of harm; wearing of public apparel that is conspicuous or intended to embarrass or humiliate by drawing undue attention; or any activity that induces, causes, or requires a student to perform a duty or task that involves the commission of a crime.

Hazing shall not include any activity or conduct that furthers the legitimate curricular or extracurricular goals in a manner that is appropriate and customary for similar school programs.

**Complaint Procedures:** Any person alleging a violation of this *Procedure* may file a complaint using the *Complaint Procedures* of Series 400, Code 407, which is also described in the Employee Handbook. Employees who are aware of hazing shall file a written complaint or shall report the conduct to a principal or to the District Investigations Specialist at 242-7841. The complainant may bypass any step of the complaint procedure where the person against whom the complaint is to be lodged is the alleged perpetrator.

The investigator shall promptly begin an investigation and proceed to completion. Both the complainant and alleged perpetrator(s) will be given an opportunity to give a statement. District employees, students, parents, and volunteers shall fully and fairly cooperate in the investigation. A written investigation report shall be completed, and a summary of the report, including a finding that the complaint was founded, unfounded or inconclusive will be forwarded to the complainant, to the parent or guardian, and to the alleged perpetrator. The investigator will consider the totality of the circumstances presented in determining whether the conduct objectively constitutes hazing.

The right to confidentiality, of both the complainant and the accused, will be respected consistent with the District's legal obligations, and with the necessity to investigate the allegations of misconduct and to take corrective action when this conduct has occurred.

**No Retaliation:** No person shall retaliate against a student or other person because the student or other person has

filed a hazing complaint, assisted or participated in an investigation, as long as the participation or action was done in good faith. Persons who engage in retaliation or who knowingly file false complaints or give false statements in an investigation shall be subject to discipline up to and including suspension, expulsion, or termination of employment.

**Corrective Action:** The District will take action to halt any hazing and will take other appropriate measures which may include for students disciplinary actions including but not limited to suspension from school, removal or suspension from participation in athletic events or extra-curricular activities, or referral to an appropriate law enforcement agency. Should a staff member participate in, or condone, or fail to take reasonable measures to halt hazing activity of which he or she is aware, or about which he or she should have known; disciplinary measures will be taken up to and including termination.

**Notification:** Notice of this procedure shall be communicated to staff, students, and parents of the District and to the District community. It shall be included in handbooks including those for student, parents, and staff, on the District's Web site, and shall be published in any such manner as deemed appropriate.

## **Levels of Student Misconduct and Intervention Options**

### **Level I**

**Teacher Response:** Violation of Classroom or Transportation Rules

Each teacher or staff member establishes the rules for the classroom and for school-related activities. Much behavior can be managed by the classroom teacher. The teacher may use any of the disciplinary options listed below in maintaining classroom discipline.

### **Level I Acts of Misconduct May Include but Are Not Limited to:**

1. **Violations of rules** or procedures established by the teacher
2. **Refusal to participate** in classroom activities
3. **Unexcused tardiness** to class
4. **Failure to be prepared** by bringing required classroom materials or assigned work to class or failure to return written communications between home and school
5. **Cheating, plagiarism**, or copying the work of other students
6. **General misbehavior**, such as eating in class, horseplay, making excessive noise, or violating campus dress codes
7. **Disruptive or noncompliant behavior** on a school bus or at a school bus stop
8. **Failure to protect or use of other student's passwords** regarding computer accounts
9. **Any other act that disrupts** the classroom or interrupts the operation of the class

### **Intervention Options/Responses:**

- Verbal correction
- Teacher-student conference
- Family contact: confirm actual contact has been made with parent/guardian either via phone call or in writing
- Student-counselor conference
- Detention (maintained by teacher) before or after school
- Other appropriate in-class disciplinary actions
- Restriction of school-bus privileges by the bus operator

### **Procedures:**

1. Any staff member who observes a student violating class rules may correct the student.
2. A record of the offenses and disciplinary actions should be maintained by the teacher or staff member.

3. The teacher should discuss the misbehavior with the parent, an administrator, or support personnel.
4. Level I behavior violations and intervention options/responses are not limited to those provided. Serious or repeated violations may result in a more severe response or referral to Level II.
5. A Level I appeal may be made to the building administrator. The decision of the building administrator is final regarding Level I appeals.

## **Level II**

### **Restoration and Safety Coordinator Assisted:**

Some infractions will result in a referral to a Restoration and Safety Coordinator or support staff within the school. The disciplinary response depends on the offense committed, the student's previous actions, and the seriousness of the misbehavior. Level II acts of misconduct include those student acts that interfere with the orderly educational process in the classroom, on school property, or at a school sponsored event. A teacher who observes a student engaged in Level II or higher misconduct will complete a discipline/referral form for the Restoration and Safety Coordinator. The Restoration and Safety Coordinator will forward report to the parent or guardian.

### **Level II Acts of Misconduct May Include but Are Not Limited to:**

1. **Repeated Level I violations**
2. **Leaving without permission** including classroom or school grounds
3. **Unexcused absences** including cutting class
4. **Smoking/Tobacco** — using, or possessing tobacco or nicotine products
5. **Forgery** — changing school records or documents or signing a parent's name on school documents
6. **Selling or soliciting unauthorized merchandise** on school campus without the authorization of the building principal
7. **Profanity**, vulgar language, or obscene gestures
8. **Inappropriate display of affection**
9. **Posting or distributing unauthorized materials** on school grounds
10. **Failure to abide by rules and regulations** at extracurricular activities or at co-curricular activities such as field trips
11. **Loitering** in unauthorized areas
12. **Use or operation of electronic communication systems** (i.e., cell phones, or any other type of electronic communication system) or iPods, Mp3 players, personal radios or personal music devices on school campuses or at functions during school hours with the final determination of the limits made at the individual campus level
13. **Cafeteria disturbance**
14. **Refusal to comply with a school's mandatory dress code policy**
15. **Major physical contact**
16. **Disruptive behavior** on a school bus or at a school bus stop
17. **Violation of the District's Acceptable Use policy**
18. **Sending or forwarding inappropriate e-mail**, including e-mail containing offensive language, untruthful statements, junk e-mail, chain letters, or jokes that results in a disruption to the educational environment
19. **Other acts interfering with the orderly educational process** in the classroom or the school

### **Intervention Options/Responses:**

- Parental contact by phone and written or oral notification to parent or guardian
- Required Restoration and Safety Coordinator/student/parental conference
- Detention or placement in in-school suspension

- Exclusion from extracurricular activities, such as field trips, and commencement exercises/award ceremonies
- Removal of school transportation privileges
- “Behavior” or “conduct” contracts
- Suspension of transportation privileges
- Suspension for up to three school days per occurrence
- Revocation of within-District open enrollment status for the following school year
- Any other appropriate disciplinary actions determined by the administration

**Procedures:**

1. Referral to Restoration and Safety Coordinator.
2. Restoration and Safety Coordinator confers with student and/or teacher to establish appropriate action.
3. Written or oral notification of action is sent to parent. Notification is sent to the teacher indicating action taken.
4. Discipline Referral is retained by the Restoration and Safety Coordinator.
5. Level II behavior violations and intervention options/responses are not limited to those provided.
6. Repeated violations shall result in a more severe response and/or referral to Level III.
7. A Level II appeal may be made to the building principal. The decision of the building principal is final regarding Level II appeals.

**Level III: Restoration and Safety Coordinator or Administrator Response**

Level III acts include misconduct for which an administrator or Restoration and Safety Coordinator may suspend the student, place the student into in- school suspension, or any other disciplinary action deemed appropriate by the School Administrator or designee. The principal, other appropriate administrator, or designee makes the disciplinary determination on the basis of the severity of the misconduct.

**Level III Acts of Misconduct May Include but Are Not Limited to:**

1. **Chronic or repeated Level I and/or Level II offenses**
2. **Fighting**, which is defined as two or more students mutually engaging in offensive physical contact
3. **Possession of matches or other flammable materials**
4. **Gambling**
5. **Stealing/theft** of property in an amount under \$500
6. **Truancy** including but not limited to repeated instances of cutting class
7. **Weapons/Ammunition possession** including but not limited to:
  - a. knife, which includes razor blades, utility knives, X-ACTO knives, or other objects that are designed to cut
  - b. fireworks, “poppers,” smoke or stink bombs, or any other pyrotechnic device that may be used to disrupt the educational process
  - c. live ammunition or bullets
  - d. BB guns, pellet guns, or air rifles, electric stun guns or other protective devices designed to administer an electric shock
  - e. replica of a gun that is sufficiently similar in appearance to a real gun such that, if pointed or shown to another person, a reasonable person may believe the student to be in possession of a firearm
8. **Persistent disruptive behavior** on a school bus
9. **Interfering with school authorities**, failing to comply with reasonable requests of school personnel, defiance of the authority of school personnel, and/or display of disrespect toward school personnel or campus visitors

10. **Disruptive demonstration** that substantially disrupts or materially interferes with school activities. This includes such acts as boycotts, sit-ins, trespassing, and walkouts.
11. **Harassment/Indecent exposure/unsolicited sexual proposal.** Harassment includes threatening to cause harm or bodily injury to another student, engaging in sexually intimidating conduct or causing unwanted sexual advances, causing physical damage to the property of another student, subjecting another student to physical confinement or restraint, or maliciously taking any action that substantially harms another student's physical or emotional health such that it has the purpose or effect of substantially interfering with a student's education by creating an intimidating, hostile or offensive educational environment.
12. **Participation in an illegal organization** or other criminal combination prohibited by law that is defined as an organization composed at least in part of students and that seeks to perpetuate itself by recruiting members from the students enrolled in school on the basis of the decision of its membership rather than on the free choice of a student in the school who is qualified by the rules of the school to fill the special aims of the organization. Participation includes indirect participation such as recruiting and indirect guidance or leadership of the activities, wearing dress or attire or possession of paraphernalia of such illegal organizations.
13. **Intimidation, extortion or bullying,** which includes any communication toward a student including electronic, telephonic, written or verbal communication, or any physical act or conduct that is based on an actual or perceived trait or characteristic that creates or could reasonably be expected to create an objectively hostile school environment.
14. **Hazing,** which includes any action taken against a person for the purpose of initiation or admission into, or affiliation with any organization, team, or activity operating in connection with the District, and the action either results in or is reasonably likely to have the effect of endangering the physical or mental health of the person, or humiliating, intimidating, or demeaning the person.
15. **Vandalism** resulting in the destruction or defacing of any district property such as graffiti. This includes but is not limited to rendering computers or related equipment inoperable or damaging them by erasing data with magnets; intentionally introducing viruses, worms, or Trojans; or tampering with programs or data without authority.
16. **Continued violation of the District's Acceptable Use Policy.**
17. **Possession or use of any prescription or nonprescription drug, medicine, vitamins, or other chemical** in violation of the Guidelines for Dispensing Medications at School.
18. **Possessing alcohol or a controlled substance or drug paraphernalia**
19. **Under the influence of alcohol or a controlled substance**
20. **Possession of inhalant.** Engaging in conduct that contains the elements of an offense relating to an amusable or volatile chemical or possession of inhalant paraphernalia.
21. **Burglary** of a DMPS facility or committing burglary on DMPS property.
22. **False report against a staff member** knowingly made and that is later determined to be unsubstantiated at the conclusion of any investigation initiated as a result of the report
23. **False alarm or report, or terroristic threat.** Terroristic threat is defined as threatening to commit violence or harm to any person or property with intent to cause an emergency response or that places any person in fear of imminent serious bodily injury; or interrupting the occupation or use of a building, room, place of assembly, or place to which the public has access by threats of violence or other means, or causing impairment or interruption of public communications, public transportation, the public water, gas, or power supply, or other public service.
24. **Making a "hit list,"** in which a student makes a list of people to be harmed by means of a firearm, a knife, or any other object to be used with the intent to cause bodily harm.
25. **Retaliation against any school employee** such as intentionally or knowingly threatening to harm another by an unlawful act in retaliation for that person's performance of his or her official duties, unless the student engages in conduct punishable as a felony in retaliation against a person, in which case the student may be expelled under Level IV.

26. **Felony conduct.** There are two instances of felony conduct for which a student must be referred to an AEP. The placement made in accordance with this section shall be for any period considered necessary on the basis of the circumstances and facts known; however, the student shall still receive a review of the placement after the time designated by the behavior improvement contract. The circumstances include:
  - a. Engaging in any conduct punishable as a felony while on campus, at a school-related function or activity.
  - b. While enrolled in DMPS and regardless of the location of the offense, receiving deferred judgment or a finding by a court or jury of delinquent conduct, or the reasonable belief of the principal that the student has committed one of the following felony crimes: murder; manslaughter; voluntary manslaughter; false imprisonment; kidnapping; aggravated kidnapping; indecency with a child; any degree of sexual assault; injury to a child, elderly individual, or disabled individual; abandoning or endangering a child; terroristic threat; or tampering with a consumer product, regardless of where the offense occurs.
27. **Assisting (directly or indirectly) with the promotion of any prohibited behavior** under this *Discipline Code*.
28. **Other acts of serious misconduct** that disrupt the school environment in the classroom and/or school.

**Level III student behaviors** place the school and persons in harm's way and create an unsafe school environment. The Des Moines Schools District has chosen to specifically address the most prevalent and disruptive of these behaviors with specific policy and procedures.

1. **Fighting:** students mutually engaging in offensive physical contact intended to cause injury
2. **Common area loitering or refusal to be in an assigned area:** students creating an unsafe school environment by refusing to attend class or be in an assigned area, which creates an unsafe school environment
3. **Technology use leading to or supporting violence while on school grounds:** the uses of technology to increase the level of violence in schools: Recording violent acts while on school grounds for the purpose to exacerbate, recording violent acts while on schools grounds without alerting school officials.

Violations for the level III events above may include out of school suspension and up to 30 days of virtual school placement.

The terms of a placement in an Alternate Educational Placement (AEP) under this required placement section, as well as under Level III, prohibit the student from attending or participating in any school activities.

#### **Intervention Options/Responses:**

- Required administrator or designee/student/parent conference
- Restitution or restoration, as applicable, for vandalism to property
- Exclusion from extracurricular activities, such as field trips, and commencement exercises/award ceremonies
- Placement of the student into in-school suspension
- Revocation of within-District open enrollment status for the following school year
- Suspension for up to three school days per occurrence
- Removal of transportation services for up to one year
- Restriction or removal of computer-use privileges for up to one year
- Referral for placement in Alternate Education Placement (AEP) (suspension not to exceed 10 school days)
- Referral for counseling services regarding substance abuse assessment
- Any other appropriate disciplinary actions determined by the administration

**Procedures:**

1. Referral to Administrator or Restoration and Safety Coordinator.
2. Administrator or Restoration and Safety Coordinator confers with student and parent about the misconduct. The student is given an opportunity to explain the incident. The administrator determines misconduct.
3. Administrator or Restoration and Safety Coordinator may place student on a behavior contract notifying of potential consequences for further escalation.
4. Repeated violations shall result in a more severe response and/or referral to Level IV.
5. Administrator determines whether the student engaged in Level III misconduct that is serious in nature that warrants a referral for an AEP. If administrator determines that the student engaged in a serious offense, then administrator contacts central office administration to start AEP referral process. When the student is recommended for an AEP, the parent shall be given a letter stating the reasons for the placement. In determining the length of the placement, the administrator shall consider such factors as seriousness of the offense, student's age, frequency of misconduct, student's attitude, potential effect of the misconduct on the school environment, state law requirements for certain disciplinary consequences, and whether the facts of the case warrant consideration of self-defense as a mitigating factor in the assessment of any punishment.
6. Special Education students may not be placed in an alternate educational placement unless the IEP Committee determines that it is educationally appropriate, and that the student has engaged in conduct for which referral to an alternate educational placement is authorized.
7. Administrative representatives from sending and receiving schools meet with parent or guardian to review AEP and student behavior improvement contract.
8. A Level III appeal may be made within five days in writing to the district office. Parent/Guardian will receive decision of district administration within three business days of receiving the appeal. The decision of the district administration is final regarding Level III appeals.
9. District administration will review student progress with schools to determine student placement following completion of AEP. After assessing the student's progress, those in attendance may decide that the student (1) remain in the AEP; (2) be removed from the AEP and placed in a non-disciplinary alternate educational program to more appropriately address the student's needs; or (3) may return to the sending campus or the campus to which the student is presently zoned.

**Level IV: District Response**

Offenses that threaten to disrupt the orderly educational process of the classroom or school or offenses that demonstrate the student's presence is detrimental to the best interests of the school. A finding that a student has engaged in an offense listed under Level IV constitutes a finding that the student has engaged in serious misbehavior which may require alternate educational placement or recommendation for expulsion for serious offenses. A student may be disciplined for violating Level IV offenses if the misbehavior occurs on school property or at a school-sponsored or school-related activity regardless of whether the event is on or off school property.

Students receiving Special Education services that commit a Level IV offense shall be recommended for alternate educational placement pursuant to the procedures set forth in the preceding section.

**Level IV Acts of Misconduct Include the Following Acts That May Result in Required Alternate Education Placement or Recommendation for Expulsion:**

1. **Threat with a weapon.** This involves the display or use of a weapon (including but not limited to replica guns) with the perceived intent to inflict harm or injury to another person while on school property, at a school-sponsored event, or while away from school grounds if such conduct directly affects students or staff.



2. **Firearm/Dangerous weapon.** A dangerous weapon includes any instrument designed primarily to use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for that it was designed. This also includes any instrument of any sort whatsoever which is actually used in such a manner as to indicate that the person using it intends to inflict death or serious injury upon another, and which is capable of inflicting death upon a human being. Dangerous weapons include, but are not limited to, any dangerous weapon as described in Iowa Code Section 702.7 (2007), pistol, revolver, or other firearm, dagger, razor, stiletto, switchblade knife, knife having a blade exceeding five (5) inches in length, or any portable device or weapon directing an electric current, impulse, wave, or beam that produces a high-voltage pulse designed to immobilize a person.
3. **Distribution of a controlled substance.** The sale or dissemination of a controlled substance while on school property or at a school sponsored event.
4. **Possession with intent to distribute.** Possession of a specified amount of a controlled substance as identified in Iowa Code Chapter 124. The District shall rely on Public Safety or other investigating police officer to advise if the amount of a controlled substance in the student's possession meets the "intent to distribute" standard.
5. **Arson.** Causing a fire or explosion, or placing any burning or combustible material, or any incendiary or explosive device or material, in or near any property with the intent to destroy or damage such property, or with the knowledge that such property will probably be destroyed or damaged, is arson, whether or not any such property is actually destroyed or damaged.
6. **Assault** which is defined as an act intended to result in physical contact that will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act.
7. **Assault of Staff Member resulting in bodily injury.**
8. **Sexual Assault.** Any sex act between persons if the act is done by force or against the will of the other. If the consent is obtained by threats of violence or if the act is done while the other is under the influence of a drug inducing sleep or the person is in a state of unconsciousness, the act is done against the will of the other.
9. **Habitual Disruptive Behavior.** Continued serious and persistent violations of Level III offenses.

#### **Expulsion Procedures:**

1. Referral to administrator.
2. Administrator confers with student and parent about the misconduct. The student is given an opportunity to explain the incident.
3. The administrator determines misconduct.
4. Administrator determines whether the student engaged in Level IV misconduct that is serious in nature that warrants a recommendation for expulsion. If administrator determines that the student engaged in violation of a Level IV offense, then administrator contacts district administration and general counsel to start the expulsion referral process.
5. When a student is recommended for expulsion, the social worker from the school will be assigned to assist the student and his or her family throughout the expulsion process and will also be present at the expulsion hearing. The student and his or her parent/guardian will be notified of the time and place of the hearing and shall be given a packet of information at least 48 hours before the expulsion hearing that contains the supporting documentation as to why the administration is recommending the student be expelled.
6. A panel comprised of at least four members of the Board of Directors shall make the determination whether or not to expel a student from school. The Board of Directors is provided with the same packet of information regarding the documentation supporting the administration's recommendation for expulsion as the student and his or her parent/guardian.
7. The panel of Board of Directors shall meet to conduct a hearing regarding the recommendation for expulsion and the hearing shall occur within ten (10) school days after the student's suspension from school.

8. At the hearing, an administrator will present the information to the Board that supports the administration's recommendation for expulsion.
9. The student's family or representative will have a chance to provide information that rebuts the information provided by the administration or to present new information that either demonstrates the student did not engage in the conduct for which he or she is accused, or any mitigating information. Student witnesses are not allowed to be present at the hearing on behalf of either the student or the district.
10. After the panel of the Board of Directors receives information on behalf of the district administration and on behalf of the student, the panel will meet in an executive closed session to discuss the evidence. The panel will then reconvene in open session to act on the recommendation of expulsion.
11. The student and his or her family will be notified of the decision in a timely manner.
12. If the Board acts to deny the expulsion, the student will be placed in a school by district administration.
13. If the Board acts to expel, the student will be required to follow all recommendations of the expulsion.
14. At the conclusion of the expulsion period, district administration will ensure that the conditions of reinstatement have been met and determine appropriate school placement.
15. Iowa law provides for the appeal of a school board determination to expel a student to the Iowa State Department of Education. The phone number is (515) 281-8661.

**Series 500, Code 520, Title: School Discipline, IV: Restraint and Physical Force**

Restraint is the act of physically controlling or directing the actions of a student. Teachers and administrators and other staff are authorized to use reasonable and appropriate means of restraint as may be necessary to prevent a student from harming himself or herself or another, or to prevent a breach of discipline, to compel compliance with the discipline policy. Restraint should not cause serious or permanent harm. Intentional physical punishment of a student is specifically prohibited. Teachers, administrators and other staff are authorized to use reasonable force, however, in self-defense, defense of another, to quell a disturbance, to prevent an act that threatens harm, to compel compliance with the discipline policy or to remove a disruptive student. An employee of the Des Moines Independent Community School District shall not inflict, or cause to be inflicted, corporal punishment upon a student. "Corporal punishment" is the intentional physical punishment of a student. "Corporal punishment" includes the use of unreasonable and unnecessary physical force, or physical contact made with the intent to harm or cause pain. August 7, 2001

**STUDENT SEARCHES**

**Series 500; Code 519**

**Title: Search by School Staff Relating to Students, Protected Student Areas, Lockers, Desks, and Other School Facilities or Spaces**

- I. Searches of a student or protected student area.
  - A. A school official may search an individual student and a protected student area if:
    1. The official has reasonable grounds for suspecting that the search will produce evidence that a student has violated or is violating either the law, or a school rule or regulation, or any other reasonable expectation of student conduct, and
    2. The search is conducted in a manner which is reasonably related to the objectives of the search and which is not excessively intrusive in light of the age and gender of the student and the nature of the infraction.
  - B. All searches of students or protected student areas must be reasonably related in scope to the circumstances which gave rise to the need for the search and based upon consideration of relevant factors which include, but are not limited to, the following:
    1. The nature of the violation for which the search is being instituted.
    2. The age and gender of the student who may be searched, and
    3. The objectives to be accomplished by the search.

- C. If a student is not or will not be present at the time a search of a protected student area is conducted, the student shall be informed of the search either prior to or as soon as is reasonably practicable after the search is conducted.
- II. Inspections of lockers, school desks and other provided spaces.
- A. School officials may conduct periodic inspections of all, or a randomly selected number of, school lockers, desks, and other facilities or spaces owned by the school and provided as a courtesy to students. Periodic Inspections of school lockers, desks, or other facilities or spaces owned by the school and provided as a courtesy to a student may be conducted by a drug/contraband sniffing animal
  - B. The furnishing of a school locker, desk, or other facility or space owned by the school and provided as a courtesy to a student shall not create a protected student area, and shall not give rise to an expectation of privacy on a student's part with respect to that locker, desk, facility, or space. Allowing a student to use a separate lock on a locker, desk, or other facility or space owned by the school and provided to the student shall not give rise to an expectation of privacy on a student's part with respect to that locker, desk, facility, or space.
  - C. Students are permitted to park on school premises as a matter of privilege, not a right and parking provided as a courtesy to students. The interior of a student's automobile on the school premises may be searched without a search warrant if there is reasonable suspicion that a student has violated or is violating the law, or has illegal, unauthorized, or contraband items contained inside.
  - D. Each year when school begins, all district schools shall provide written notice to all students and the students' parents, guardians, or legal custodians, informing them that school officials may conduct periodic inspections of school lockers, desks, and other facilities or spaces owned by the school and provided as a courtesy to students without prior notice. An inspection under this policy shall either occur in the presence of the student whose locker is being inspected or in the presence of at least one other person.
- III. Prohibited Searches.
- A. School officials shall not conduct a search which involves:
    - 1. A strip search.
    - 2. A body cavity search.
    - 3. The use of a drug/contraband sniffing animal to search a student's body
    - 4. The search of a student by a school official not of the same sex as the student.
- IV. Definitions.
- A. "Protected student area" includes, but is not limited to:
    - 1. A student's body.
    - 2. Clothing worn or carried by a student.
    - 3. A student's pocketbook, briefcase, duffel bag, book bag, backpack, knapsack, or any other container used by a student for holding or carrying personal belongings of any kind and in the possession or immediate proximity of the student.
  - B. "School official" means licensed school employees, including but not limited to principals, vice principals, deans of students, teachers, counselors and social workers, and also means unlicensed school employees employed for security or supervision purposes such as campus monitors.

**Parent Notice Regarding Corporal Punishment:**

Corporal Punishment, Restraint, and Physical Confinement and Detention

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property.

State law also places limits on school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's web site: [www.iowa.gov/educate](http://www.iowa.gov/educate).

**CHAPTER 102 PROCEDURES FOR CHARGING AND INVESTIGATING INCIDENTS OF ABUSE OF STUDENTS BY SCHOOL EMPLOYEES: 281—102.1(280)** Statement of intent and purpose. It is the purpose and intent of these rules to create a uniform procedure for the reporting, investigation, and disposition of allegations of abuse of students directly resulting from the actions of school employees or their agents. The scope of this policy is limited to protecting children in prekindergarten and K-12 educational programs.

**Level One Investigators at Lincoln High School:**

Michael Albarracin:	515-242-7538	Joy Linqvist:	515- 242-7532
Ocie Lowery:	515-242-7585	Weston Wolven:	515-242-7522

**DMPS Equity/ Title IX Nondiscrimination Statement**

In accordance with Title IX of the Education Amendments Act of 1972, as amended, the Des Moines Public School District prohibits sex discrimination, including sexual harassment as defined by the regulations implementing Title IX, against any individual participating in any education program or activity of the District. This prohibition of sex discrimination applies to students, employees, applicants for employment and volunteers. The Board authorizes the Superintendent to adopt grievance procedures for any individual to report sex discrimination including sexual harassment to the District's Title IX Coordinator. These grievance procedures can be found on the District's website <https://www.dmschools.org> (search: Title IX or Policy). Reported complaints can be addressed by informal or formal procedures; provisions of supportive measures to individuals subjected to sexual discrimination, including sexual harassment may be provided regardless of the informal or formal procedure used to address the complaint. The Title IX grievance procedures shall be used to respond to all complaints of sexual discrimination including sexual harassment that fall within the scope/jurisdiction of Title IX. Any reported complaint that does not fall within the scope/jurisdiction of Title IX, may be addressed by any other policy or procedure applicable to the alleged conduct.

Any individual who has questions about the District's Title IX policy and procedures, or wishes to make a report of sex discrimination including sexual harassment may contact the District's designated Title IX Coordinator: Carol J. Wynn-Green, Equity & Inclusion Program Manager; 2100 Fleur Avenue, Des Moines, Iowa 50321; Telephone (515) 242-7732; Email [carol.wynnngreen@dmschools.org](mailto:carol.wynnngreen@dmschools.org).

Retaliation against an individual reporting sex discrimination, reporting sexual harassment or assisting/participating in an investigation is strictly prohibited. Allegations of retaliation should be immediately reported to the District's Title IX Coordinator.

## **Definitions of Key terms used throughout this handbook:**

**AD** – Director of Activities and School Equity: Coordinator of all Lincoln Activities and Athletics

**RSC** – Restoration and Safety Coordinator.

**HOCD** – Harassment Order to Cease and Desist: An agreement signed by the students which states they will cease and desist behavior or concern as described in the order.

**MTSS** – Multi-Tiered System of Support

**OSS/ISS** – Out of School Suspension / In School Suspension

**Referral to a Parent:** may be done with parents' consent in lieu of a suspension

**ROD:** Rest of Day (This is not the same as suspension OSS)