

**GRUNDY CENTER COMMUNITY SCHOOL  
STUDENT-PARENT HANDBOOK  
TABLE OF CONTENTS**

**OPENING STATEMENT**

Mission Statement ..... 3  
 Faculty ..... 3  
 School Song, Mascot & Colors ..... 4  
 School History..... 5  
 Equal Education Opportunity..... 5  
 Jurisdictional & Behavioral Expectations ..... 5  
 Definitions ..... 8  
 School Fees ..... 8  
 Emergency Forms..... 8  
 Legal Age for Enrollment ..... 8

**STUDENT ATTENDANCE**

School Calendar and Daily Schedule..... 8  
 Student Attendance..... 9  
 College Visits..... 11  
 Early Release..... 11  
 Open Campus ..... 11  
 Inclement Weather..... 12

**STUDENT HEALTH, WELL-BEING AND SAFETY**

School Day..... 12  
 HAWK-I Insurance for Children..... 12  
 Immunization ..... 12  
 Physical Examinations..... 12  
 Emergency Drills..... 13  
 Administration of Medication ..... 13  
 Student Illness or Injury at School..... 13  
 Student Insurance ..... 13  
 School Nurse..... 13  
 Communicable and Infectious Diseases..... 14  
 Health Screenings..... 14  
 Sexual Abuse and Harassment of Students by Employees ..... 14  
 Anti-Bullying/Harassment Policy & Procedures ..... 14  
 Definition of Homeless ..... 17  
 Asbestos Notification..... 17

**STUDENT ACTIVITIES**

Assemblies ..... 17  
 Field Trips..... 17  
 School-Sponsored Organizations ..... 17  
 Silver Cord..... 18  
 National Honor Society ..... 19  
 Activity Bus ..... 19  
 School Fundraising..... 19  
 Use of Facilities..... 19  
 Dances ..... 20  
 Student Senate..... 20  
 Student Activity Tickets ..... 20

**STUDENT RIGHTS AND RESPONSIBILITIES**

Educational Records ..... 20  
 Legal Status of Student ..... 21  
 Student Searches ..... 21  
 Student Lockers and Desks ..... 22  
 Threats of Violence ..... 23  
 Dress Code ..... 23  
 Cell Phone Use Policy ..... 24  
 Technology Acceptable Use Policy..... 24  
 Care of School Property..... 25  
 Academic Integrity Policy ..... 25  
 Driving and Biking to School..... 26  
 Illegal Items Found in School or in Students' Possession..... 26  
 Weapons Policy..... 26  
 Dual Enrollment Students..... 27

Posting of Information .....	27
Student Publications .....	27
Sportsmanship .....	27
<b>STUDENT SCHOLASTIC ACHIEVEMENT</b>	
Grade Reports .....	28
Homework .....	28
Standardized Tests.....	28
Inspection of Educational Materials .....	28
Human Growth and Development.....	28
Career and Technical Education.....	28
Class Loads .....	29
Adding/Dropping Courses .....	29
Grundy Center Learning Center .....	29
Open Enrollment .....	29
Honor Roll and Academic Honors .....	30
Academic Eligibility for Extracurricular Activities.....	30
Good Conduct Policy.....	31
Policies Governing Awarding Athletic and Academic Letters.....	36
Participation in Music.....	37
Postsecondary Enrollment Options.....	37
Senior Year Plus.....	37
Early Graduation .....	39
Graduation .....	39
<b>MISCELLANEOUS</b>	
Citizenship .....	39
School Board Policy Regarding Bus Conduct.....	39
Buses and Other School District Vehicles .....	40
Telephone Use During the School Day.....	40
School Announcements .....	40
Visitors/Guests .....	41
Volunteers.....	41
Media Center.....	41
Guidance Program.....	41
Student Problem Solving Teams .....	42
Cafeteria.....	42
Lost and Found.....	42
AEA 267 .....	42
Character COUNTS! .....	42
Newsletters.....	43
<b>SPECIAL ELEMENTARY INFORMATION</b>	
Communication .....	43
Behavioral Expectations in Common Areas .....	43
Discipline and Possible Consequences .....	43
Classroom Parties .....	44
Building Addresses and School Board Members .....	45

## **Grundy Center Community School 2016-2017 Staff**

<p><b>Mission Statement: The Grundy Center School's community will empower its individuals with the attitudes, skills, and knowledge to become responsible, productive and fulfilled</b></p>
--

Jerry Schutz.....	Superintendent
Chad Wagner .....	Business Manager
Brian Sammons.....	Elementary Principal
Kristin Sheffield.....	Secondary Principal
Dan Breyfogle.....	Activities Director/Assistant Principal/HS Social Studies
Bob Munson.....	Technology Director/Curriculum
Mark Possehl .....	Transportation Director
Kenny Young .....	Maintenance/Custodial Director
Kathryn Patrick.....	Food Service Director
Brent Thoren .....	At-Risk Coordinator
Sherri Walker.....	Cedar Valley West Coordinator
Karol Ackerman.....	First Grade
Stacy Ascher .....	School to Work Program
Lindsey Aronson.....	HS Math
Abigail Atkinson .....	MS Special Education
Chris Bangasser .....	MS Language Arts
Beth Bockes .....	The Learning Center
Caleb Bonjour .....	MS Social Studies
Emily Boquet .....	Secondary Vocal
Mary Breyfogle .....	MS Special Education
Chris Conger.....	Elementary Physical Education
Carrie Dieken.....	Secondary Counselor
Victoria .....	Dinsdale
.....	First
Grade	
Cara Doak .....	TLC
Shannon Dole.....	Second Grade
Clay Edwards.....	MS Math
Val Ehlers.....	IMC Director
Sarah Eilbeck .....	Second Grade
Eileen Flater.....	7/8 Special Education
Kyle Francis .....	HS Business
Kim Geer.....	HS Science
Kari Geiter .....	Third Grade
Renee Gingery .....	MS Language Arts
Rob Gingery.....	K-12 TAG/Tech Integrationist
Sue Graham.....	Title 1/Reading Recovery
Amber Greiman .....	Vocational Agriculture/FFA
Amalie Guldenpfennig.....	HS English
Heather Gutknecht .....	MS Science
Abby Hendershot .....	Kindergarten
Jama Johnson .....	Elem TAG/Title I/ELL
Betsy Kuecker.....	Secondary English
Kellie Larson .....	MS Science
Phil Laube .....	MS Math
Katie Lechtenberg.....	Elementary Special Education
Heidi Leverton .....	Elementary Art
Jan Lindeman.....	TLC
Matt Lindeman.....	Secondary Physical Education
Tara Liston.....	Fourth Grade

Kerri Lynch	MS PE/Health
Vicki Murphy	Secondary Special Education
Meghan Norman	Third Grade
Darrin Patterson	Spanish
Miranda Rekers	Fourth Grade
Sherry Rizzuto	Elementary Counselor
Todd Rohler	MS Math/HS Science
Salina Ross	Transitional Kindergarten
Jamie Sadler	First Grade
Joan Schuller	Family & Consumer Science/Health
Kris Seitz	Industrial Technology
Amber Sly	Elementary Special Education
Addison Smith	Kindergarten
Geselle Steenhoek	Elementary Music
Ronda Sternhagen	MS/HS Art
Emily	Strohbehn
	Fourth
Grade	
Emily VanDyk	HS Math
Andrew VanHooreweghe	Instrumental Music
Lori Wallis	School Nurse
Melissa Walters	Third Grade
Andrea Wilson	Second Grade
Kari Ylvisaker	Kindergarten
Todd Zinkula	MS Social Studies
Dorinda Nederhoff	Elementary Administrative Assistant
Stacy Kelley	MS/AD Administrative Assistant
Shawna Kuiper	HS Administrative Assistant
Becky Smith	Superintendent Administrative Assistant
Jerry Eberline	Maintenance/Custodial
Garry Rottink	Custodial
Sharlene Buskohl	Custodial
Kim Shuey	Custodial
Will Barnes	Technology Assistant
Linda Baruth	Cook
Corinne Davis	Cook
Shirley Lang	Cook
Jodi Pelzer	Cook
Melanie Thompson	Cook
Sheryl Wilson	Cook
Lisa Aguon	Secondary Associate
Nicole Day	Elementary Associate
Alizabeth Del Castillo	Elementary Associate
Robin Edwards	Secondary Associate
Rachel Edittu	Elementary Associate
Esther Gutosky	Secondary Associate
Ellen Hoffman	Secondary Library Associate
Leann Hoeg	Secondary Associate
MaryLee Kersten-Day	Secondary Associate
Tammy Koch	Elementary Associate
Sandy Kuester	Elementary Associate

Cheryl Kriz .....	Secondary Associate
Tiffanie Saak .....	Elementary Library Associate
Melissa Scott .....	Elementary Associate
Amy Stahl .....	Secondary Associate
Jean Sternhagen .....	Secondary Associate
Heather Stumberg .....	Secondary Associate
TeraWalbaum.....	
Secondary Associate	
James Baruth.....	Bus Driver
Kathy Brown.....	Bus Driver
Rhonda Groninga .....	Bus Driver
Rex Schmitt.....	Bus Driver
Dixie Venenga .....	Bus Driver

## **SCHOOL SONG**

Cheer, cheer for old Grundy High  
Shake down the echoes cheering her name  
Send a volley cheer on high  
Shake down the thunder from the sky  
What though the odds be great or small  
Old Grundy High will win over all  
While her Spartan sons are marching  
Onward to victory

**School Colors: Maroon & White**

### **Grundy Center Community School History**

Since the first graduating class in 1890, Grundy Center High School has been educating students with the same commitment to excellence. We are proud of our long-standing tradition and believe it is important to honor the past as we prepare our students for the future.

In 1957 and again in 1972 the community was asked to support bond issues for the Grundy Center High School and on both occasions they were successful on the first attempt. Classroom remodeling, improvements made in the IMC (library), and technology updates have been made the past three years. The 475-seat auditorium serves the community as well as the school district as a means to view stage performances and meetings. The Grundy Center music boosters purchased a new sound system in 2007 and an automatic lighting system in 2011. The gymnasium was built during the 1957 building project and the community had enough foresight to install a collegiate length basketball floor with seating for 2000 spectators. The gym floor was replaced in the summer of 2004. During the winter of 2007 and summer of 2008 a new all-weather track, stadium seats and press box were constructed.

In 1996 the community of Grundy Center supported the building of a new elementary building on the location of the previous elementary building. Construction began in 1995 and the building was completed for students to enter the new building in the fall of 1996.

Educational programs at Grundy Center High School include Agriculture Science, Art, Business, English, Family and Consumer Science, Foreign Language, Health, Industrial Technology, Math, Music, Physical Education, Science, Social Studies and Technology. Classes for special needs students and talented and gifted students are also available. Grundy Center is also linked closely with AEA267 in Cedar Falls and has a strong working relationship with Hawkeye Community College in Waterloo.

Extracurricular activities at Grundy Center are Academic Decathlon, band, cheer squad, chamber choir, chorus, concert band, dance, drama, Envirothon, FFA, GC Jazz, jazz band, madrigal singers, marching band, pep band, Quiz Bowl, show choir, speech, sports manager, sports statistician, sport video operator, student senate, and yearbook. The Academic Decathlon team has placed in the State Academic Decathlon the past several years and is consistently one of the toughest teams at the regional competition.

Athletic competition is valued in our community and students are given every opportunity to find success. Grundy Center High School has been a member of the NICL Conference since 1923, which has produced state champions in all areas. Football, cross-country, volleyball, basketball, wrestling, track, tennis, golf, soccer, softball, and baseball are all available at Grundy Center High School. In addition, the Grundy Center YMCA offers many activities in which students may participate.

The Grundy Center School District has much to offer, but the real strength is the people. The relationships between students, staff, and community are second to none. If you have any questions or want more information please visit us at [www.spartanpride.net](http://www.spartanpride.net).

### **Equal Education Opportunity**

The school district does not discriminate in its education programs or educational activities on the basis of sex, race, religion, color, national origin, marital status, creed, sexual orientation,

gender identity or disability. Students are educated in programs that foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. The Equity and Affirmative Action Coordinator is Kristin Sheffield and can be reached at 319.825.5449, Ext. 304. Inquiries may also be directed in writing to the Director of the Region VII [Office of Civil Rights, U.S. Department of Education](#), 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, (816) 268-0550, or the [Iowa Department of Education](#), Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5294.

The school district, in its educational program, has a process to assist students experiencing behavior and learning difficulties. The Problem Solving Teams are responsible for this process. Representatives from the area education agency may also assist the school district in this process. Parents wanting access to this process should contact the building principal at the Elementary (Brian Sammons, 319.825.5461) or Secondary (Kristin Sheffield, 319.825.5449) office.

### **Jurisdictional and Behavioral Expectations Statement**

This handbook is an extension of board policy and is a reflection of the goals and objectives of the school board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students, teachers, employees and visitors are expected to treat each other with respect and courtesy so that all may be safe within the school environment. Students may not use abusive language, profanity or obscene gestures or language.

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

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

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

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole education structure. It is this training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. With this understanding of

discipline, it is the responsibility of each student to effectively demonstrate self-restraint and thus become a more disciplined person in life.

Discipline originates in the home. The parent is the first teacher of the child; it is the parent's obligation by teaching and by example, to develop in his/her children good habits or behaviors as well as a proper attitude toward school. The home and school must work together toward the ultimate goal of educating a child to become a mature person capable of self-control. The school expects parents and guardians of students to recognize their responsibility and to cooperate with the school in implementing effective discipline. Members of various staffs shall have the authority necessary to carry out school procedures, including the use of reasonable force to prevent and to stop any acts that disrupt the atmosphere of the school.

The staff members are assured of the cooperation of the Board of Education and administration, with the goal that proper discipline may be maintained. Areas where disciplinary control is to be exercised:

- while on school property,
- while on or in school owned and operated vehicles,
- while engaged in school-related activity; and,
- while away from school grounds, if such conduct would directly affect the good order, efficiency, management and welfare of the school.

The board believes inappropriate student conduct causes disruptions to the school environment and learning process and may present a threat to the health and safety of students, personnel and visitors on school premises. It shall be within the discretion of the person in charge of the classroom to remove the student and send him/her to the building principal's office or other designated area.

All employees of the district share the responsibility for seeing that behavior of students meet the standards of conduct conducive to an orderly school environment. Emphasis shall be placed upon student self-discipline.

Procedural differences in administering the policies, "Student Conduct, Suspension and Expulsion" will only occur for identified special needs students and targeted special education programs as identified in Public Law 94-14.

#### Student Behavior Policy

Students know that mutual respect between and among students and school staff is a key to an effectively operating school. Students who have learned self-discipline help themselves and everyone with whom they are in contact. They control themselves and understand how they can affect the total school system to make it better.

The school also has the responsibility to state expectations for student behavior. Behavior standards include:

- Be cordial and treat others with respect.
- Do not use or have in your possession tobacco, alcohol or a controlled substance.
- Do not become seriously involved in the law.

#### Inappropriate Student Behavior

Acts of behavior, which may result in the student being suspended, expelled, and/or referred to authorities are as follows:

- Repeated breaking of school rules
- Conduct that disrupts the school
- Fighting
- Threats
- Open defiance of staff, teachers, substitute teachers, or administrators
- Profanity and obscenity
- Stealing
- Vandalism
- Unauthorized possession or use of school keys
- Propping open a locked door on school property
- Gambling
- Reckless vehicle management
- Possession, consumption, or sale of a controlled substance including alcohol



- Turning in false fire alarm or bomb threat
- Bringing tobacco onto the school grounds or smoking or chewing in or about the building
- Showing disrespect for other students person or property
- Presenting a written statement to school authorities signed by a person other than a parent or guardian
- Possession or use of a weapon
- Insubordination
- Unauthorized possession of school-owned equipment (athletic or otherwise)
- Any behavior that disrupts the educational process at Grundy Center Schools
- Students threatening staff members will be subjected to law enforcement officials and suspended from school for three days
- Defacing, damaging, or destroying school property
- Bullying & Harassment

Any of the above mentioned behaviors could result in the suspension, detention, or expulsion of the student.

### Physical Restraint of Students

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 Website link <http://www.iowa.gov/educate/> and search for Timeout, Seclusion and Restraint.

### Public Display of Affection

Physical contact in the presence of others is sometimes embarrassing to some people, most always difficult to judge the appropriateness of the contact, and always presents a supervision problem with inconsistencies in the decisions made. Staff members will talk to the violators about the problem and if corrections are not made, parents will be contacted to seek their help in solving the problem.

### Definitions

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

### School Fees

The school district charges fees for certain items, such as textbook rental. Students whose families meet the income guidelines for free and reduced price lunch, the [Family Investment Program \(FIP\)](#), transportation assistance under open enrollment, or students who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the superintendent’s office at registration time for a waiver form. This waiver does not carry over from year to year and must be completed annually.

Grundy Center school fees for the current year are available on the Grundy Center Community School website <http://www.spartanpride.net> under the registration button.

### **Emergency Forms**

At the beginning of each school year parents must file an emergency form with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the building office if the information on the emergency form changes during the school year.

### **Legal Age for Enrollment**

Kindergarten students **must** be 5 years of age and first grade students must be 6 years of age by September 15 of the school year for which they are enrolled.

## STUDENT ATTENDANCE

### School Calendar and Daily Schedule

The current school year calendar can be found on the school website and in Appendix A. Included during the school year are the first two makeup days should school be called off due to inclement weather. Any other days missed will be added to the end of the school year. The school year consists of three trimesters. Elementary and secondary students are in attendance from 8:15 am to 3:15 pm. Professional Development days are on the calendar along with indication if it is an early dismissal day or no school day for students.

### Elementary Daily Schedule:

(Class periods vary by grade level) 8:15 Begin School Day  
 3:15 Dismissal  
 Early Dismissal Time: 1:15 p.m.

### Secondary Daily Schedule:

Regular Day		Early Dismissal		Late Start	
Period 1	8:10-9:09	Period 1	8:10-8:54	Period 1	10:10-10:54
Period 2	9:11 – 10:09	Period 2	8:57-9:41	Period 2	10:57-11:41
Period 3	10:12 – 11:10	Period 3	9:44-10:28	Period 4/Lunch	11:44-12:49
Period 4/Lunch	11:13-12:35	Period 5	10:31-11:15	5-6 Lunch	11:44-12:06
5-6 Lunch	11:13-11:41	Period 4/Lunch	11:18-12:23	7-8 Lunch	12:06-12:28
7-8 Lunch	11:41-12:09	5-6 Lunch	11:18-11:40	HS Lunch	12:28-12:49
HS Lunch	12:09-12:35	7-8 Lunch	11:40-12:02	Period 3	12:52-1:36
Period 5	12:38-1:36	HS Lunch	12:02-12:23	Period 5	1:39-2:23
Period 6	1:39-2:37	Period 6	12:26-1:10	Period 6	2:26-3:10
Spartan Time	2:40-3:10				

- The secondary office will be open for students at 7:45 AM. Secondary students are to remain in the Commons until 8:00 a.m. to allow for teacher collaboration time. Secondary warning bell will ring at 8:05 AM.
- Elementary students should arrive at school between 8:00-8:10 a.m. Those who eat breakfast may arrive earlier, as breakfast begins at 7:50 a.m. Other elementary students may not enter the building until 8:00 and should use the front entrance.

### Dismissal of School

- School will be dismissed for the day at 3:10 in the Secondary & 3:15 in the Elementary Buildings. Students are not to remain in the building after this time unless under the supervision of a teacher. In all cases, the students must leave prior to the departure of the teacher. Elementary town students are dismissed from the front/east entrance, and bus students dismiss from the back/west entrance daily.

### Student Attendance

The Board of Education has commissioned the school to provide the best possible education for the students of the Grundy Center Community School. In order to make the most efficient use of facilities and teachers, it is essential to have regular attendance. The educational progress of each student is directly related to regular classroom attendance. All students are expected to attend all

scheduled class sessions. Whenever a student is absent from school, the value of the work missed is something that is difficult to make up by out-of-class work. Make-up work requires a good deal of extra time on the part of the teacher. This time can best be spent on the entire class or students who have been absent due to illness or unavoidable reasons.

Many out-of-school activities have educational value, but these may or may not contribute to the skills and concepts taught in the classroom. They cannot be considered a substitute for classroom attendance. Parents have the right to make the decision concerning school attendance for their children within the limits prescribed by laws of our state. The school, however, has the responsibility of passing judgment on the validity of the excuse presented from the parents. Parents desire and expect uniformity and fairness in each excuse. In order to arrive at uniformity, the following policies have been adopted:

- Absences will be classified as excused or unexcused.
- The parent is to provide the reason for the absence and the Administration will determine whether the absence is excused or unexcused.

Questions that arise in regard to absence or presence should be cleared through the principal's office. District policy requires a student be in attendance at least one hundred forty-eight days. Students must be in attendance for at least forty-nine days each school trimester, for the schools under their jurisdiction. (Iowa Code 299.1) Regular attendance is absolutely necessary for a student to gain maximum benefit from his/her educational experience. The school board supports this view by restricting excused absences to the following:

1. Illness of the student
2. Death or emergency illness in the family
3. Working at home when parent or guardian urgently needs the help
4. Family trips with parent or guardian
5. School sponsored activities
6. Professional appointments unable to be scheduled outside of school time.

Students participating in school activities must be in school at least one-half day on the day of the event in order to participate in a school activity. The remaining half-day must be an excused absence. Only in extraordinary circumstances, the administration may waive this rule. Students will be counted absent or present based on the following schedule:

1. Students shall be in attendance by 9:15 AM to be counted present for the morning
2. Students shall be in attendance until 2:15 PM to be counted present for the afternoon

**SCHOOL POLICY REQUIRES PARENTS TO CALL THE BUILDING PRINCIPAL'S OFFICE WHENEVER A STUDENT IS GOING TO BE ABSENT OR TARDY.**

**ELEMENTARY: 319-825-5461 & SECONDARY: 319-825-5449 or 319-825-5464**

In each case of an absence a telephone call explaining the absence is required before a student will be permitted to attend classes again. The call will be used by the school administration to determine if the absence is excused.

### **Excessive Absences**

Any student with excessive absences or excessive tardies will be addressed on a case-by-case basis requiring a meeting between a parent or guardian, the student, and a school staff intervention team member for support. Six (6) unexcused absences in one trimester may result in the student being dropped from that class.

For those students who fail to attend on a regular basis, Iowa mandatory attendance law carries the following penalties for parents or guardians:

### **Section 299.6 VIOLATIONS -- COMMUNITY SERVICE OR FINE OR IMPRISONMENT.**

Any person who violates a mediation agreement under section 299.5A, who is referred for prosecution under section 299.5A and is convicted of a violation of any of the provisions of sections 299.1

through 299.5, who violates any of the provisions of sections 299.1 through 299.5, or who refuses to participate in mediation under section 299.5A, for a first offense, is guilty of a simple misdemeanor.

A **first** offense conviction is punishable by imprisonment not exceeding ten days or a fine not exceeding one hundred dollars. The court may order the person to perform not more than forty hours of unpaid community service instead of any fine or imprisonment. A person convicted of a second violation is guilty of a serious misdemeanor.

A **second** offense conviction is punishable by imprisonment not exceeding twenty days or a fine not exceeding five hundred dollars, or both a fine and imprisonment. The court may order the person to perform unpaid community service instead of any fine or imprisonment.

A **third** or subsequent offense is a serious misdemeanor and a conviction is punishable by imprisonment not exceeding thirty days or a fine not exceeding one thousand dollars, or both a fine and imprisonment. The court may order the person to perform unpaid community service instead of any fine or imprisonment.

If community service is imposed as part of a sentencing order, the court may require that part or all of the service be performed for a public school district or nonpublic school if the court finds that service in the school is appropriate under the circumstances.

If a parent, guardian, or legal or actual custodian of a child who is truant, has made reasonable efforts to comply with the provisions of sections 299.1 through 299.5, but is unable to cause the child to attend school, the parent, guardian, or legal or actual custodian may file an affidavit listing the reasonable efforts made by the parent, guardian, or legal or actual custodian to cause the child's attendance and the parent, guardian, or legal or actual custodian shall not be criminally liable for the child's nonattendance.

### **Tardiness**

Interruptions caused by tardy students entering the room and visiting with the teacher takes away valuable class time and can destroy a teacher's introductory presentation. Preventing tardiness is 99% the responsibility of the student. In some cases a student may arrive late to school from home. If there is a note or phone call giving a legitimate reason for the late arrival, there is, of course, no penalty. If a student is late to school or class, they should go directly to the office to report his/her arrival. An admittance slip will be administered before s/he can enter class. In some cases, a teacher may cause a student to be late to his/her next class. This too is excused. If a student is late from one class to the next, it is an unexcused tardy unless the prior teacher has notified the next teacher stating the reason for being late to class. The office and the classroom teacher record any unexcused tardies. Secondary students who have accumulated four tardies will receive notification that they will be expected to stay for detention on Wednesday from 3:15-3:45. It is the student's responsibility to notify their coach if they have a practice after school. Any junior or senior that has accumulated four tardies will also lose his/her open campus privilege for one week following the served detention.

### **Truancy Absence**

Truancy occurs when a student misses school without the knowledge or consent of the school or the parent/guardian. It could be a whole day or a part of a day. Truancy, as defined above, may be as short as skipping a class or as long as an entire day. The penalties for truancy build up throughout the entire year and are as follows:

- 1st Offense – student will serve a 30 minute detention and any junior or senior will lose open lunch privileges for the 3-week grading period.
- 2nd Offense – Phone call home to parent or guardian and loss of open campus privileges until the end of the trimester.
- 3rd Offense – Excessive absence / tardy procedures go into place which could lead to an attendance contract for the student an / or possible meeting with County Attorney for legal intervention.

Students who leave school before 10:15 AM will be counted absent for the whole day. Those leaving after 11:00 AM will be marked absent either for a half-day or whole day depending on the length of time they are gone.

### **Make-Up Work**

A student has one day for each day of absence to turn in make-up work assigned. The following are exceptions:

1. When the absence has been of some duration.
2. When assignments have been assigned previous to the absence.
3. The student is able to complete work through CANVAS or laptop technology.
4. Additional time may be given depending upon the individual case, which will be determined by the teacher and student.
5. Students in concurrent classes may have different expectations regarding absences and are responsible for understanding and following those expectations.

Any absence which does not meet any of the criteria for an excused absence but did have parental knowledge prior to the absence will be classified as unexcused. Make-up work assigned will receive full credit if turned in on time, but points or percentages for attendance and class participation could be lost. If a student must miss school due to a family vacation or other family obligation, the student and the parents shall notify the school and make arrangements with the office and staff prior to the absence.

### **Career Options/College Visits**

Seniors and juniors are encouraged to visit college campuses on weekends or school holidays. Please communicate your visits with your advisor and school counselor.

### **Early Release/Open Campus**

Seniors will have the opportunity to leave school at the end of their last class or report late to school if they do not have a 1st hour class. Students leaving for work must sign out in the office every day prior to leaving. Students must have a conference with the school counselor to discuss this arrangement and gain approval for any out of school time that is in their schedule. Signed forms must be approved by the counselor and kept on file in the office.

Students in grade 12 will have the opportunity to leave the building during lunch on Tuesday through Friday. Students in grade 11 will have the opportunity to leave the building during lunch on Friday only. Students must maintain a C average with classes they are enrolled in and have no discipline referrals in order to leave during lunch.

Early release/Open Campus privileges may be revoked for any of the following reasons:

- Any student receiving an F at 3/6/9 weeks will have the privilege revoked until the end of the next grading period.
- Poor citizenship, excessive tardiness or truancy will result in the loss of the privilege for three (3) weeks. Second offense is loss of privilege for the remainder of the trimester.
- Any flagrant violation of school rules will result in an automatic suspension of this privilege for the remainder of the school year.

### **Inclement Weather**

In case of bad weather, unsafe road conditions, or other reasons requiring early school dismissal or school cancellation, we will use the radio, TV, GovDelivery alerts, and school website to inform employees and parents of the necessity to close. **Radio stations KCRR 97.7 FM, KDAO 99.5 FM, KWLO 1330 AM, WHO 1040 AM, and KWWL Channel 7 TV** will be the official stations for making these announcements. We will endeavor to get such

announcements on the air by 7:00 AM or earlier. If weather and road conditions are such that it is clearly evident the night before that we cannot have school, this will be announced on the evening broadcasts at or around 10:00 PM. If no announcement is made, school will be in session.

If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means. Parents of students who ride the bus are notified how students will be returned home with the notification that school has been dismissed. The superintendent determines whether buses will follow the regular routes. If the buses do not follow the regular routes, they follow emergency routes or the parents are responsible for picking up the students at the student's school.

Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are generally canceled and re-scheduled. The principal may determine whether to hold extracurricular activities or practices. If the extracurricular activity is to be held, students and parents are notified in the same manner as the notification that school was dismissed.

## **STUDENT HEALTH, WELL-BEING AND SAFETY**

### **School Day**

Students may be present on school grounds before 8:00 AM or after 3:30 PM **only** when they are under the supervision of an employee or an extracurricular activity sponsor. If school is dismissed early, students are expected to leave the school grounds within thirty-minutes (30) of dismissal.

### **HAWK-I Insurance for Children**

Parents can apply for low- or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescription, immunizations, physical therapy, vision care, speech therapy and hospital services to name a few. Parents are urged to call 1-800-257-8563 (toll-free) or go to the web site at [www.hawk-i.org](http://www.hawk-i.org) for more information.

### **Immunization**

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

### **Physical Examinations**

Parents are encouraged to have their children receive periodic physical examinations. Students participating in athletics are required to provide a school district physical examination form signed by the student's health care provider stating the student is physically fit to perform in athletics prior to the start of the sport. Failure to provide proof of a physical examination makes the student ineligible. Students who cannot afford the cost of the physical examination should contact the coach of their sport.

### **Emergency Drills**

Periodically, the school holds emergency fire, tornado, and other emergency drills. At the beginning of each trimester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms.

Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials.

**FIRE:** The fire alarm is a constant horn sound over the intercom. All persons in the building should move to the proper exit immediately. Keep in line and do not push. Move at least 100 feet from the building and remain there until given the all-clear signal to reenter the building.

**TORNADO/DISASTER:** The signal will be a repetitive short blast from the alarm system. All persons in the building should move to their designated area in the building and remain there until given the all-clear signal.

**BOMB THREAT:** The signal is the same as a fire alarm (a constant horn sound from the alarm system). All persons in the building should move to the proper exit immediately. Keep in line and do not push. Move at least 100 feet from the building and remain there until further instructions are given. If a bomb threat is made, the school time missed will be made up the first Saturday following the threat. Each room has a sign indicating fire exits and disaster areas to be used. Always follow your teacher's instructions.

**LOCK DOWN:** Lockdowns will be announced over the intercom. In the event of a lockdown the staff members will be alerted and they will lock doors and get all students out of hallways and into classrooms.

### **Administration of Medication**

Students may need to take prescription or non-prescription medication during school hours. Students may carry medication only with the permission of the parents and principal. The school must know the medications a student is taking in the event the student has a reaction or illness. Students must provide written instructions for administration of the medication as well as parental authorization to administer the medication. Forms can be found in Appendix B.

Medication is held in a locked cabinet and distributed by the school nurse or certified office staff. Medication must be in the original container with the following information either on the container, in the instruction sheet or in the parental authorization:

1. name of the student;
2. name of the medication;
3. directions for use, including dosage;
4. times and duration;
5. name, phone number and address of the pharmacy;
6. date of the prescription;
7. name of the physician;
8. potential side effects; and
9. emergency number for parents.

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

A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student will be released to the student's parents or, with parental permission, to another person directed by the parents.

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

### **Student Insurance**

All extra-curricular participants must have school-sponsored insurance or present a waiver, signed by the parents, stating they have adequate insurance and will not hold the school responsible for injuries or the cost of medical treatment.

### **School Nurse**

The school nurse:

- provides direct health care to students and staff
- provides leadership for the provision of health services
- provides screening and referral for health conditions
- promotes a healthy school environment
- promotes health
- serves in a leadership role for health policies and programs
- serves as a liaison between school personnel, family, community, and health care providers.

The school nurse is Gloria Dielschneider. She is in the district part-time on a weekly basis serving both the elementary and secondary buildings. To contact her when she is in the district you can call the building office and they will transfer your call. When not in the district you may contact her by calling her cell phone at 641-750-5828. If you need to visit with her in person please stop at the building office and you will be directed to her office.



### **Communicable and Infectious Diseases**

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

### **Health Screenings**

Prior to kindergarten entry, students must have a dental screening and lead test. A vision exam is recommended and should be repeated regularly as recommended by an optometrist or ophthalmologist.

The following health screenings will be done as recommended by the National Association of School Nurses: vision, hearing, height, weight, blood pressure, and dental.

### **Sexual Abuse and Harassment of Students by Employees**

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated the Superintendent, 319.825.5418 or the Guidance Counselor, 319.825.5449 as its Level I investigator. The elementary or secondary principal may also be contacted directly.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm. Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment.

Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

### **Anti-Bullying/Harassment Policy & Procedures**

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

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

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

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

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

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

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

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

- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, property, etc.;
- Demeaning jokes, stories, or activities directed at the student; and/or,
- Unreasonable interference with a student's performance.

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

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

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

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

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

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

retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The guidance counselor or designee will be responsible for handling all complaints by students alleging bullying or harassment. The guidance counselor or designee will be responsible for handling all complaints by employees alleging harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the school district.

### **Complaint Procedures**

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor, or principal to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
  - Tell a teacher, counselor, or principal; and
  - Write down exactly what happened, keep a copy and give another copy to the teacher, counselor, or principal including;
    - What, when, and where it happened;
    - Who was involved;
    - Exactly what was said or what the harasser did;
    - Witnesses to the harassment;
    - What the student said or did, either at the time or later;
    - How the student felt; and
    - How the harasser responded.

An individual who believes that the individual has been harassed or bullied will notify the guidance counselor, the designated investigator. The alternate investigator is the building principal. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint.

### **Investigation Procedures**

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the superintendent.

Following the receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps, which may include discipline.

Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

### **Points to Remember in the Investigation**

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.
- If the investigator is a witness to the incident or actions, the alternate investigator shall investigate

District Forms relating to this policy are found in Appendix C.

### **Definition of Homeless**

*Homelessness*: As defined by McKinney-Vento Homeless Education Assistance Act of 2002, Subtitle B of Title VII, Section 725, the term "homeless children and youths"—

(A) means individuals who lack a fixed, regular, and adequate nighttime residence; and

(B) includes

1. children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
2. children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. migratory children (as such is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (1) through (3).

Carrie Dieken, the secondary school counselor, is the homeless liaison for the school district.

### **Asbestos Notification**

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the school and to act as a guide in formulating asbestos management policies for the schools. Friable and non-friable asbestos containing materials will be maintained in good condition and appropriate precautions will be followed when the material is disturbed for any reason. If there is a need to replace asbestos it will be replaced with non-asbestos containing materials. Each school building will maintain a copy of the asbestos management plan.

The school district will implement the rules of AHERA and will provide the necessary funding to implement the response actions as required. The school district will appoint and train as necessary the appropriate person as required in the rules.

## STUDENT ACTIVITIES

### Assemblies

Throughout the year the school district may sponsor assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly, and on their way back to the classroom after an assembly. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away. Students who are not attending the assembly shall report to the building office or other designated area during assemblies.

### Field Trips

The principal and superintendent must approve all out-of-town field trips. Field trips to certain places of educational value will be a part of some of the course curriculums. Students will conduct themselves on these trips in the same manner as in the classroom. The conduct of students on field trips will be a determining factor in considering future trips. Parent permission forms will be signed at the beginning of each school year and used throughout the year.

Any out-of-state field trips will be subject to school board approval prior to students or the school being required to make any financial commitment.

### School-Sponsored Student Organizations

School-sponsored student organizations are those that are recognized by the school district and board. School-sponsored student organizations include National Honor Society, FFA, and Student Senate.

Participation in school-sponsored student organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation may be suspended or canceled for violating an individual coach or sponsor's rule as well as for violation of school district policies, rules or regulations.

### Silver Cord

#### **Purpose of Program**

- To instill within students the important role that quality community service has in building a successful, growing, community.

#### **Requirements of Program**

The Silver Cord Award is a distinguished service award available to Grundy Center High School students who earn at least 120 hours of community volunteer service from the start of their freshman year through May 1 of their graduating year. At the Senior Awards program in May, recipients will receive a silver cord to wear on their robes at graduation in recognition of their achievement. Those moving into the district after the start of their freshman year may have hours requirements pro-rated.

The Century Club Award: A student who completes 100 hours of volunteer service in a single school year, with documentation, will be eligible for the Century Club Award. This award can be earned in any or all of your high school years and may include hours that benefit one organization. These students will be recognized at the High School awards ceremony at the end of the school year. They will also be registered on the Presidents Volunteer service award site: <https://www.presidentialserviceawards.gov>. This will allow them to receive a bronze award pin and recognition letter from the White House (cost to be paid by the recipient – '09 cost was \$10). Important details regarding the Silver Cord/Century Club Awards:

- **Documentation:** Students MUST document all service activities on the Silver Cord/Century Club Award Form provided by the Grundy Center Dollars for Scholars Committee - one form for each site or project, signed by a supervisor at the site. (A note confirming the student's service signed by the supervisor at the project is also acceptable. It must be attached to the Silver Cord form.) Forms can be submitted to the Silver Cord Awards coordinator at any time during the year. There is no specific deadline for underclassmen to submit forms, although it is best to turn them in as soon as they are completed. Seniors should submit all Silver Cord forms by May 1 of senior year. Documentation for the Century Club award must be submitted to the Coordinator by May 1 of the year receiving the award.
- **Summer Service:** Service hours earned during the summer after the academic year may be

applied toward EITHER the prior or following school year – student’s choice. (For example, the summer after sophomore year can apply toward either the freshman/sophomore hours or the junior/seniors hours or be divided between the two as needed). Summer BEFORE Freshman year cannot be used. It is recommended that all summer projects be pre-approved in writing by the Silver Cord Award Coordinator. Pre-Approval Forms are available in the Silver Cord Awards Coordinator’s office and should be submitted 2 weeks before final exams. Summer service that complies with Silver Cord criteria will be accepted even if students were not able to submit pre-approval forms. Students should pick up blank Silver Cord Award forms before the end of school to use for documenting summer service. Completed forms should be kept by the student until they return to school in the fall. The Silver Cord Awards Coordinator will be responsible for keeping students' Silver Cord files.

- **Acceptable service activities:** Silver Cord/Century Club hours must be for providing a SERVICE or meeting a clear NEED for a non profit agency, church, school, park, charity program, fundraiser or community event. The service should be “above and beyond” ones usual scope of involvements and should not be part of required service for a program such as Scouts or religious education. If there is any question about whether a specific volunteer experience meets the criteria of “providing a service” or “meeting a need” students should get prior approval from the Silver Cord Awards Coordinator by submitting a Pre Approval Form. The Silver Cord Review Committee makes final determinations regarding service. Examples of activities that would not be acceptable: GCHS sports team managing; most GCHS music program events (unless not a member of the organization); concession stand or fundraising events in which proceeds benefit a GCHS program the student is involved in; performing in musical, dance or theater groups unless related to a social cause or charity benefit; Participation on committees in which focus is on ones own leadership development and does not include outreach to larger community.

- Silver Cord Hours CANNOT BE:

- To satisfy a class or requirement by any agency, program or organization
- Court-mandated community service
- For a relative
- For pay or compensation of any kind
- Travel to and from volunteer activities
- Sleeping or personal recreation hours during volunteer service time
- Any time the school is in session (this includes time that you may opt to take, but school is in session)

### **National Honor Society**

The Maggie Gray Chapter of the National Honor Society was first chartered in Grundy Center High School in 1927. The National Honor Society is founded upon the following **FOUR PRINCIPLES:**

- SCHOLARSHIP
- LEADERSHIP
- CHARACTER
- SERVICE

A student is eligible for selection into the GC NHS following their first trimester of the junior year. All junior and senior students with a cumulative 3.00 GPA will receive an application for completion. The Grundy Center High School faculty selects the individuals from the completed applications. A formal induction ceremony is held once the selection is announced.

### **Activity Bus**

The school district may sponsor an activity bus to transport students to school activities. A fee may be charged to students riding the activity bus. Riding on the activity bus is a privilege that can be taken away.

Students taking part in activities that take them to other towns must travel to and from by the transportation provided by the school. Failure to comply with this regulation will mean the elimination from the activity.

The activity sponsor may grant a participant permission to return home with his/her parents or other school personnel if s/he wishes. Parents taking their student home must make personal contact with the activity sponsor at the site of the event. **Notes will not be accepted.**

### **School Fundraising**

Fundraising is sometimes necessary for special projects and to help sustain student activities. All fundraising must have school board approval. Students are always encouraged to participate in a safe manner and never approach potential donors that they do not know unless there is a parent/guardian or other well-known adult present. If you ever have any questions about a fundraising initiative, please contact the sponsor or building principal.

### **High School Fundraising Goals:**

- 1) Each graduating class of Grundy Center will need to be responsible for raising the following.
  - a) Approximately \$1,750.00 for commencement
    - i) \$20.00 per person for robe, cap, tassel
    - ii) \$10.00 per person for pictures receiving diplomas
    - iii) \$5.00 per person for flowers for parents
  - b) Approximately \$1,500.00 for Prom (alternating between UNI and GC each year)
    - i) UNI
      - (1) \$700 rent UNI Ballroom
      - (2) \$1,000.00 for DJ, decoration, snacks, etc.
      - (3) Meal served @ UNI or on their own - students will pay for meals
      - (4) Pictures at UNI
      - (5) After Prom held in CF, Waterloo or GC sponsored by junior class parents
    - ii) Grundy Center
      - (1) \$100 rental of Community Center
      - (2) \$1,400.00 spent on DJ, decorations, etc.
      - (3) Meal served in GC or on their own - students will pay for meals
      - (4) Pictures during dance at the Community Center
      - (5) After Prom held in the HS Commons sponsored by junior class parents
  - c) \$100-\$500 for 5-year reunion mailing

**Parents are responsible for raising money for after prom. Funds raised for after prom should be spent on after prom.**

### **Use of Facilities**

The Grundy Center School District has board policies that govern the use of the buildings and facilities to outside entities. All school activities take priority when scheduling events. Gymnasiums and cafeterias are generally not available during the school day for use by outside organizations or entities. Athletic practices are held both before school and after school until approximately 6:00 p.m. Please check the school calendar and the reserved list prior to submitting an online request. Reservations will be confirmed after all paperwork has been completed and proof of insurance is obtained. If you have questions, please contact the superintendent's office at 319-825-5418. Groups and organizations wishing to utilize facilities for students grades K-8 will conclude their activities no later than 8:30 p.m.

### **Dances**

The secondary administration must approve school-sponsored dances at least two (2) weeks prior to the dance. Students who leave a dance are not allowed to re-enter the dance. School district policies, rules and regulations apply to students as well as non-students at school dances. Students and non-students violating school district policies, rules or regulations are asked to leave the dance and school grounds.

### **Student Senate**

#### **Elementary Spartan Senate**

Representatives from grade four are selected to serve on Spartan Senate. Senators work as a team to promote citizenship throughout the elementary, and to provide service to the school and the community.

#### **Middle School Student Senate**

The Middle School Student Senate will consist of representatives from each grade level. Representatives will be selected during the school year. All students are eligible to be on the council.

#### **High School Student Senate**

The name of the student governing body shall be known as the Grundy Center Student Senate. There will be four representatives from each grade. Information on election, duties, and activities may be found in the Student Senate Constitution. The Student Senate has leadership of the homecoming activities, student activities, school elections, and assists in sponsoring the foreign student program. It is also encouraged to make suggestions to the administration for ways of improving our school.

#### **Student Activity Tickets**

Students may purchase a student activity ticket for admission to certain school district activities. Students not wishing to purchase an activity ticket must pay regular prices to attend school district activities. Students who cannot afford a student activity ticket should contact the building principal. Participants of the activity do not need a ticket (i.e. members of the choir for a vocal concert, varsity basketball player at the varsity game, etc.)

## **STUDENT RIGHTS AND RESPONSIBILITIES**

#### **Educational Records**

Student records containing personally identifiable information, except for directory information, are confidential. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the business manager, in the central administration office.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible student") certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's education records within forty-five days of receipt of the request.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identified the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights.

Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff law enforcement unit personnel and certain volunteers); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- (4) The right to inform the school district the parent does not want directory information, as defined below, to be released. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing to the principal by the first day of school each year. The objection needs to be renewed annually.



**NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, E-MAIL ADDRESS, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION.**

- (5) The right to file a complaint with the U. S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Ave., SW, Washington, DC, 20202-4605.

The School District may share any information with the (list the parties in the juvenile Justice Sharing Agreement) contained in a student's permanent record, which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication, information contained in the permanent record may be disclosed by the school district to the parties without parental consent or court order. Information contained in a student's permanent record may be disclosed by the school district to the parties after adjudication only with parental consent or a court order. Information shared pursuant to the agreement shall be used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family. Information shared under the agreement is not admissible in any school disciplinary proceeding or court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian. This agreement only governs a school district's ability to share information and the purposes for which that information can be used.

The purpose for the sharing of information prior to a student's adjudication is to improve school safety, reduce alcohol and illegal drug use, reduce truancy, reduce in-school and out-of-school suspensions, and support alternatives to in-school and out-of-school suspensions and expulsions which provide structured and well supervised educational programs supplemented by coordinated and appropriate services designed to correct behaviors that lead to truancy, suspension, and expulsions and to support students in successfully completing their education. Information shared will not be used in a school disciplinary proceeding.

Forms can be found in Appendix E.

### **Legal Status of Student**

If a student's legal status, such as the student's name or the student's custodial arrangement, should change during the school year, the parent or guardian must notify the school district. The school district needs to know when these changes occur to ensure that the school district has a current student record.

### **Student Searches**

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected. A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

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

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

A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- The age of the student;
- The sex of the student
- The nature of the infraction; and

- The emergency requiring the search without delay.

A student's body and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.

Personally intrusive searches will require more compelling circumstances to be considered reasonable. If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student's body, handbags, bookbags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

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

### **Student Lockers and Desks**

HOUSE FILE 528 ELIMINATES THE 24-HOUR NOTICE REQUIREMENT TO INSPECT A LOCKER. THE SCHOOL DISTRICT MAY INSPECT ANY NUMBER OF LOCKERS AT ANY GIVEN TIME.

HF 331 (2003) – In accordance with Iowa Code ch. 808A (2003) Code No. 502.5 of the Iowa Code, “Student lockers are the property of the school district. Students will use the lockers assigned to them by the school district for storing their school materials and personal belongings necessary for attendance at school. It is the responsibility of students to keep their assigned lockers clean and undamaged.

To ensure students are properly maintaining their lockers, the principal of the building may periodically inspect all or a random selection of lockers. Either student or another individual will be present during the inspection of lockers. Students' lockers may also be searched, at any time and without advance notice, in compliance with board policy regulating search and seizure.”

### **Search and Seizure**

In accordance with Iowa Code ch. 808A (2203) Code No. 502.8 of the Iowa Code, “School district property is held in public trust by the board. School district authorities may, without a search warrant, search students or protected student areas based on a reasonable articulable suspicion that a school district policy, rule, regulation or law has been violated. The search is in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishings of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, will not create a protected student area and will not give rise to an expectation of privacy with respect the locker, desk or other facility.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property with the jurisdiction of the school district.”

### **Threats of Violence**

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

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

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior:

- the background of the student, including any history of violence or prior threatening behavior;
- the student's access to weapons of any kind;
- the circumstances surrounding the threat;
- the age of the student;
- the mental and emotional maturity of the student;
- cooperation of the student and his or her parent(s) or guardian(s) in the investigation;
- the existence of the student's juvenile or criminal history;
- the degree of legitimate alarm or concern in the school community created by the threat; and
- any other relevant information from any credible source.

### **Dress Code**

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

- *Shirts must not be...*
  - *Bare shoulder (further defined as...must have two straps that attach front and back with no undergarments or cleavage showing),*
  - *Bare back*
  - *Bare midriff*
  - *See through*
- *Regardless of clothing style, students are expected to wear appropriate undergarments.*
- *Shorts must be a minimum of thumb length when arms are held straight down to the side.*
- *No undergarments should be visible out the top of anyone's pants, skirts, shorts, or jeans.*
- *When, in the judgment of the Administration, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student will be sent home to change, and any classes missed will be unexcused. At the elementary school, parents will be contacted and asked to bring appropriate clothing*

Iowa's educational standards (Iowa Code section 256.11, 1987 supplement) require that students from grades one through twelve will be taught about the effects of alcohol, tobacco, drugs and poisons on the human body as part of their health and physical education curriculum. Any message depicting the use of alcohol or drugs runs counter to our educational mission. Likewise, to maintain appropriate community standards of decency, any apparel bearing a sexually explicit message will be treated in the same manner.

Dress and personal appearance should be safe, healthful, and not interfere with or distract from the educational process. Any written material, which advertises a service not permitted to minors, will be discouraged. In addition, no obscene, vulgar material or pictures on any clothing will be tolerated. Such materials include, but are not limited to, buttons, badges, t-shirts, or other such clothing. These rules apply for all areas of school activities including PE, lunch, and athletic practices. **IF IN DOUBT, DON'T WEAR IT!** Athletic equipment may only be worn at athletic events and practices. If seen wearing them otherwise, the equipment will be collected from the individual violator.

Students will not be allowed to wear any type headgear (caps, hats, or bandanas) in the school building during the regular school day. Students will be asked to promptly remove their headgear (caps, hats, or bandana) and if they refuse, a detention or suspension will be given.

Staff members having students in academic and extra-curricular activities, who will be making public appearances, will be authorized to establish their own guidelines or stands with the approval of the administration.

### **Cell Phone Policy**

#### **Elementary**

Cell phones are allowed in the building. Students who bring cell phones must leave them in their book bags during the school day. Phones may not be used between 8:15-3:15. If a parent needs to get a message to their child, call the elementary office at 825-5461 and the message will be relayed.

### **Middle/High School**

Cell phones are allowed in the building, but may only be used in the commons and hallways during class passing time, and during lunch. Any phones being used during class time (calls made, text messages sent or checked, phone ringing, photos taken, games played, etc.) will result in immediate confiscation of the phone by the staff member. Students going to their lockers, restrooms, office, etc. during class time and using their cell phones will have them confiscated. There will be no “warnings” before confiscation. The phone will be turned over to the office. Students refusing to turn over the phone will be sent to the office.

**First offense** the teachers and staff will take phones from students and turn them in to the office. Phones will be returned at the end of the day.

**Second offense** the phone is taken and the parents will be contacted. Phone will be returned when the parents come to the school and pick up the students phone. No device is permitted which allows students to send or receive personal messages that would contribute to cheating or misconduct. Inappropriate use of a device or a prohibited item will be taken away from the student and returned at a later date. Students found in violation of this policy may be subject to discipline and, in cases where a law may be violated, law enforcement may be contacted. Students need to remember that whatever they put on a personal electronic device could end up anywhere so they need to ensure the devices are used appropriately.

### **Technology: Acceptable Use Policy**

Technology resources, including network and Internet access, are available to students and employees in the Grundy Center Community School District. Our goal in providing these resources is to promote educational excellence by facilitating resource sharing, access to information, innovation and communication. The use of the network and other technology resources is a privilege, not a right; inappropriate use will be determined by the school administration on a case-by-case basis and may lead to penalties ranging from verbal reprimand to disciplinary action. Due process will be followed in any disciplinary action.

To ensure that the use of the school technology resources is consistent with the educational objectives of the district, authorized representatives of the district may monitor and record the use of district equipment from time to time. Individual user responsibilities include, but are not limited to, the following areas:

#### **Federal Laws**

Users will abide by copyright laws when using information, pictures and other items obtained electronically. Users will be held accountable for any activity or communication transmitted over district resources. Users will not use district resources to hack, stalk, harass, or bully, as determined by school administration.

#### **Privacy**

Users will access only files and information for which they have authorized access/legitimate use. Users will maintain their password(s) in the strictest of confidence. Users will not knowingly allow others to use their account. Users will be responsible for any activity that is accessed through their account. Users understand that information stored on and communication sent over district resources should not be considered private.

#### **Software**

Users will use only copies of software that have been legally installed on district equipment by district employees or an authorized representative. Staff will provide the district Technology Director with the original software and written approval from the building administration before

installing any non-school purchased software.

### **Hardware**

Technology hardware is intended to be used only for educational purposes. Business use is prohibited. Staff will supervise student use of equipment. Users will treat district technology with care and respect.

### **Internet/Email**

Grundy Center Schools prohibits the downloading, transmitting and/or possession of illegal, profane, sexually explicit or other objectionable materials obtained through any school owned technology. Grundy Center Schools further prohibits all persons from bringing any of these materials obtained from any source on to school property and/or providing them to any school personnel and/or students. Users will use only school based email accounts. These accounts are the property of Grundy Center Community School. Personal or confidential information should not be shared via Internet or email. Users will conserve limited district and network resources. Curriculum activities will have priority (Proxy servers are used to track Internet usage and document violations. Problem sites are blocked as needed; however, no child safety system is 100% effective.)

### **Care of School Property**

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

All rental books are the property of the school and loaned to the students for a nominal fee as possible. It is the student's responsibility to treat his/her textbooks so that they will not show more than normal wear and usage. All books are to be covered. Do not remove the covers unless they are completely torn or soiled. Textbooks are to be placed on the shelf if kept in a locker. Excessive wear and tear will be cause for reimbursement to the school for the original cost of the book.

### **Grundy Center Academic Integrity Policy**

#### **Plagiarism**

Representing someone else's work (written or visual) as your own without proper attribution or acknowledgement using academic conventions or citation is plagiarism.

Plagiarism includes but is not limited to:

- Using exact words from a source without appropriate crediting
- Cutting and pasting electronically from any source without appropriate crediting
- Using wording and / or sentence structure too close to the original in paraphrasing
- Using visual images in whole or in part created by someone else
- Buying a paper and presenting any part of it as one's own
- Borrowing a paper in whole or part and presenting any part of it as one's own without appropriate crediting
- Falsifying or inventing any information or citation in an academic exercise

#### **Addressing Violations of Academic Integrity**

##### **First Offense:**

1. Student work will be rejected and the student will be required to resubmit work under the supervision of the staff member. Student will be given adequate time to work on the assignment (from one to ten days, which will be at the teacher's discretion). Anything less than a "C" quality assignment will be rejected. Student will earn a C for the assignment once it is accepted by the teacher.
1. Student will make a phone call home from Principal's office or with the teacher in the office describing the incident and next steps. Staff member will then conclude the conversation or set up a time for the parent / student to meet with teacher if necessary.
2. Student will also research, write and present orally a reflection on "How to avoid plagiarism."
3. If a student chooses not to complete the assignment in a fair amount of time, the student will receive a failing grade, which could have a major effect of the grade earned for the trimester. The important piece for the student to remember is the learning lost by not completing the assignment.

### **Second Offense:**

1. Student is removed from the class and will receive an F for the course. Student will call from office to inform parents of the situation. Meeting with parents will be set up if needed.

If the student feels that the penalty imposed is unjust, the student may request a review by the academic integrity review board composed of the guidance counselor, two faculty members, and two high school student senate members. The review board shall meet with the student and faculty to review the case and make recommendations to the High School Principal.

### **Driving and Biking to School**

Elementary students are encouraged to ride their bikes to school in good weather. Students must walk their bikes on the sidewalk in front of the school building, and bikes are to be parked in the bike racks near the playground.

**Every student driving a vehicle to school must park in the parking lot. Students violating these privileges may lose the privilege of driving to school or the vehicle will be towed away at the owner's expense.** Cars must be parked correctly at a North-South direction and not East-West so as to block cars from the lot. The parking lot is off-limits during the school day (the time of arrival to the time of departure.)

To insure maximum safety to students and pedestrians, and for safety in bus loading and unloading, there shall be no driving of motor vehicles on the streets around the schools during the hours of 8:00 to 8:45 AM and from 3:05 to 4:00 PM, except for arrival to or departure from the school parking areas. It is recommended that all cars parked in the parking lot be locked.

Reserved slots for teacher parking in the parking lot will be posted and marked with yellow on the north and south side of the East lot (five on each side). Motorcycles and motorbikes are to be parked on the NW corner of the East parking lot in the designated area.

Tampering with motor vehicles will result in information being reported to the Grundy Center Police Department. There shall be absolutely no parking of motor vehicles on the south curb behind the school. There shall be absolutely no parking on either side of the drive from the Vocational Agriculture Shop to the Industrial Tech Shop.

Bicycles are to be parked on the grass area between the handicapped parking and the east end of the building. Bike racks are available for use at the elementary school. Under no circumstances are bicycles, motorcycles or mopeds to be parked on sidewalks, especially behind the building.

### **Illegal Items Found in School or in Students' Possession**

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products or look-a-like substances. Weapons are not allowed on school grounds or at school activities including hunting rifles even if unloaded and locked in cars with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Students bringing firearms to school or possessing firearms at school will be expelled for not less than one year. Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials.

### **Weapons Policy**

The Board of Education believes weapons and other dangerous objects in the school district's facilities cause disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons or dangerous objects. Weapons and other dangerous objects shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the district or from students who are within the control of the school district.

Parents of students found to possess a weapon or other dangerous object on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion. Students bringing firearms to school shall be expelled for not less than twelve months.

The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis and the Board may accept that recommendation in lieu of the mandated 12-month expulsion. For purposes of this portion of this policy, the term “firearm” includes any weapon which is designed to expel a projectile by action of an explosive, the frame or receiver of any weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Additionally, any instrument or device designed primarily for use in inflicting death or injury upon a human or animal, and which is capable of inflicting death upon a human being when used in the manner for which it was designed, will be considered a dangerous weapon. Dangerous weapons include, but are not limited to any offensive weapon, pistol, revolver, or other firearm, dagger, razor, stiletto, switchblade knife, or knife having a blade exceeding two and one-half inches in length.

Weapons under the control of law enforcement officials shall be exempt from this policy. The administration may allow authorized persons to display weapons or other dangerous objects for educational purposes. Such a display shall also be exempt from this policy.

### **Dual Enrollment Students**

Home school students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the building principal.

### **Posting of Information**

Students who wish to post or distribute information must receive permission from the principal at least five (5) days before the posting or distribution. This applies whether the information deals with school-sponsored or nonschool-sponsored activities. The principal can explain or answer questions regarding the school's rules on posting and distributing materials.

### **Student Publications**

Students may produce official school district publications as part of the curriculum under the supervision of a faculty advisor and principal. Official school district publications include, but are not limited to, the school newspaper and yearbook. Expression made by students, including student expression in the school district publications, is not an expression of official school district policy. The school district, the board and the employees are not liable in any civil or criminal action for student expression made or published by students unless the employees or board have interfered with or altered the content of the student speech or expression. Copies of the school district publication code can be obtained from the Administration Office.

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

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

Students who believe they have been unreasonably restricted in their exercise of expression in an official student publication should follow the complaint procedure outlined in this handbook.

### **Sportsmanship**

Sportsmanship usually refers to the conduct of the athletes while participating in various interscholastic games or to the fans at the games.

The following code is a good summary of a true sportsman:

- Will consider all athletic opponents as guests and treat them with courtesy due friends and guests.
- Will accept all decisions of officials without question.
- Will never hiss or boo a player or an official.
- Will never utter abusive or irritating remarks from the sideline.
- Will applaud opponents who make good plays or who show good sportsmanship.
- Will never attempt to rattle an opposing player attempting to make a free throw in a basketball game.
- Will seek to win by fair means according to the rules of the game.
- Will love the game for its own sake and not for what winning may bring them.
- Will "win without boasting and lose without excuses."

### **Bleacher Etiquette**

It is the duty of all students at a football, basketball or other athletic contest to show enthusiasm for their own team and the utmost respect for their opponents. Students should remember that the most successful cheering is under the direction of cheerleaders and that at every game the fans should follow them. The cheerleaders and the band are there to lead you in cheering. You will be proud of the Spartans. Sing out and yell out to show that you are behind them.

## **STUDENT SCHOLASTIC ACHIEVEMENT**

### **Grade Reports**

Elementary progress is shared through written communication, phone calls, Parent-Teacher conferences, and trimester report cards. No letter grades are given in grades K-5.

Secondary students and parents can view grade and progress reports online through the parent access to the school Infinite Campus database. Parents of students taking concurrent courses at the Western Outreach Center will not receive grade reports. This is a privacy issue according to FERPA and Hawkeye Community College and age of the student is not a factor.

Students who receive an incomplete in a class must complete the class within two (2) weeks after the start of the next trimester. Extensions may be granted by the teacher with the permission of the principal. Failure to finish an incomplete may result in a failing grade and loss of credit.

Parent-teacher conferences shall be scheduled in all schools of the district in grades K-12 inclusive twice during the year.

### **Homework**

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

### **Standardized Tests**

Students are given standardized tests annually. These tests are used to determine academic progress for individual students, for groups of students, for the school district and to comply with state law. All students are tested as indicated below.

Standardized tests given include the following:

1. FAST Assessment – grades K through 4
2. Iowa Assessments – grades 3 through 11
3. Iowa Algebra Aptitude Test – grade 7 (scheduled through TAG program)
4. COGAT (Cognitive Abilities Test) – grade 2 & 8
5. PLAN – grade 10
6. ASVAB – grade 11 (scheduled through Secondary Guidance Counselor)
7. NWEA MAP – Fall and Spring testing – grades 1 through 11

Every three years the Iowa Youth Survey is given to all students grade 6 through 12. Parents have the option of requesting their student/s not participate in the survey.



### Inspection of Educational Materials

Parents and other members of the school district community may view the instructional materials used by students in the office. Copies may be obtained according to board policy. Tests and assessment materials are only available for inspection with the consent of the superintendent. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the Superintendent at the Administration Building.

### Human Growth and Development

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum. A written request is required to excuse their child from human growth and development instruction. The form can be found in Appendix F.

### Career and Technical Education

The Grundy Center Community School District offers career and technical programs in the following service areas:

- Agricultural Education
- Business Education
- Health Occupations Education
- Family and Consumer Sciences Education
- Industrial Education
- Marketing Education

It is the policy of the Grundy Center Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Kristin Sheffield, Secondary Principal, 1006 M Ave, Grundy Center, Iowa 50638. 319-825-5449. (ksheffield@spartanpride.net)

Inquiries may also be directed: Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, Telephone: (312) 730-1560 Facsimile: (312) 730-1576, Email: OCR.Chicago@ed.gov)

### Class Loads

Middle School

#### 5<sup>th</sup> & 6<sup>th</sup> Grade

Mathematics

Science

Social Studies

Language Arts

PE

Health

Art\*

Guidance\*

Industrial Technology\* (6<sup>th</sup>)

Voc. Agriculture\* (5<sup>th</sup>)

Chorus

Band

#### 7<sup>th</sup> Grade

Social Studies

Life Science

Mathematics

Language Arts

PE

Health

Industrial Technology\*

Voc. Agriculture\*

Art\*

FCS\*

Art\*

Chorus (Elective)

Band (Elective)

#### 8<sup>th</sup> Grade

History

Earth Science

Mathematics

Algebra

Language Arts

PE

Health

Industrial Technology\*

Voc. Agriculture\*

Art\*

FCS\*

Chorus (Elective)

Band (Elective)

**\*Pass-Fail Courses – Ineligibility applies to all classes in the middle school but pass/fail classes do not factor into their GPA.**

### High School

High school students must be registered for at least 9 units per year unless the principal grants prior permission. All students must register for a minimum of 6 classes per trimester.

### **Adding/Dropping Courses**

High school students who wish to add or drop a class must do so before the start of each trimester. The guidance counselor's permission is necessary to add or drop a class.

Changes to student schedules must be made prior to the start of the trimester unless:

1. A student failed a class in the previous trimester and needs to re-take the class, or
2. The student changes post-secondary plans and needs the class to meet an admission requirement.

### **Alternative Education Opportunities**

#### **Grundy Center Learning Center**

"...if the school is an environment which promotes teaching and learning, promotes mutual respect among not only students, but students and adults, an environment where kids feel comfortable to come forward and talk about their problems, then students will be engaged in learning." Bill Modzeleski, director of the US Dept. of Education's Safe and Drug-Free School Programs

- The Grundy Center Learning Center will provide a program of instruction and credit recovery to enable high school dropouts, potential dropouts and struggling students an opportunity to earn high school graduation credit for their resident school district
- The Grundy Center Learning Center serves students in the following school districts: Aplington-Parkersburg, BCLUW, Dike-New Hartford, Gladbrook-Reinbeck and Grundy Center.
- The Principal and/or Guidance Counselor from each district will refer students to the Grundy Center Learning Center.
- Students must be at least 16 years old.
- Students must provide their own transportation to and from the Grundy Center Learning Center.
- Students at the Grundy Center Learning Center work on one or two subjects at a time and at their own pace.
- Graduation diplomas will be issued by the student's home district.

#### **Open Enrollment**

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Students wishing to open enroll to another school district must apply for open enrollment by March 1 of the school year preceding the school year in which they wish to open enroll unless there is good cause. Open enrolled students from low-income families may qualify for transportation assistance. Open enrollment may result in loss of athletic eligibility for students open enrolling. Students interested in open enrolling out of the school district must contact the Superintendent for information and forms.

#### **Honor Roll and Academic Honors**

Students will be recognized for their academic achievement in four ways:

1. On-A-Roll: Students who improve their trimester grades .333 from the previous trimester will be recognized.
2. Honor Roll: Students that earn a G.P.A. between 3.25 and 3.667
3. Honors' Roll: Students that earn a G.P.A. above 3.667 to 3.999
4. Superior: Students that earn a G.P.A. of 4.00.

### **ACADEMIC ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES**

#### **Academic Eligibility for Extracurricular Activities**

Under Iowa law students must receive passing grades in all courses to participate in athletics. Students who do not meet this requirement are not allowed the privilege of participating in athletics.

To be eligible to take part in athletics a student must meet the standards set by the Iowa High School Athletic Association and the Iowa Girls' High School Athletic Union.

#### **INELIGIBILITY - IOWA HIGH SCHOOL ATHLETIC ASSOCIATION**

The Iowa High School Athletic Association states that a student is ineligible for competitive sports if:

- you do not have a doctor's certificate of fitness issued within the present school year.

- you are twenty years of age or over.
- your scholastic standing is below the ninth grade.
- you have attended high school for more than eight (8) semesters. (Twenty (20) days attendance constitutes a semester.)
- you did not pass all regular subjects last semester.
- you were out of school last year.
- you entered school this semester later than the second week of school.
- you have changed schools this semester. (Except upon like change of residence of your parents.)
- you have ever accepted for high school participation an award other than the unattached letter of your school.
- you have ever received money, expense or otherwise, for your participation in any athletic activity.
- you have competed during the school year on a team other than your school team without the previous written consent of your Superintendent.
- you have trained with, have been a member of a college squad, or have participated in a college contest.
- your habits and conduct, both in and out of school, are such as to make you unworthy to represent the ideals and standards of your school.

Eligibility for Current Participation in extra-curricular activities shall be determined in the following manner:

1. All students are eligible at the beginning of each trimester/semester if they meet the requirements above.
2. At the end of the third week of each trimester and subsequent three-week intervals, teachers will turn in the names of all students doing failing work to the office. Any students receiving one or more failing grades will be declared ineligible to participate in athletic contests or major non-graded extra-curricular performances till the end of the next three-week grading period. NOTE: The student becomes ineligible the Saturday following the end of the three-week grading period and regains eligibility the Monday following the end of the next three-week grading period.
3. At the end of each trimester/final grading period, teachers will turn in the names of all students doing failing work to the office. Any student receiving one or more failing grades or incomplete grades will be declared ineligible for 30 calendar days of the next trimester.
4. Students who fail one or more classes at the end of the third trimester shall be ineligible for 30 calendar days of summer activities (i.e., baseball, softball, state golf, state tennis, state soccer, academic decathlon). Students who do not participate in summer activities, shall be ineligible to participate in fall activities till the end of 30 calendar days during the first trimester of the following school year.
5. Determination of passing or failing shall be based on a cumulative course grade at the time of reporting - not on the last three-week's grades.
6. A student who has been absent for any unexcused cause in the morning will not be eligible to participate in afternoon or night activities.
7. A student who has been absent in the morning due to illness may compete in afternoon or night activities if a telephone call is made to the school. This is to be done before PM classes begin (12:00 noon). A student absent in the PM the day of an event will not be allowed to compete or attend the event unless the principal has approved the absence.
8. A student not in good standing with a faculty member because of classroom or other disciplinary reasons will be ineligible to participate or practice in any activity until the case has been settled to the complete satisfaction of the teacher and administration.

9. If a student was out of school last trimester or if entered school this trimester later than the second week of school, except as an eligible transfer.
10. If a student has changed schools this trimester. (Except upon like change of residence by your parent/guardian.)
11. The day a student reaches his/her twentieth birthday in high school or sixteenth in junior high.
12. If the student does not have school health insurance or an insurance waiver signed by parent or guardian.

#### Consequences of Ineligibility

1. Spending extra time with teachers before or after school takes precedents over any extra-curricular activity.
2. Student athletes may attend practices after they have checked in with the teacher(s) for the classes they are failing.
3. Student athletes DO NOT get to play in any competitions
4. Middle School students DO NOT get to travel with the team for any competitions. High School coaches have the discretion to decide whether athletes will travel with the team.
5. Student athletes should support their team at home competitions and sit on the bench directly behind the players and coach—not in uniform.

### **ADMINISTRATIVE REGULATIONS AND PROCEDURES FOR GOOD CONDUCT ELIGIBILITY**

#### **GOOD CONDUCT ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES FOR POLICY 503.6**

Revised and adopted by the Board 8/16/82; Readopted 04/02/90; Readopted 03/18/91; Readopted 05/05/04; Revised and adopted 08/01/97, Revised and adopted 11/20/13

#### A. Good Conduct Policy Purpose

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the student during their school years and for a lifetime. Students who participate in extra-curricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students who wish to have the privilege of participating in extra-curricular activities must conduct themselves in accordance with board policy and must refrain from activities which are illegal, immoral, or unhealthy. Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. The school administrators shall keep records of violations of the good conduct rule. It shall be the responsibility of the superintendent to adopt rules and regulations for school activities. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity.

#### B. Definitions

As used in this policy, the terms below shall have the following definitions:

1. "Athletic activities" is defined as football, cross-country, volleyball, basketball, wrestling, track, golf, tennis, baseball, softball, cheerleading for all sports, drill team, and soccer. Athletic activities are defined by the IHSAA and the IGHSAA.
2. "Other extra-curricular activities" is defined as all extra-curricular activities except athletic activities as previously defined. A "major performance" is defined as any public performance or any inter-school performance, or any trip taken to honor or reward the participants, any of which are not a requirement for class credit. Required performances for class credit shall not be considered as part of the ineligibility; students may not be punished academically. Those activities which are not considered a major performance and which may not be used to reestablish eligibility, but for the time the student is ineligible will not be allowed to perform, include activity performances at homecoming programs, graduation exercises, and for service groups or nursing homes.

3. "One-third of the competition for athletic activities" is defined as that time at which the next one-third of the regularly scheduled varsity level or middle school level interscholastic games or events for that particular activity take place. The athletic director will monitor ineligibility due to schedule conflicts and update the student of his/her ineligibility schedule.
4. For the purposes of these regulations, "approved substance abuse evaluation and/or treatment" is defined as inpatient and/or outpatient evaluation and/or treatment that is accredited by the Joint Commission on Accreditation of Hospitals (JCAH).
5. When a student has completed treatment, he or she must submit written evidence of successful completion from the treatment official(s).

C. Unworthy Conduct and Determination of Violation

1. Any student may lose eligibility for participation in extra-curricular activities by engaging in conduct that includes, but is not necessarily limited to, the following:
  - possession, use, or purchase of tobacco products, regardless of the student's age;
  - possession, use, or purchase of alcoholic beverages, including beer and wine (having the odor of alcohol on one's breath is evidence of "use");
  - possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs;
  - being in attendance at a function or party where the student knows or has reason to know that alcohol or other drugs are being consumed illegally by minors and failing to leave despite having a reasonable opportunity to do so ("mere presence");
  - engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s); or
  - exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), hazing or harassment of others. Such harassment does not have to rise to the level of violating the school's anti-bullying/harassment policy, but rather may include inappropriate and/or disparaging comments to or about others, whether made verbally, in writing, or by electronic means (e.g., text messages, electronic mail, or posting on social networking sites). Examples of such harassment include, but are not limited to: threats; inappropriate comments about the traits of an individual or group; creating parodies to make fun of others; posting or otherwise sharing potentially embarrassing photographs, drawings, video, or depictions of others without permission. NOTE: This could include group conduct! This rule is not intended to prevent a student from expressing his/her religious or political beliefs.

D. Personnel Who May Declare Ineligibility

Whenever a student violates these regulations governing eligibility for the extra-curricular activity, school administrators may declare him or her ineligible.

E. Notice and Procedure

In the event a student is declared ineligible in any extra-curricular activity, the administration shall:

1. Give the student a notice on the same date as the declaration of ineligibility, advise the student of the reason for the declaration of ineligibility, and advise the student of the right to appeal as outlined in Section I of this policy.
2. Not later than two business days after the student has been declared ineligible, the administration shall prepare a notice in writing in triplicate, duly describing the alleged misconduct, the reason the administration has declared the student ineligible and the declared length of ineligibility. The notice shall advise the student of his or her right to appeal and the procedure for appeal. A written notification shall be sent to the student and his or her parents or guardian, which notice shall be deemed served when sent by certified mail and deposited in the United States Mail at Grundy Center, Iowa, and another shall be part of the school's personnel record for that student.

F. Application of Rules

1. This Policy shall apply to participation in extra-curricular activities for grades seven through twelve.

2. For purposes of this Policy, a student is deemed to be in the next grade level immediately upon completion of the last day of classes of a given school year. For example, after a student completes his or her last day of seventh grade classes, he or she will be deemed to be in eighth grade.
3. Continuation of a declared ineligibility, where eligibility has not been re-established by the procedures outlined herein, shall be from grade seven through grade eight and grade nine through grade twelve; violations during grades seven through eight will be erased starting day one of the ninth grade year.
4. If, after being declared ineligible under this Policy, a student commits no additional violations of this Policy for a two-year period, any violation of this Policy after the two-year period has elapsed shall be considered a first offense.
5. Ineligibility will carry over from one defined athletic activity to the next athletic activity in which the student is involved. Any remaining ineligibility will be prorated in accordance with the schedule as listed later in this document.
6. All offenses resulting in fractional ineligible performances will be rounded to the nearest lower whole number.
7. Reestablishing eligibility for defined athletic activities may only be completed through the defined athletic activities. Reestablishing eligibility for defined other extra-curricular activities may only be completed through the defined other extra-curricular activities (See Definitions in Section B).

**G. Period of Ineligibility and When Ineligibility Becomes Effective**

1. The period of ineligibility for the commission of an offense listed in Section C that involves “possession”, “use”, “purchase”, “engaging in any act that would be grounds for arrest or citation”, or “exceedingly inappropriate or offensive conduct” shall be as follows:

(For participation in the defined athletic activities)

- a) a minimum of one-third of the regularly scheduled season for the first offense; and
- b) a minimum of two-thirds of the regularly scheduled season for the second offense; and
- c) a minimum of twelve calendar months from the declaration date for the third offense; except the period of ineligibility may be reduced providing the applicable requirements of subsection 1 and subsection 2 under “Reduction in Penalty” in Section H are fully met.

(For participation in other extra-curricular activities—minimum penalty)

- a) the loss of the right to participate in the first major non-graded performance following the date of declaration of ineligibility in each activity the student is participating in at the time of the offense for the first offense; and
- b) a minimum of the loss of the right to participate in the next two major non-graded performances following the date of declaration of ineligibility in each activity the student is participating in at the time of the offense for the second offense; and
- c) the loss of the right to participate in all major non-graded performances during the twelve month period following the date of declaration of ineligibility in all other extra-curricular activities for the third offense; except the period of ineligibility may be reduced providing the applicable requirements in subsections 1 and 2 listed under “Reduction in Penalty” in Section H are met.

2. The period of ineligibility due to “mere presence” as stated in Section C shall be as follows:

(For participation in the defined athletic activities)

- a) a minimum of one-half of the period of ineligibility listed in Section G(1) (a) for the first offense; however, not actually assigned an offense; and
- b) a minimum of one-third of the regularly scheduled season for the second offense; and
- c) a minimum of two-thirds of the regularly scheduled season for the third offense; and
- d) a minimum of twelve calendar months from the declaration date for the fourth offense.

(For participation in other extra-curricular activities--minimum penalty)

- a) the loss of the right to participate in the first major non-graded performance following the date of declaration of ineligibility in any one activity the student is participating in at the time of the offense for the first offense; and
- b) a minimum of the loss of the right to participate in the next two major non-graded performances following the date of declaration of ineligibility in any one activity the student is participating in at the time of the offense for the second offense; and
- c) the loss of the right to participate in all major non-graded performances during the 12 month period following the date of declaration of ineligibility in all other extra-curricular activities for the third offense.

**HIGH SCHOOL ACTIVITIES (DEFINED ATHLETIC ACTIVITIES AND LENGTH OF REGULARLY SCHEDULED SEASON)**

Activity	Games	<b><u>PERIOD OF INELIGIBILITY</u></b>		
		1 <sup>st</sup> offense (# of games)	2 <sup>nd</sup> offense (# of games)	3 <sup>rd</sup> offense
Football	9		3	6 12 months
Basketball	21	7	14	12 months
Track	12	4	8	12 months
Baseball	25		8	17 12 months
Softball	25		8	17 12 months
Wrestling	15	5	10	12 months
Golf	12	4	8	12 months
Tennis	12	4	8	12 months
Cross Country	10	3	7	12 months
Volleyball	14	4	9	12 months
Drill Team	6	2	4	12 months
Football Cheerleading	9	3	6	12 months
Basketball Cheerleading	21		7	14 12 months
Wrestling Cheerleading	15		5	10 12 months
Soccer	12	4	9	12 months

**SEVENTH AND EIGHTH GRADE ACTIVITIES**

Activity	Games	<b><u>PERIOD OF INELIGIBILITY</u></b>		
		1 <sup>st</sup> offense (# of games)	2 <sup>nd</sup> offense (# of games)	3 <sup>rd</sup> offense
Football	6		2	4 12 months
Basketball	12	4	9	12 months
Track	7	2	5	12 months
Wrestling	9	3	6	12 months
Volleyball	9	3	6	12 months

3. Ineligibility, due to conduct, which is adjudicated to be a delinquent act, as defined by the Code of Iowa (or, if an adult student, convicted of a criminal act other than an act exempted from the jurisdiction of Chapter 232 of the Code of Iowa), and the disposition of which could carry a maximum penalty of less than one (1) year in the County Jail if committed by an adult, shall be: (For participation in the defined athletic activities)
  - a) a minimum of one-third of the regularly scheduled season for the first offense;
  - b) a minimum of two-thirds of the regularly scheduled season for the second offense, and
  - c) a minimum of twelve calendar months from the declaration date for the third offense
 (For participation in other extra-curricular activities—minimum penalty)
  - a) the loss of the right to participate in the first major non-graded performance following the date of the declaration of ineligibility in each activity the student is participating in at the time of the offense for the first offense; and
  - b) a minimum of the loss of the right to participate in the next two major non-graded performances following the date of declaration of ineligibility in each activity the student is participating in at the time of the offense for the second offense; and
  - c) the right to participate in all major non-graded performances during the twelve month period following the date of declaration of ineligibility in all other extra-curricular activities for the third offense.
  
4. Ineligibility, due to conduct which is adjudicated to be a delinquent act or a criminal act as defined by the Code of Iowa and the disposition of which could carry a maximum penalty of more than one (1) year in the County Jail if committed by an adult, shall be:
 (For participation in the defined athletic activities)
  - a) a minimum of one-third of the regularly scheduled season for the first offense;

- b) a minimum of two-thirds of the regularly scheduled season for the second offense, and
  - c) a minimum of twelve calendar months from the declaration date for the third offense
- (For participation in other extra-curricular activities—minimum penalty)
- a) the loss of the right to participate in the first major non-graded performance following the date of the declaration of ineligibility in each activity the student is participating in at the time of the offense for the first offense; and
  - b) a minimum of the loss of the right to participate in the next two major non-graded performances following the date of declaration of ineligibility in each activity the student is participating in at the time of the offense for the second offense; and
  - c) the right to participate in all major non-graded performances during the twelve month period following the date of declaration of ineligibility in all other extra-curricular activities for the third offense.
5. Violation of school policy, rules and regulations. The period of ineligibility for conduct which constitutes a violation of school policy, rules or regulations and which conduct does not embrace the possession, use, or purchase of alcoholic beverages; the possession, use, or purchase of tobacco products; the possession, use, purchase, or attempted sale/purchase of illegal drugs; the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs; engaging in any act that would be grounds for arrest or citation; exceedingly inappropriate or offensive conduct; mere presence as defined in Section C(1); or the commission of a delinquent act as defined by the Code of Iowa, shall be determined by the school administration and the activities director and may be of any period of time as determined by the seriousness and nature of the violation.
  6. Individuals in grades 9-12 who violate the school rule for participation in a non-school sponsored sport during the same season as the school-sponsored sport shall lose their eligibility in the school-sponsored sport for 12 calendar months.

#### When Ineligibility Becomes Effective

In all cases, the student becomes ineligible upon the declaration of ineligibility, unless he/she perfects an appeal of said declaration in which event his/her ineligibility shall be held in abeyance until his or her rights of appeal are exhausted as established in this policy.

#### H. Reestablishment of Eligibility

##### For defined athletic activities

1. Eligibility may be reestablished by active participation in any single activity without competing in or at an interscholastic contest during the period of declared ineligibility.
2. The student shall not be permitted to reestablish eligibility by participation in two or more athletic activities in order to accumulate a participation record equal in time to that of the declared ineligibility unless the student has participated prior to the declaration of ineligibility in those athletic activities in which he/she chooses to participate to reestablish eligibility.
3. A student may not reestablish his/her eligibility by participating in an athletic activity once that athletic activity has started unless the student who started late was out for that athletic activity during the current season before the act that made him/her ineligible happened. A season starts on the first legal day of practice as established by the IHSAA and the IGHS AU.
4. The student shall complete the season in good standing in the athletic activity in which he/she is reestablishing his/her eligibility.
5. The administration reserves the right to require a period longer than the period of declared ineligibility for reestablishment of eligibility depending upon the circumstances and merits of the individual case.

#### Reduction in Penalty

1. Admission prior to determination. If a student or their parent/guardian comes forward to a coach, administrator, or activity sponsor to admit (self-report) a violation of the Good Conduct Policy prior to an inquiry by the Administration, the student's penalty may be reduced by one-third for the first offense and one-fourth for the second or third offense.
2. A student who has a second violation of involvement for use of and/or possession of alcoholic beverages and or illegal and/or illicit drugs and voluntarily commits himself or herself for approved substance abuse evaluation and/or treatment, is determined by the treatment officials to be chemically dependent and satisfactorily completes the evaluation and/or treatment or the recommendations of the



treatment facility and agrees to allow the treatment facility to report back to the school administration regarding recommendations for treatment or follow-up care, he/she shall have the time of ineligibility reduced by one-fourth. This applies only to the second violation and it is a one-time offer, not being available every time a student has an alcohol or other drug violation.

#### For other extra-curricular activities

1. Eligibility lost due to the first offense may be reestablished by active participation in each activity the student is participating in at the time of the offense from the date of declaration of ineligibility through the date of the first regularly scheduled major non-graded performance. The student shall not perform at the first regularly scheduled major non-graded performance.
2. Eligibility lost due to a second offense may be reestablished by active participation in one activity other than sports, cheerleading and drill team during the period of ineligibility. The student shall not perform in the next two regularly scheduled major non-graded performances during the period of ineligibility.
3. Eligibility lost due to a third offense, the student shall not perform for a period of twelve (12) calendar months.
4. If a student is not participating in other extra-curricular activities at the time of the offense causing the declaration of ineligibility, he/she shall not be eligible to participate in any other extra-curricular activity until such time that he/she actively participates in one activity and misses the first major non-graded performance for the first offense, or actively participates in one activity and misses all major non-graded performances during the period of ineligibility for subsequent offenses.
5. The Administration reserves the right to require a period longer than the period of declared ineligibility for reestablishment of eligibility depending upon the circumstances and merits of the individual case.

#### I. APPEAL

1. Any student may appeal the declaration of ineligibility to a committee composed of the superintendent, the president of the Board of Education or his/her appointed delegate from the Board and an administrator not involved in the case. In the event the superintendent declares the ineligibility, they shall not serve on the committee, but shall be replaced by an administrator or another member of the Board not involved in the case and selected by the president of the Board of Education.
2. Such appeal shall be made in writing to the superintendent within three days after the written declaration is given to the student.
3. The superintendent shall notify the student, his/her parents, all members of the committee and the administrator involved in the declaration of the time and place of the hearing.
4. At the hearing, the student may be accompanied by his/her parents, by legal counsel or by any other advisor of his/her choice. Its legal advisor may also advise the School District. The hearing committee, in its discretion may postpone the hearing upon request when it deems such postponement necessary and appropriate, but a request for postponement for convenience of legal counsel shall ordinarily be refused.
5. At the hearing, the student may respond to the complaint orally or in writing. The response may admit or deny the allegations or the notice in whole or in part. The student may also offer an explanation or comment that he/she believes relevant and appropriate.
6. Each party to the hearing directly or through his/her legal advisor may introduce evidence, witnesses to testify, or statements in writing; and he/she may testify in his/her own behalf. To the extent that either party may rely on written statements as evidence, he/she shall clearly indicate how and from what source the evidence has been obtained. Each party shall have an opportunity to question any witnesses, either directly or through his/her legal counsel, or other advisor. If the hearing committee should find it necessary to limit the number of witnesses in order to protect the hearing against disruption, confusion, or unwarranted dilatory tactics, it shall have the authority to do so. The proceedings shall be administrative, and shall not be conducted as an adversarial proceeding.
7. If the student shall fail to appear at the hearing; or if, having appeared, he/she shall make no response to the complaint; the hearing committee shall nevertheless invite the school administration to submit evidence in support of the complaint.
8. If a party to the hearing should deliberately conduct him/herself in a manner disruptive of the hearing, the hearing committee shall be authorized to exclude him/her and to proceed with the hearing as if he/she had not personally appeared.
9. Provisions shall be made either for a transcript or for a verbatim record in the form of a tape recording of the hearing. The complaint, the student's response, the transcript of record, and all other papers in the proceeding except the final disposition of the case, shall be for use only in the proceeding and in the internal processes of the School District related thereto; and that no such transcript, record or

papers shall be voluntarily disclosed to any person outside the school district, except with the student's consent.

10. The hearing committee shall consider all relevant evidence introduced at the hearing and make its findings of facts. No matter, not introduced, as evidence at the hearing shall be considered in making such findings. Improperly acquired evidence shall be excluded. The entire record, as submitted, shall be open to the student for inspection. The committee in its discretion, after consideration, may amend, affirm, or overrule the decision of the declarant of ineligibility. The committee shall promptly notify the student in writing concerning the committee's findings of facts and termination. If overruled, the decision of the declarant of ineligibility shall have no further force or effect. If the decision of the declarant of ineligibility is amended or affirmed, the declarant of ineligibility shall then proceed to give effect to the determination.
11. The student shall have the right to appeal an adverse decision to the Board of Education by delivering a written notice of appeal to the superintendent within three days of the committee's decision.
12. The same procedures for hearing the case shall be followed by the Board of Education as were followed for the first hearing; however, the appeal to the Board of Education will be conducted during an open session of the Board.
13. The Board of Education in its discretion, after consideration of a student appeal, may amend, affirm or overrule the decision of the review committee. It shall then proceed to give effect to its final determination.

### **Policies Governing Awarding Athletic and Academic Letters**

On receipt of an athletic letter, the student will receive the first year letter, an emblem of that sport, and a bar for each year they have lettered.

**FOOTBALL** - Assuming a nine (9) game schedule, an athlete in order to earn a letter (Honor 8" "G") must have participated in at least twelve (12) of the thirty-six (36) quarters played. To be considered as having played a quarter, one must be in the game for one (1) minute or two (2) plays.

**BASKETBALL** - To receive a letter in basketball (girls and boys) an athlete must have participated in at least one-half (1/2) of the scheduled games.

**WRESTLING** - To receive a letter in wrestling, the athlete must participate in the number of varsity meets determined by the coach prior to the start of the season.

**BASEBALL AND SOFTBALL** - To receive a letter in baseball or softball, an athlete must have played in one-half (1/2) of the total number of innings played.

**TRACK** - To receive a letter in track (boys & girls), an athlete must have earned a specific number of points. The number of points is to be determined by the squad members and the coach before competition begins, and to be based on the number of meets.

**TENNIS** - To receive a letter in tennis (boys and girls), an athlete must participate in one-half the scheduled meets.

**GOLF** - To receive a letter in golf (boys and girls), an athlete must have participated in one-half of the scheduled meets.

**VOLLEYBALL** - To receive a letter in volleyball, an athlete must have participated on the varsity squad in at least one-half (1/2) of the scheduled meets.

**CROSS-COUNTRY** - To receive a letter in cross-country, an athlete must participate in a prescribed number of varsity meets as determined by the coach.

**SOCCER** - To receive a letter in soccer (boys and girls), an athlete must participate in at least one-half (1/2) of the scheduled games.

**CHEERLEADERS** - To receive a letter in cheerleading, an athlete must complete the season in good standing.

**DRILL TEAM** - To receive a letter for drill team, an athlete must perform in at least 75% of the performances and have less than 20 demerit points accumulated for the season.

**ACADEMIC LETTERS** - An academic letter will be awarded for every 50 points the student accumulates in each of the following events: Academic Decathlon, Citizen Bee, Iowa Talent Search, Know Your Constitution, Knowledge Master Open, National Merit Scholarship Qualifying Test, Physics Olympics, and UNI Science & Math Symposium. This is not a complete list of available activities. There are numerous math contests, writing workshops,

scholarship programs, quiz bowls, etc. available. Students are encouraged to participate in these events. Points will be awarded after a committee consisting of the high school principal; guidance counselor and academic event coach has evaluated the event.

### **Further Provisions:**

Consideration will be given a senior who has given 100% effort during his/her four years of high school, but does not have the required number of quarters, points, innings, games, etc.

To quit a sport or to be disqualified from any athletic team makes an athlete ineligible for an award.

An athlete must have regular attendance at practices and contests for the entire season unless excused for sickness, injuries, or parent endorsed emergency.

The coach of any of the sports may establish additional requirements.

### **Participation in Music**

In the interest of conserving student time for academic work, certain limitations and restrictions have been placed on the number of activities in which a student may participate. A definite schedule for rehearsals will be followed.

The following regulations will govern participation in music:

- Students attending music rehearsals must follow the established schedule
- No sectional or individual practices during the last week of school.

Awards in music will be based on the amount of student participation in vocal and instrumental music activities. The major and minor awards will be based on the number of points earned. The members of the music staff will determine the winners of the awards.

According to the Iowa High School Music Association, students are required to be passing all subjects. Local requirements are that you cannot be failing a class.

Eligibility may be reestablished by passing in all of the subjects taken at the time of the following check on eligibility.

### **Postsecondary Enrollment Options**

Students in grades nine through 12 may receive class or vocational-technical credits that count toward graduation requirements for successfully completed courses at community colleges, private colleges or state universities.

The school district may pay up to \$250 of the cost of a course taken by 9th and 10th grade talented and gifted students and 11th and 12th grade students. The school district pays only for courses which are not offered by the high school and which are offered during the regular school year by the community college, private college or state university. The school district does not pay for the costs of summer school classes. However, summer school classes are eligible for credit.

Students interested in participating in this program should contact Mrs. Hinderhofer, Guidance Counselor.

### **Senior Year Plus Programs**

#### **Advanced Placement Programs**

Advanced Placement (AP<sup>®</sup>) courses are college-level courses offered by high schools. The courses, curriculum requirements, and optional tests are provided by The College Board. Based on the examination score and the postsecondary institution's policies, students may be eligible for college credit or advanced standing at the college or university they later matriculate.

#### **Post Secondary Enrollment Options (PSEO)**

The Postsecondary Enrollment Options Act was enacted in 1987 to promote rigorous academic pursuits by providing high school students access to enroll part-time in nonsectarian courses in eligible postsecondary institutions. Now offered through Senior Year Plus, the program is available to eligible juniors and seniors as well as freshmen and sophomores who are identified as gifted and talented according to the school district's criteria and procedures.

#### **Concurrent Enrollment**

The concurrent enrollment program, also known as district-to-community college sharing, promotes rigorous

academic or career and technical pursuits by providing opportunities for high school students to enroll part-time in eligible nonsectarian courses at or through community colleges. Per Senior Year Plus, concurrent enrollment courses are offered through contractual agreements between community colleges and school districts within their service area. Parents of students will not receive grade reports for these classes. This is a violation of privacy guidelines and the age of the student is not a factor.

### **Career Academies**

Career academies are programs of study offered to high school students through an agreement or contract between their high school and a community college. They bridge high school and community college CTE programs.

Iowa defines career academies differently than national models which often involve small learning communities. In Iowa, career academies are programs of study that combine a minimum of two years of secondary education with an associate degree in a career preparatory program. The career academy is a program of study that is non-duplicative, sequential, and ensures that the course of study is skill standards-based, integrates academic and technical instruction, utilizes work based and work site learning where appropriate and available, utilizes an individual career planning process with parent involvement, and prepares an individual for entry and advancement in a high-skill and rewarding career field.

Grundy Center High School has been very fortunate; students have taken full advantage of the various college courses offered in Grundy Center since the 1999-2000 school year. Since the 2000 school year graduating students have averaged almost 9 hours of college credit. This has changed the way students approach their senior year and has also given parents a huge advantage financially with students earning college credits before leaving high school.

In the fall of 2009 the Senior Year Plus guidelines were put into place and this has changed the requirements for students taking college or concurrent classes. The first requirement is students must be proficient on their most recent Iowa Test of Educational Development (ITED) tests, in the areas of **math, reading, and science**. In order for students to be proficient they must score above 41 percentile on ALL three tests. Grundy Center will be giving the test this late winter or early spring so sophomores and juniors need to be aware that they must score above proficiency in order to take concurrent classes.

The second requirement for the 2014-2015 school year comes from Hawkeye Community College which will again require students taking concurrent classes (college classes) at Grundy Center or the Western Outreach to take the COMPASS tests or ACT test. Students taking concurrent classes (high school students enrolled in community college coursework) must have the following scores in order to take the classes **and** receive college credit. The scores that are required are a reading score of **82 and** a writing score of **65** on the Compass test **or** an ACT Reading score of **19 and** an ACT English Score of **19**.

Students will need to have appropriate test scores prior to the first day of the 2013 fall semester. For example: If a student is taking a concurrent class during 1<sup>st</sup> Trimester or 2<sup>nd</sup> Trimester, they will need to have the appropriate test scores before the first day of classes this fall. If they are taking a class 3<sup>rd</sup> Trimester they will need appropriate scores no later than January 2.

Senior Year Plus guidelines also allows school district to charge students taking concurrent classes a \$35.00 per class book fee. College textbooks change frequently at the community college level and the districts needs to find a way to stay current with the books being used. Textbooks belong to the school and students pay the “textbook” fee to use the books.

Again, the following courses require reading score of 82 **and** writing score of 65 on the Compass tests **OR** an ACT Reading score of 19 **and** an ACT English Score of 19:

Western Civilization I, II and III, Exploring Physical Science, Essentials of Anatomy & Physiology, Human Biology, Introductory Biology, Basic Nutrition, Environmental Science,

College Physics I & II, Introduction to Sociology, Introduction to Psychology, Personal Wellness, Human & Work Relations, Composition I & II, Introduction to Literature, Fundamentals of Oral Communication, Children's Literature, Art Appreciation, Child Growth & Development, Introduction to Teaching, Introduction to Business, Business Law.

Students wanting to take concurrent math classes must have the following scores:

Math for Liberal Art - Compass (Algebra) **42** or ACT **19**

Statistics - Compass (Algebra) **42** or ACT **19**

Calculus I - Compass (Trigonometry) **51** or ACT **27**

If you have any questions please do not hesitate to call Mr. VanderPol, Mrs. Hinderhofer, or Mrs. Lebo

### **Early Graduation**

A student may graduate from the Grundy Center Community High School after completing the requirements set forth by the Administration. Any student graduating early will no longer be considered a student and will not be allowed the privileges of student status normally allowed, such as, admittance to school activities by activity ticket or a student price, participation in the senior trip, and participation in other events for students. The student may participate in commencement ceremonies conducted at the end of the year providing he/she pays all fees and meets all school requirements for participation.

### **Graduation**

Students who are in good standing and who meet the graduation requirements set by the board are allowed to participate in the graduation ceremony and in senior activities. It is possible that students who are serving discipline at the time of the graduation ceremony or other senior activities will not be allowed to participate. Students are not required to participate in the graduation ceremony.

Graduation requirements include the following:

1. One unit of American History
2. One unit of American Government
3. Four units of English
4. Three units of Mathematics
5. Three units of Science
6. One unit of Social Studies
7. One unit of Health
8. One-half unit each of four out of the following five: Agriculture, Art, Business, Family & Consumer Science, Industrial Tech
9. Physical Education (1 unit)
10. Elective credits (9 units)

Twenty-six total units to graduate.

## **MISCELLANEOUS**

### **Citizenship**

Being a citizen of the United States, of Iowa and of the school district community entitles students to special privileges and protections as well as requiring the students to assume civic, economic and social responsibilities and to participate in their country, state and school district community in a manner that entitles them to keep these rights and privileges.

As part of the education program, students have an opportunity to learn about their rights, privileges and responsibilities as citizens of this country, state and school district community. As part of this learning opportunity, students are instructed in the elements of good citizenship and the role quality citizens play in their country, state and school district community.

### **School Board Policy Regarding Bus Conduct:**

- First Offense: Student is warned and parent is notified of the incident

- Second Offense: Issue violation report and suspend transportation privileges until parents have visited with principal at student's attendance center
  - Third Offense: Same as above but a one-week suspension of transportation privileges
  - Fourth Offense: Same as above but suspension of transportation privileges for the remainder of the school year
- Severe Offense: At any time due to a severe violation transportation privileges may be suspended for an indefinite period

### **Buses and Other School District Vehicles**

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading, unloading, or leaving the bus. The driver has the ability to discipline a student and may notify the principal of a student's inappropriate bus conduct.

Persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor and chaperones are to follow the school district policies, rules and regulations for student violations.

- Riders must be at the designated loading point before the arrival time.
- Riders must wait until the vehicle comes to a complete stop before attempting to enter.
- Riders must not extend arms or heads out of the windows at any time.
- Aisles must be kept cleared at all times.
- Riders shall load and unload through the right front door. The emergency door is for emergencies only.
- Riders will depart from the vehicle at the designated point unless written permission to get off at a different location is given to the driver.
- The driver may assign riders a seat.
- Riders who damage seats or other equipment will reimburse the school district for the cost of the repair or replacement.
- Riders are not permitted to leave their seats while the vehicle is in motion.
- Waste containers are provided on all vehicles for riders' use.
- Permission to open windows must be obtained from the driver.
- Classroom conduct is to be observed by students while riding the vehicle except for ordinary conversation.
- The driver is in charge of the riders and the vehicle, and the driver is to be obeyed promptly and cheerfully.
- Riders should assist in looking after the safety and comfort of younger riders.
- Riders who must cross the roadway to board or depart from the vehicle must pass in front of the vehicle (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
- Riders must not throw objects about the vehicle nor out through the windows.
- Shooting paper wads, squirt guns or other material in the vehicle is not permitted.
- Riders must keep their feet off the seats.
- Roughhousing on the vehicle is prohibited.
- Riders must refrain from crowding or pushing.
- The use or possession of alcohol, tobacco or look-a-like substances is prohibited in the vehicle.
- The good conduct rule is in effect.

Students not regularly scheduled to ride on the daily bus routes must receive a permit form from the principal to present to the bus driver before riding the bus. The parents must submit a written request.

### **Telephone Use During the School Day**

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

### **School Announcements**

Announcements are made once per week on Friday at the elementary. Students are responsible for knowing the content of daily announcements. Announcements are made at 8:15 AM every morning at the middle/high school. Announcements are available during the day on the Spartan website.

### **Visitors/Guests**

Visitors to the school grounds must check in at the principal's office. If a student wishes to bring a guest to school, the student must receive permission from the principal prior to the guest's visit. Visits are discouraged during district-wide testing periods and special events.

### **Volunteers**

The board recognizes the valuable resource it has in the members of the school district community. When possible and in concert with the educational program, members of the school district community may be asked to make presentations to the students or to assist employees in duties other than teaching. The school district may officially recognize the contributions made by volunteers.

Due to liability and insurance requirements, all new volunteers are required to sign a waiver so the district may complete a background check prior to the volunteer's work with students.

Please keep in mind that when you volunteer, information about children other than your own is strictly confidential. We appreciate your cooperation. Contact the building principal or activities director if you would like to volunteer.

### **Media Center**

The IMC is a place for QUIET, INDEPENDENT STUDY. Group study areas will be provided in the seminar room with priority given to group viewing or listening activities. Group activity in the main IMC area will be acceptable when an IMC staff member or another faculty member is working with the group.

The primary function of the IMC is to be a resource center. During the day, service will be given to those students needing to work with the materials within the IMC. If seating space cannot provide for all activities, students who are not using IMC materials at that time will be asked to move to another area in the school.

Consideration will be given to any student who wishes to read, study, or pursue some purposeful activity in the IMC. If seating space permits and if the student's conduct follows the pattern of quiet, independent study, he/she may be seated in any area of the IMC.

### **Overdue, Lost or Damaged IMC Material**

Frequent reminders of overdue items are given to students in their homeroom or seminar. Please be considerate of other students' needs when checking out materials and return items promptly. No fines are charged for overdue materials. A replacement cost will be charged for lost items.

### **Guidance Program**

The school district guidance program is divided into four separate categories. The categories are counseling services, information services, appraisal services and placement services. Each of these categories is interdependent and assists students with their personal educational and career development and in becoming well-rounded, productive adults. The employees in the guidance program maintain confidentiality.

### **Elementary School Counseling**

Making/being friends, good choices, and problem solving are emphasized. Individual and small group counseling is available as needed. The counselor provides support and materials to classroom teachers as well.

### **Middle School Counseling**

Counseling services are available to all middle school students. These services are designed to help each student with emotional, educational and social decisions, choices and problems they must solve. Materials in the guidance library include pamphlets on adolescent issues.

Conferences can be scheduled when the student feels a need for one. Group counseling is available on a limited basis. Students should listen to the school announcements for more information.

### High School Counseling

A guidance library is located in the high school guidance office and is available for student use. Students may check out materials from the guidance library through the counselor. Resource materials in the library assist students in career exploration, career planning, career preparation, and college selection.

Personal development and career preparation are emphasized. Individual guidance or counseling conferences can be scheduled when the student feels a need for one.

### Student Problem Solving Team

Elementary, middle school, and high school Problem Solving Teams meet frequently to discuss the needs of students. Academics, social and behavior issues will be discussed with the team. Parents and students may be called in to meet with the Problem Solving Team to find solutions to the problem.

Goal: To systematically and professionally respond to young people's problems as they are manifested in school. More specifically, student assistance programs have been designed to:

1. Provide assistance to students troubled by physical, emotional, social, legal, sexual, medical, familial, or chemical use problems.
2. Improve the quality of education in schools and the school environment.
3. Utilize existing human resources rather than require new professional staff.
4. Enlist the support and involvement of all professional staff members.
5. Focus on educational concerns rather than attempting to resolve major social problems.
6. Establish school, community, parent and appropriate human resource linkages.

### Cafeteria

The school district operates a lunch and breakfast program. Students may either bring their own lunches to school or purchase a lunch and other items, including milk. Breakfast is not served on late start days.

A student's lunch period is determined by his/her class schedule. The Board of Education has adopted the following policies relating to the closed noon hour:

- Juniors & Seniors in good standing academically have the option to leave school during lunch
- Students who leave during the lunch period will be considered truant unless they have been excused
- Take your turn in the line
- All students are to go to the cafeteria during their scheduled lunch period whether or not they are eating lunch
- No food is to be taken from the cafeteria
- All students, regardless of whether they eat the cafeteria lunch or carry their own lunch, must eat **ONLY** in the cafeteria
- Students will remain in the Commons for the entire lunch period. Do not eat and go to the corridors or classroom without special permission
- Students keep their own lunch tickets
- Lunch account balances will be sent via email.
- When a lunch account falls below the cost of one (1) meal the student will be given a red slip to remind him/her to bring money or a sack lunch the next day.
- **When the account reaches a negative balance students will NOT be permitted to participate in the regular meal option until the account becomes a positive amount. An alternative may be provided for younger students.**

### Lost and Found

Students can check with the office for lost items. Clothing articles are taken to the laundry room. At the elementary, a Lost and Found box is near the office, and items are displayed at Parent-



Teacher Conferences for parents to claim lost articles. At the middle/high school, unclaimed items are on display by the laundry room before winter break and at the end of the school year.

### **AEA 267**

All public schools in Iowa receive services from the AEA based on their location. Special services are available such as psychology, social work, speech pathology, physical therapy, occupational therapy, audiology, and special education programs. AEA personnel are involved in determining students' eligibility for special services and programs. Special program information may be found on the Iowa Department of Education website at [www.iowa.gov/educate/](http://www.iowa.gov/educate/).

### **Character COUNTS!**

Character education is an important part of learning at Grundy Center Schools. On a regular basis, students are taught appropriate social skills, and those skills are reinforced throughout the day. The six pillars of character are: Citizenship, Trustworthiness, Respect, Caring, Fairness, and Responsibility.

### **Newsletters**

Information on student activities, important events, as well as breakfast and lunch menus can be found in our monthly on-line newsletters! The District Newsletter can be found on the district website at [www.spartanpride.net](http://www.spartanpride.net) each month from September through May. An annual district newsletter is also mailed to all district residents sometime in July or August. It contains valuable information about each new school year.

## SPECIAL ELEMENTARY INFORMATION

### **Communication**

When sending a note or money to school, the student should receive clear instructions from the parents about who the appropriate person is to receive the note or the money. Also, the school regularly sends notes and papers home with students. Please check your child's bookbag daily and review their work as well as important notes and/or information from the school. Students in grades 3-4 have Daily Planners, and students are expected to record their assignments daily. Ask your child to show you his/her planner and ensure that daily work is completed.

### **BEHAVIORAL EXPECTATIONS AT GC ELEMENTARY**

*Elementary parents are strongly encouraged to discuss the contents of the following common area expectations with your child. These expectations are taught early in the year, and reviewed after breaks and as needed.*

#### **Behavior on the Playground:**

- Students will show respect for others. Bullying will not be tolerated.
- Students will go down the slides sitting down, feet first, one at a time and quickly exit.
- Students will swing straight, feet first, and stop before getting off.
- Students will leave rubber chunks on the playground.
- Students will use benches for sitting.

#### **Playground Parameters:**

- The playground is closed to non-school children and adults during elementary recesses.
- Playground balls, jump ropes, and other equipment are to be used on areas other than the rubber surfaced area.
- Rubber kickballs are the only balls that may be kicked on the cement.
- Hills are out of bounds.
- No sitting or climbing on top of the glider.
- K-4 students will not enter the preschool playground area.
- K-1 students on yellow/lower equipment only. Grades 2-4 may use all equipment.

#### **Play Rules and Behavior Expectations:**

- Play respectfully and responsibly. (no tackling, only touch football)
- No weapons games are allowed (pretending to shoot others)
- Students are responsible for bringing play equipment in at the end of recess.
- Students are encouraged to allow others to join in and play.
- Students must ask permission from the recess supervisor to enter the building during recess.
- Students will stop what they are doing and head toward the building immediately when the tone sounds.
- Students will hold playground equipment while in line.
- Students will enter the building quietly.
- Students will ask a supervisor before retrieving a ball in the street.
- Only school equipment will be allowed on the playground.
- Students are reminded: There is no supervision on the playground before or after school. Students are not to play on the playground before school.

#### Discipline and Possible Consequences:

- Student makes an apology
- Student admits his action
- Student walks with the supervisor for rest of recess
- Students chooses an alternate activity or location to play
- Student loses the privilege of playing on a piece of equipment for the rest of the recess
- Student stands or sits in a time-out location for a few minutes. Supervisor will reinforce the expectation with the student after the time is served.
- Loss of next recess if needed
- FIGHTING AND/OR VIOLENCE: student sent to office. Consequences for office referral may include: loss of recess privileges, in and/or out of school suspension, after school detention, expulsion

#### Winter Weather and Other Conditions

- Students must dress for the weather, as follows:
  - Snow pants are needed to play in the snow
  - Boots must be worn in snowy weather, or students will have to stay on hard surfaces only
- No throwing snow.
- Building forts and snowmen is OK, but respect structures that other students have made.
- No sleds are allowed. We do allow body sledding, feet first only.
- No rock wall (climbing wall) in icy conditions.
- Students should check with the recess supervisor to see if they can play in the grass in wet conditions.

#### Responsible Lunchroom Behavior:

- Everyone will treat others with dignity and respect.
- Students will walk in the lunchroom.
- Students will use inside voices and appropriate language when talking.
- Students will keep hands, feet and objects to themselves.
- Students will stay in their seats and raise hands to get help.
- Students will eat quietly and use good manners.

#### “Seconds” & Salad bar

- Students should take only what they can eat from the salad bar.
- Students in grades one through four may go back for seconds. Seconds from the serving

line and milk are charged to the students' account. Seconds at the salad bar do not incur extra charges.

**Clean-Up Responsibilities:**

- Close milk cartons before leaving the table.
- Pick up trash around you before leaving the table. Check the floor as well.
- Stand behind the red line when waiting to scrape.
- All paper items and large food particles should be removed from tray.

**Guests at Lunch**

Parents and grandparents are encouraged to visit school and eat with their child. The guest may choose to bring food in or may eat school lunch. If meals are brought in, they should not be brought for extra students other than the child and his/her guests. Pop is not permitted in the school lunchroom.

**Classroom Parties**

Grades K-4 have three classroom parties per year: Halloween, Christmas, and Valentines Day. Parents may be asked to provide refreshments.

Students may bring birthday treats for the class to celebrate their birthday. We encourage parents to send a healthy treat, and packaged foods are recommended over baked or homemade treats. Please comply with all teacher directives regarding food allergies for the safety of other students.

Birthday or other party invitations may not be distributed at school unless the entire class is invited.

## CONTACT INFORMATION

### **Grundy Center Elementary**

903 9<sup>th</sup> Street  
Grundy Center, IA 50638  
Phone: 319.825.5461  
FAX: 319.825.6817

### **Grundy Center Secondary**

1006 M Avenue  
Grundy Center, IA 50638  
Phone: 319.825.5449  
FAX: 319.825.6415

### **Administration Building**

1301 12<sup>th</sup> Street  
Grundy Center, IA 50638  
Phone: 319.825.5418  
FAX: 319.825.5419

### **School Board Members for the 2016-2017 School Year**

President, Ron Saak 824-2413	24563 Nickel Ave, Grundy Center	319-
Vice President, Brent Ascher	25200 G Ave, Grundy Center	641-366-3434
John Gordon 825-4705	906 Walden Lane, Grundy Center	319-
Robert Johanns 319-825-3031	1002 Indigo Street, Grundy Center	
Chad Mackie 824-5063	506 3rd Street, Grundy Center	319-