

GRINNELL HIGH SCHOOL



HOME OF THE TIGERS

***Student Handbook
2018 - 2019***

**Grinnell-Newburg High School
1333 Sunset Street
Grinnell, IA 50112**

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Heidi Durbin, Dean of Students**

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Note: The school reserves and retains the right to modify, eliminate, or establish school district policies, rules, and regulations as circumstances warrant, including those contained in this handbook. Students are expected to know the content of the handbook and comply.

Vision Statement

“Every student is achieving at his or her maximum potential in an engaging, inspiring, and challenging learning environment.”

Mission Statement

“The Grinnell-Newburg Community School District, in partnership with the entire community, will empower every student to become a lifelong learner who is a responsible, productive, and engaged citizen within the global community.”

District Non-Discrimination Statement

It is the policy of the Grinnell-Newburg School District not to discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (employment only), marital status, sexual orientation, gender identity and socioeconomic status (students/program only) 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 Equity Coordinator, Heidi Durbin, GHS Dean of Students, at 1333 Sunset Street, Grinnell, IA 50112, 641-236-2720

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ACADEMICS

Academic Letter (505.3)

To qualify for an Academic Letter, students must achieve a 3.5 grade point average for six trimesters. For each successive trimester, a Lamp of Learning Pin will be awarded.

Academic Excellence Ceremony (505.3)

Each spring, GHS holds an Academic Excellence Ceremony. To qualify, students in grades 9-12 must be in the top 10% of their class academically (ranked in the top 10% according to GPA) after the most recent final grading period prior to the ceremony.

College and High School Courses

When a student enrolls in a course at Iowa Valley or Grinnell College that conflicts with a Grinnell High School course, it is the student's responsibility to inform the high school teacher as soon as possible how many minutes the high school course will be missed each day and to accept the high school teacher's decision about whether to continue enrollment in the high school course. High school courses, especially all required courses, have top priority. How long and how often a course can be missed for a college course depends upon several factors, including the level of difficulty and degree to which class participation is necessary for optimum learning.

Common Grading Scale

All teachers at the high school will use the following grading scale:

93-100%	A
90-92%	A-
87-89%	B+
83-86%	B
80-82%	B-
77-79%	C+
73-76%	C
70-72%	C-
67-69%	D+
63-66%	D
60-62%	D-
0-59%	F

No coursework may be turned in after final grades have been posted, unless extenuating circumstances exist therefore allowing the instructor to give an 'Incomplete' grade with explicit expectations to the student for finishing the work they need to complete to finalize the student's grade.

Early Graduation (505.6)

Students who plan to graduate early should plan carefully for credits and requirements. All needed courses must be completed in order for a student to participate in graduation ceremonies. A transcript for correspondence courses must be on file at the time of graduation. Early graduates may not participate in any co-curricular or extra-curricular activities.

Grading System

A four point grading system is used at the high school. Grade and point designation is as follows:

A	–	4.00
A-	–	3.67
B+	–	3.33
B	–	3.00
B-	–	2.67
C+	–	2.33
C	–	2.00
C-	–	1.67
D+	–	1.33
D	–	1.00
D-	–	0.67
F	-	0.00

Graduation with Honors and Highest Honors (505.3)

Students with a cumulative 3.5 GPA or above will graduate with honors. Students with a cumulative 3.75 GPA or above will graduate with highest honors.

National Honor Society Selection Process

Acceptance into NHS is determined on the basis of scholarship, leadership, service, and character. All juniors qualifying with a 3.75 GPA are given an application form, on which they document their service activities and leadership activities. Students that return completed applications are then rated by the entire faculty on character and leadership as demonstrated in the classroom and in extracurricular activities. The NHS faculty sponsor then tallies the ratings from teachers, and a selection committee comprised of GHS faculty examines the average ratings given each student, any comments made by faculty, and the applications listing service and leadership activities. Each member of the selection committee assigns a numerical score to each student's list of service and leadership activities, and those scores for each student are combined with the student's faculty rating averages in order to make the final selections. Students that are accepted for membership as well as those denied membership are sent a letter at home. Those denied membership are told what they should work on improving before reapplying for membership the following year.

Post-Secondary Enrollment Options Act (604.6)

The Post-Secondary Enrollment Options Act was enacted in 1987 to promote rigorous academic pursuits and to provide a wider variety of options to high school students by enabling eleventh and twelfth grade students to enroll in nonsectarian courses in an eligible post-secondary institution. Ninth and tenth grade students identified as talented and gifted are also eligible to take PSEO courses. A student may not enroll in a PSEO course if a comparable course is taught at Grinnell High School. A student enrolled in a post-secondary course will receive both high school and college credit upon successful completion.

Cost: The Grinnell-Newburg CSD will pay up to \$250 per college term. This payment will cover tuition, textbooks and fees. In addition, students occasionally are asked to purchase equipment, which would become the property of the student.

Requirements for Graduation (505.5)

Science	6.00 Credits
Health	1.00 Credit
Mathematics	6.00 to 9.00 Credits (Credits depend on the sequence of courses a student takes. All students must take math through their junior year.)
English	8.00 Credits
Social Studies	7.00 Credits
Physical Education	4.00 Credits
Financial Literacy or Economics	1.00 Credit
Electives	21.00 Credits
<u>Total of</u>	<u>53 Credits</u>

Students must carry at least four (4) classes each trimester in addition to a P.E. course they may be taking. Students participating in extra-curricular activities must enroll in a minimum of four courses at Grinnell High School, not including physical education, and they must pass all courses in which they are enrolled in order to remain eligible after trimester grades are posted.

All students are required to carry Physical Education each year for one trimester. Exceptions for health reasons are arranged with family physicians and certified by them. This does not, in most cases, excuse students from class attendance. Also, Physical Education may be waived for academic conflicts as follows: Student is taking 5 classes, and one of them is an AP or college course; student is taking 6 classes. Exemptions are determined based on the classes that students must take in order to graduate. The maximum number of exemptions over 4 years is 1.

A student may receive 8 credits by correspondence courses to help meet graduation requirements. Counselors and/or the high school principal must grant registration and approval. Students and/or parents will need to pay for the course(s).

Seniors who do not have fines paid, detentions served, or academic work completed will not participate in the Commencement Ceremony. Students with outstanding obligations to the school may still receive their diploma after they have completed all disciplinary responsibilities, academic coursework, and all fines have been paid.

Schedule Changes

The student and his/her counselor may drop a course only after careful consideration. A student also needs to consider the time of the trimester when making that decision. A course dropped after the 6th week of the trimester may receive an automatic "F" for the trimester grade. Also, if a student is taking only 4 academic courses plus Physical Education, and decides to drop a course, it will be dropped with an "F" because the student will be below the required number of academic courses.

If a student is failing a course and experiencing difficulty in one or more courses, that student may be dropped from a course with a failing grade so she/he is able to concentrate on areas of possible success. Parents will be contacted prior to a student being dropped from a course. Parents and students should be aware that dropping a course with a failing grade will impact extracurricular eligibility. A student can retake a failed course. A new class cannot be added after six days from the beginning of a trimester.

Independent Learning Center (604.4)

The ILC is an independent learning environment designed for students who, because of individual circumstances or needs, may achieve more success in a non-traditional environment. ILC is a program of choice. The success of each student will be determined by the choices they make regarding their own progress, attitude, behavior, and attendance.

Generally, students are most successful in the ILC Program if they have completed the 10th grade year. Students may enroll in the ILC Program with a referral from a school counselor or building administrator.

The staff in the ILC is committed to providing a quality teaching and learning experience in a caring and supportive environment. A safe supportive environment will be maintained with high expectations for academic achievement, personal and social development, and career and vocational development. Each student, working together with staff will develop a Personal Education Plan (PEP) consistent with the following program goals:

- Promote self-esteem, self-direction, personal responsibility & accountability, community and social awareness, and respect for life-long learning
- Enhance employability by requiring students to participate in career exploration, job shadowing, and work experience
- Prepare students for life after high school
- Develop the competencies in students to meet the Iowa Core/Common Core standards and 21st Century Constructs
- Provide instruction that is relevant, meaningful, and supportive of future goals

Study Center and Student Assistance Center

Every three weeks, grades will be checked and students who are failing any class and are assigned to study center or an open campus will be sent to a Student Assistance Center where they will have supervised study. Students will remain in the new assignment until the end of the next three-week check. If the student is passing all classes with at least a D, they will be allowed to return to open campus or study center. Seniors with failing grades from the third tri of the previous year will go to SC; if their grades are passing at the end of three weeks, they may begin open campus.

ATTENDANCE

Good attendance habits and punctuality are important parts of developing a solid work ethic, which will enhance a student's opportunity to experience success in school and in the work force. Regular attendance is very important if a student is to receive maximum benefit from the instructional program. Classroom activities and interactions are an integral part of the learning process that cannot be duplicated when students are absent. Students experience academic frustrations and problems caused by poor attendance.

Attendance is the primary responsibility of the student and the parent. Students are expected to be in school unless they are ill. The Code of Iowa states that students must be enrolled and attending school or an approved educational program through the year in which the child turns sixteen. Parents of children who do not attend school are in violation of the Code of Iowa, Chapter 299. Truancy, or unlawful absences from school, is punishable by fines, court-ordered community service, and/or imprisonment. Students are also subject to losing their motor vehicle driving privileges pursuant to the Code of Iowa if they do not attend school regularly. **(501.3)**

College Visit Information

Students are encouraged to make college visitations during periods of time when regularly scheduled courses are not being held at the high school. If a student needs to visit a campus on a school day, the following steps should be taken:

1. A parent and/or guardian must contact the school about the visit prior to the visit.
2. Make up assignments will be the responsibility of the student.

Chronic Absences, Even if Excused by Parents

School Board Policy states that students are to be in attendance 90 percent of the attendance days within a given grading period. Parents of students who are chronically absent in violation of this Board policy may be asked to provide medical verification for absences. The school makes the determination of whether an absence is excused or unexcused.

Excused Absences (501.9)

Students will receive an excused absence from school when the absence is caused by A-E below:

- A. Illness - As approved by the parent/guardian and accepted by an administrator. Medical verification may be requested for any illness.
- B. Bereavement - As approved by the parent/guardian and accepted by an administrator.
- C. Religious Holidays - As approved by parent/guardian and accepted by an administrator.
- D. Medical Appointments - As approved by parent/guardian and accepted by an administrator.
- E. College Visit – As approved by parent/guardian and accepted by an administrator or their school counselor.
- F. Students are allowed up to SIX one-period excused absences during any one trimester for parental requests. These absences are called "sixes." Request for a "six" must be made by the parent before the student is allowed to leave the building, or if the student is coming to school late due to a "six," the call to request a "six" must come by the end of the school day. Once a student has

Excused Absences (Continued)

used his or her “sixes” and misses a class again for any reason not listed in A-E above, the absence will be considered unexcused, and the consequences for unexcused absences will apply, even if parents call to excuse the absence. These absences are typically used for non-medical appointments and important errands. Parents and students are strongly encouraged to use study hall and study center periods rather than academic classes for such absences.

NOTE: Students who are participating in extracurricular activities **MUST** be in school for at least ½ of the school day (8:30-11:40, 11:45-3:15, or 3 consecutive periods) to participate in practices after school, contests or events that evening, or contests or events the following day (i.e. students must be in attendance for ½ of the school day on Friday before participating in a basketball game, wrestling meet, dance competition, or any other extracurricular activity that takes place on a Saturday).

Parents or guardians through a phone call to Attendance Office must report absences that are listed reasons in A - F (see above) within a timely manner.

To excuse an absence, parents should call this number any time of day or night and leave a message: 641-236-1414. It is the student’s responsibility to help parents make this phone call. If for a valid reason a parent is not available to excuse a student who is ill, the student should communicate the problem immediately to the dean of students by calling the high school. The high school office will then make every effort to verify the absence with a parent or guardian.

Students must sign in and check out in the office in order for an absence to be considered excused.

Leaving School Grounds (501.11)

Any student leaving school grounds after the start of the school day, except for students on open campus must be cleared through the office prior to leaving the building. Students will not be allowed to leave without parental consent. If a student leaves without parent consent, the absence will be counted as unexcused. Except for seniors on Open Campus, students must sign out in the office prior to departure and sign in upon returning to school. No student is ever to be sent on an errand off school grounds without prior parental permission through the administration office.

Make Up Work

When students are absent, it is their responsibility to get assignments from the teacher via email. Parents and students must recognize that, following an absence, the primary responsibility for obtaining and completing assignments belongs to the student. Students will get **one day** for each day absent (to turn in missed assignments or to take tests unless the student had prior knowledge of the work before being absent).

Tardy Policy

Students are expected to arrive at class on time, which means being in the classroom when the bell rings. The first two tardies to a class will result in teacher interventions including warnings and serving short amounts of time after school with a teacher. Failure to serve pre-arranged times with a teacher due to a tardy will result in a 1-hour detention.

Students that arrive to a class 10 minutes or more after class has begun will be counted absent and unexcused (unless the tardy is excused by the office) and will serve one hour of detention.

Tardy Consequences for Underclassmen

1st Tardy: The teacher will record the tardy on Infinite Campus and notify the student verbally.

2nd Tardy: The teacher will record the tardy on Infinite Campus and notify the student verbally.

3rd Tardy: The student will serve one hour of detention, and parents will be notified.

4th and Subsequent: Will be reported to the office on a referral form, the student will serve one hour of detention. Parents will be notified.

Tardy Consequences for Seniors

1st Tardy: The teacher will record the tardy on Infinite Campus and notify the student verbally.

2nd Tardy: The teacher will record the tardy on Infinite Campus and notify the student verbally.

3rd Tardy: The student will lose open campus for 15 days for students with open campus or will receive one hour of detention for those students without open campus, and parents will be notified.

4th and Subsequent: Will be reported to the office on a referral form, the student will lose open campus for 15 days for students who have open campus or receive one hour of detention (for those students without open campus). Parents will be notified.

Truancy/Unexcused Absence (501.10)

Truancy/Unexcused Absence is being absent from school without the permission of parents and school officials, or having an excuse not acceptable to school officials. These absences include, but are not limited to skipping classes, shopping, hunting, attending concerts, working on a job, oversleeping, or participation in parties and other celebrations. Absences for which there has been no timely parent's, guardians, or actual custodian's contact may be also considered truanies. Most truanies are a result of students not coming to school and/or leaving school without permission of their parents and school officials.

Truancy/Unexcused Absence Consequences (501.10R1, 501.3)

1. Each day, portion of a day, or class period shall be considered a separate violation. For example, if a student is truant all day, six separate truanies will be recorded in the student's discipline file.

2. If a student fails to attend E Squared as assigned for the completion of missed work, students will receive no credit for daily assignments and missed tests for each class they are truant.

3. When neither the school nor a parent has knowledge of or has given permission to be absent from school or class, the following rules will apply:

- Personal contact and/or written notice to parent
- One hour of detention per period of absence
- Instead of detentions, seniors will lose open campus. If a student has already lost open campus, then detention consequences would apply.

In addition, once a student has accumulated four unexcused absences in a class, an administrator or counselor will request a meeting with the student, teacher, and parents to discuss maintaining credit for the course.

Likewise, once a student has accumulated six total unexcused absences, an administrator or counselor will request a meeting with the student, teacher, and parents to discuss the student's status for the remainder of the trimester (the administration reserves the right to extend the total number of unexcused absences per class before the student is dropped from the course).

A student with six or more trancies or unexcused absences in a given course will likely be denied credit for that particular course. A student with twelve or more trancies or unexcused absences (total for all classes) will likely be dropped from all courses for the remainder of the trimester unless the student is of compulsory attendance age. * A student who is denied credit due to excessive absences will be denied extracurricular activity participation for the remainder of the trimester.

The school administration will make the final determination whether an absence is considered excused, unexcused, or the absence is considered as truancy regardless of the reason given by the parent.

* Students of compulsory attendance age (starting the school year 15 years of age or under) will not be dropped from school for the remainder of the trimester. Instead, students will be subject to truancy mediation if they are not meeting the Grinnell-Newburg School Board Policy that students must be in attendance 90 percent of the attendance days within a given grading period.

According to Section 299.1 of the Iowa Code, the parent, guardian, or legal custodian is accountable for the child's attendance at school. In accordance with 299.8 of the Iowa Code, any child who fails to attend school as required by the school board's policy or who fails to attend competent private instruction under chapter 299A, without reasonable excuse for the absence, shall be deemed truant. According to Iowa Code 299.5A, parents, guardians or actual custodian who attempt to excuse their children for illegal reasons or refuses to accept the school's attempt to assure the child's attendance will be referred to the county attorney for mediation or prosecution. When dealing with attendance issues, the principal or designee will exercise primary judgment concerning the reasonableness of absences and will make the final determination whether an absence is considered school excused or school unexcused. The principal or designee may require documentation for absences deemed unreasonable.

E-Squared

From 7:45 AM until 8:25 AM, Tuesday through Friday, students may be required to attend E2 for skill development – this can be for dual purposes, remediation or enrichment. This time has been designated for skill development - called "E Squared" (Early Enrichment) - to give students and teachers the flexibility to meet and work together for a number of reasons.

As teachers, we plan to make the most of "E Squared" time by:

- Requiring students who did not turn in an assignment at the proper time to either turn in the assignment or work on the assignment
- Requiring students to pick up make-up work at this time
- Scheduling make-up quizzes
- Conferencing with groups during group projects

- Providing one-on-one and small group skill development for students at all levels of development
- Holding study groups for students who experience test anxiety or have not developed good study skills
- Conferencing with individual students about their research papers

Students can make the most of “E Squared” time by:

- Getting help from teachers
- Picking up make-up work from teachers if absent
- Completing make-up quizzes and tests
- Printing assignments to have them ready for class
- Forming study groups to prepare for quizzes and tests
- Meeting with group members to work on group projects
- Making appointments to visit your school counselor
- Collaborating with teachers on independent study projects or classes

Failure to attend E-Squared when specifically requested by a teacher may result in disciplinary referrals (see consequences under Truancy).

STUDENT BEHAVIOR

The basic expectation is that students will conduct themselves responsibly and respectfully at all times. This conduct is expected while on school premises, while on school owned and/or operated school or chartered buses, and while attending or engaging in school activities on or off school property. Behavioral expectations that define what respect and responsibility look like for all areas of the school will be taught to students, who are expected to meet the expectations.

Students who violate the expectations with inappropriate behavior shall be subject to discipline. Inappropriate behavior includes behavior that is disrespectful to others or that disrupts the educational program, the orderly and efficient operation of the school or school activity, the rights of other students to participate in the educational process or activity, or the educational atmosphere. Disciplinary measures may include, but are not limited to, reprimand and corrective instruction by a teacher, administrative interventions that include notification of parents, behavior contracts, behavior improvement plans, detention, temporary or permanent removal from class, suspension, and expulsion.

Anti-Bullying/Harassment Policy (104, 104.E1-104.E3, 104.R1, 503.1)

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 students, school employees, and 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 race, color, creed, sex, sexual orientation, 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 up to, and including, suspension and 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 up to, and including, 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 up to, and including, 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:

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

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

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

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 superintendent or designee will be responsible for handling all complaints by students alleging bullying or harassment. The superintendent or designee will be responsible for handling all complaints by employees alleging bullying or 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. The superintendent shall report to the board on the progress of reducing bullying and harassment.

Students who feel they have been harassed or bullied 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;
 - 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.

Forms and procedures for investigating bullying and harassment are available in the guidance office and in the principal's office.

INVESTIGATION PROCEDURE

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. 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. 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 principal.

RESOLUTION OF THE COMPLAINT

Following 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.

Bullying/Harassment Consequences: (104, 104.E1-104.E3, 104.R1, 503.1)

- Situations & consequences are subject to administrative discretion. Those concerning cases based on the actual or perceived traits in paragraph 2 maybe subject to more severe consequences.

1st Offense: Warning and/or up to 1-3 day suspension and notify parents.

2nd Offense: 3-4 day suspension. Parents notified and meeting held with student, parents, investigator, and principal.

3rd Offense: 4-10 day suspension. Student may be referred to the superintendent and the School Board for possible expulsion. Parents are notified.

Cell Phone Policy

Cell phone usage is prohibited in classrooms, restrooms, and/or locker room areas. Students causing a disruption to the educational environment will be asked to give their cell phones to the adult addressing the cell phone usage. Students may pick their confiscated cell phones up in the High School Office at the end of the day. Failure to comply with any reasonable request

from an adult may cause the student to be subject to insubordination sanctions (See DISRESPECT TO STAFF section below).

Dances

Attending school-sponsored dances is a privilege. The following guidelines exist in regard to dances:

1. No guests over the age of 20 are allowed to attend; likewise, guests may not be in middle school.
2. All non-GHS students must be preapproved by the principal or associate principal and signed up in the office the day prior to the dance.
3. Students who are not in good standing and /or under suspension are not allowed to attend dances. Students with detentions are not in good standing.

Detention

An administrator may assign students to detention after a student receives an office referral for inappropriate behavior that a student has been unable to change through teacher interventions. Seniors with open campus will be removed from open campus for a prescribed period of time rather than serving detention. Seniors without open campus or those removed from open campus will be assigned detention or other consequences as warranted by an administrator.

Office referrals will be written for three kinds of behavior problems: 1) chronic or escalating behaviors in the classroom that teacher interventions, including notification of parents, have not been able to stop; 2) inappropriate behaviors in common areas such as the hallways or cafeteria when teacher interventions are not possible or are unsuccessful; 3) serious misbehaviors that warrant immediate removal from the classroom, such as blatant insubordination, serious disrespect, or actions dangerous to self or others.

Detentions can be served from 3:15 to 5:15 unless school is getting out earlier than 3:15. A meeting room will be posted.

Students that are late to detention (arriving after 3:20) will not get credit for serving; students that do not follow the rules will be asked to leave and will not get credit for serving. The following rules will be enforced: Talking, sleeping, and putting one's head down are prohibited. Students may be asked to complete assignments such as reading and short essays, designed to help them understand and change the behaviors that are impeding their learning or that of others. Students without such assignments will be expected to sit quietly, read, or study. Students may listen to electronic music devices with headphones.

Work, extracurricular activities, and sports practices will NEVER be accepted as excuses for failure to serve. A student that does not serve may be suspended out of school.

Displays of Affection

Relationships are an important part of one's high school years. It is also important for one to learn proper restraint in the display of those affections. While at school, it will be unacceptable for students to fondle, caress, or kiss each other. Couples refusing to cooperate by conducting themselves in a non-approved manner will be subject to a parental conference held with the dean of students and/or other disciplinary measures.

- See Disruptive or Inappropriate Behavior.

Disrespect to Staff Members

Any act which demeans the position of a staff member (employee of the school district or area education association). The use of profanity or a threat toward a staff member or the refusal to carry out instructions of a staff member, including failure to go to the principal's office when asked, is considered to be disrespectful.

First Offense: The student will serve an out of school suspension of 1-3 days and a conference may be held with the principal and the parents or guardian and the student.

Second Offense: The student will serve an out of school suspension of 3-6 days. A final review of policy with student and parent/or guardian will take place.

Third Offense: The student will serve an out-of-school suspension of 6-10 days.

Fourth Offense: Permanent removal from course or courses as may be appropriate and may be recommended for expulsion by the Board.

Disruptive or Inappropriate/Insubordinate Behavior (503.1)

Disruptive or inappropriate/insubordinate behavior can take place in the classroom or on school grounds and is defined as any action that interferes with the educational process of the student or students.

First offense:

One hour detention time and a conference with the principal or associate principal. In order to reenter class the student must see the teacher during the teacher's open period, after, or before school and agree to the behavior the teacher has established as appropriate.

Second offense:

Two hours of detention and a conference with the teacher, student, principal or dean of students will be the consequence. The problem will be identified and all parties will agree on a remedy. A plan may be drawn up which will outline minimum behavior guidelines. The student will not be allowed back into class until they agree to the plan.

Third offense:

Dropped from the class with no credit.

NOTE: Failure to report to the principal's office after being sent out of class will result in the student serving a 1-day out-of-school suspension for each offense.

Fighting and Physical Violence (503.1)

Fighting and Physical Violence shall be defined as "any time a student is determined to be a danger to himself/herself or others during regular school day or at any school activity because of demonstrated acts of violence." This policy and the sanctions therein will also apply to students who are inciting violence against other students, thereby, make the school environment unsafe for others.

Toward Staff: Out of school suspension and a recommendation to the Board for expulsion from school.

Toward other Students:

- First Offense: The student will be suspended for 3-5 days. A parental conference may be necessary for re-admission to school.
- Second Offense: The student will be suspended for 5-7 days. A parental conference will be necessary for re-admission to school.
- Third Offense: Student will be suspended indefinitely pending an expulsion hearing with the Board of Education.

GHS Good Conduct Policy (503.4)

Participation in interscholastic competition and extra-curricular and co-curricular events is a privilege and not a right. Students who wish to have the privilege of participating in interscholastic competition and public appearances in extra-curricular and co-curricular events must practice "Good Conduct" by conducting themselves in accordance with Board Policies governing general student conduct. Students must also refrain from conduct which is illegal or which would detract from or be detrimental to the ideals, principles or standards of the District and its activities program.

Prohibited Conduct

Prohibited conduct under this Policy shall include, but not be limited to, the following:

- * possession or use of tobacco products;
- * possession or use of alcohol products;
- * possession or use of unauthorized controlled substances and/or unauthorized medications (including look-alikes);
- * violation of board policies governing general student conduct, including Board Policies 503.4 and 214, and the administrative rules and regulations thereunder;
- * possession or use of weapons or other dangerous objects;
- * commission of any act that would constitute an offense punishable by law as defined in federal and state statutes and municipal ordinances (except for simple misdemeanor traffic violations) regardless of whether the student is charged with an offense
- * A student determined to have committed a felony shall be ineligible for one calendar year.
- * A student found to be using steroids without medical supervision shall be ineligible for one calendar year.
- * Other inappropriate or offensive conduct such as fighting, hazing and the harassment of others.

For purposes of this Policy, "possession" includes:

1. A student shall not use, possess, sell or otherwise distribute beer, alcohol or controlled substance of any kind; nor shall the student violate any state or local law involving said substances. Possession of beer, alcohol or controlled substances is considered to exist if a student:
 - a. Is aware of the presence of alcohol or controlled substance, and
 - b. Is in the proximity or has access to the alcohol or controlled substance, and
 - c. Fails to remove oneself from the premises promptly.
2. A student shall not use, possess sell or otherwise distribute tobacco products of

any kind.

3. A student shall not be in violation of statutory law that is a chargeable offense (i.e. assault, criminal mischief, theft, felonies, etc.). Theft or vandalism (of any degree) on school premises, at a school activity or on school sponsored transportation may constitute a violation.
4. A student shall not use steroids except as prescribed and verified by a physician.

Publication of this Policy

This Policy shall be published in the Student Handbook. In addition, all coaches of athletic programs and sponsors of extracurricular activities and co-curricular activities which have public appearance events shall, at the beginning of their seasons, reinforce this policy by informing participating students of the Good Conduct Policy and the penalties for violating the policy. Students shall also receive a written copy of the Good Conduct Policy and any other additional expectations of their coaches and sponsors. Students who wish to participate in activities and the public appearance events of such activities must return an acknowledgement form signed by the student and the student's parent or guardian stating that they have read and understand the Good Conduct Policy. All students participating in athletics and activities shall be subject to this Policy regardless of whether their coaches and sponsors informed them of the Policy and regardless of whether they returned a signed acknowledgement form.

Enforcement

Suspected violations of the Good Conduct Policy should be reported to the Athletic/Activities Director. Students suspected of violating the Good Conduct Policy will be interviewed by the Athletic/Activities Director. Students will be encouraged to present information in a straightforward and honest manner. Students will be found in violation of the Good Conduct Policy if:

- 1) the administration has been notified by law enforcement of conduct in violation of the Policy (this does not mean that the student has been formally charged by law enforcement);
- 2) the conduct was witnessed by a school employee, or otherwise verified by a school employee, and/or;
- 3) the student admits to the conduct.

Violations will result in application of the Good Conduct Policy and the student will be sanctioned as provided in this Policy. The Athletic/Activities Director shall keep records of violations of the Good Conduct Policy. Those students violating the Good Conduct Policy shall be notified in writing and the parent/guardian will also be notified in writing delivered via US Mail.

Loss of Eligibility

Violation of the Good Conduct Policy will result in the student losing eligibility to participate in any public contest, performance, game, meet, or concert where the student represents the District. The period of ineligibility will begin immediately if the student is currently involved in an activity which is in season. If the student is not currently involved in an activity that is in season, the student's period of ineligibility will begin at the beginning of the season (first official day of practice) of the first activity for the student. Students involved in multiple activities will be ineligible for all such activities if the competition seasons of the activities

occur at the same time. All athletic, extra curricular & co-curricular programs that have public performances are considered an activity.

GHS Good Conduct Policy, Tiered System

The following tiered system is used to determine duration of the student's period of ineligibility:

First Offense - 25% of the total number of contests, games, meets, or public performances.

Second Offense - 50% of the total number of contests, games, meets, or public performances.

Third Offense - 365 days of ineligibility

Fourth Offense - No longer eligible at any level for any activity

During the period of ineligibility, the student must continue participation in the respective activity program(s) for the length of the suspension and complete the season in “good standing.” Failure to complete the season in “good standing” will result in a carry over of the suspension to the next activity of participation. Students must continue to practice with the team and/or activity and meet the expectations of the coach, director, or sponsor during the suspension. This may include, but is not limited to, traveling with an activity program to away events and attending home events. However, students are prohibited from dressing in program uniforms for their respective contests or performances during their ineligibility.

Students found in violation of the Good Conduct Policy may not register for a new activity after the state mandated or district defined start date* in order to avoid the penalty hereunder being applied at a later time to another activity.

* See Activities Handbook & Team/Sport Handbook for more information regarding a defined start date

Periods of ineligibility that are not completely fulfilled in the activity that the student is participating in due to the timing of the violation will continue to be applied into the next activity in which the student participates.

Students with a violation who then commit another violation prior to completing the period of ineligibility from the previous violation will have both penalties added together and these periods of ineligibility will be served consecutively.

Students who are academically ineligible will serve the full period of ineligibility for a violation of the Good Conduct Policy upon regaining academic eligibility.

If the public performance or event is one for which a grade is assigned, the student will be allowed to complete an alternative assignment or activity to earn the grade.

Enforcement of the Good Conduct Policy may occur regardless of whether the student is also subject to discipline under general student discipline policies.

Students who participate in school-sponsored summer activities and violate school policies will face the same consequences as students violating the policy during the year. This Good Conduct Policy applies 365 days a year and everywhere that students are located. This Good

Conduct Policy begins once students complete their 8th grade year, regardless of their participation in summer sports preceding their 9th grade year.

Students transferring into the district who are ineligible due to a violation of the previous school district’s Good Conduct Policy must complete the period of ineligibility from the previous district before eligibility is granted in this district.

Appeals

Students may appeal a Good Conduct Policy decision made by school administration within five school days of administration’s decision. An appeal must be in writing and addressed to the superintendent of schools and delivered within five school days. If the Student is not satisfied with the decision of the Superintendent, the student may appeal the decision of the superintendent to the School Board. All appeals from the Superintendent’s decision must be in writing and addressed to the board of education and delivered to the Board Secretary within 7 days of the Superintendent’s decision. A meeting of the School Board to consider such an appeal will be scheduled as soon as practicable. All Board decisions shall be final. During the appeal process, the student shall remain ineligible.

Self reporting to seek assistance

If a student, in good faith, believes that he or she may need assistance in dealing with a personal alcohol or substance abuse problem and there are no legal charges or other pending student discipline or Good Conduct Policy matters involved, the student may request assistance from the school administration, a guidance counselor/dean, the building assistance team, or a coach or sponsor of an activity without risk of penalty under the Good Conduct Policy. The student must be evaluated by an accredited substance abuse provider of the student’s choice, enter and follow a prescribed program of alcohol or substance abuse assessment, evaluation and treatment at the student’s expense, and must make the Athletic/Activity Director aware of his or her participation in such program by providing a written confirmation from the agency providing the program. This option may be used once per calendar year.

The following are examples of what the penalty might be in a typical season (less post-season appearances), using the current defined contest limitations of the Iowa Girls High School Athletic Union and the Iowa High School Athletic Association, along with “typical” schedules for the Extra-Curricular and Co-Curricular Activity Programs. These are only sample penalties that may be modified by the Athletic/Activities Director due to the actual number of games, contests, events, or performances scheduled. The actual number of events will be calculated annually.

Sample High School Penalties:

Activity	Dates / Games	First Offense 25 %	2nd Offense 50 %
Football	9 games	2	5
Boys Cross Country	10 Dates	2	5
Girls Cross Country	10 Dates	2	5
Volleyball	14 Dates	3	7
Girls Swimming	12 Dates	3	6
Boys Swimming	12 Dates	3	6

Girls Bowling	12 Dates	3	6
Boys Bowling	12 Dates	3	6
Wrestling	15 Dates	3	8
Boys Basketball	21 Games	5	11
Girls Basketball	21 Games	5	11
Boys Tennis	12 Dates	3	6
Girls Tennis	12 Dates	3	6
Boys Track	12 Dates	3	6
Girls Track	12 Dates	3	6
Boys Soccer	13 Dates (3 may be multiple game dates)	3 or TBD Depending on Games Scheduled	7 or TBD Depending on Games Scheduled
Girls Soccer	17 Games	4	9
Girls Golf	12 Dates	3	6
Boys Golf	12 Dates	3	6
Baseball	40 Games	10	20
Softball	40 Games	10	20
Cheerleading	Season Specific	TBD	TBD
Drill Team	Season Specific	TBD	TBD
Jazz Choir	Season Specific	TBD	TBD
Marching Band	Season Specific	TBD	TBD
Jazz Band	Season Specific	TBD	TBD
Drama	Season Specific	TBD	TBD
Large Group Speech	Season Specific	TBD	TBD
Individual Speech	Season Specific	TBD	TBD
Debate	Season Specific	TBD	TBD

Note: The number of contests for a first offense will be rounded down to the nearest whole number. And the number of contests for a second offense will be rounded up to the nearest whole number if the number of dates and or contests is not divisible by a whole number.

Note: Students who self-report to the Activity/Athletic Director may have a reduction in penalty determined by the Activity/Athletic Director depending on the number of contests the student is scheduled to miss, but students who self-report a Good Conduct Violation will always be ineligible for at least one scheduled game, contest, event, or performance.

GHS Extracurricular Participation Rules & Regulations

Students may participate in interscholastic athletic, music, speech and other contests or events approved by the administration. To be eligible to participate, students shall:

1. Be enrolled as a full-time student and in good standing. Good standing consists of being enrolled in at least four classes. Exceptions: Post-secondary options enrollment, IEP students with non-traditional day, professional appointments, students under physician's care.
2. Not ineligible under the Good Conduct Rule (this does not apply to participation in practice sessions).
3. In accordance with the Iowa Department of Education Scholarship Academic Rule 36.15(2), any student who is considered a contestant in a sport sanctioned by the Iowa

High School Athletic Association and the Iowa Girls High School Athletic Union shall be declared academically ineligible for 30 calendar days (from the first scheduled contest of the season) if a student is not passing ALL credit courses at the conclusion of each official grading period. (Contact the Athletic / Activities Office for details on this rule)

- a. Students who have failed a course and wish to participate in an activity that they have never participated in to serve their 30 days and become eligible for their next activity, must follow the guidelines as listed below for the activity to count towards the eligibility standard:
 - Note: “Non-bona fide” shall be defined as a student who has not participated in that activity prior to participating in the activity for the sole purpose of using the activity to serve their academic ineligibility period.
 - i. Students participating in activities as non-bona fide must complete the whole season (from the first day of practice, through the last contest of the season).
 - ii. Students participating in activities as non-bona fide contestants must sign a written agreement/contract with the coach and Activities Director that outlines all of the expectations the student will fulfill to meet the expectations to complete the season.
 - iii. All other decisions regarding whether or not a non-bona fide student has met the expectations to meet the eligibility requirements shall be made by the supervising coach and Activities Director.
4. In accordance to the Iowa High School Music and Speech Association, which is the sanctioning body for all extra-curricular music and speech activity, any student not passing ALL credit courses at the conclusion of each official grading period shall be academically ineligible for thirty (30) school days for all state and school sanctioned events in extra-curricular music and speech contests. (Contact the Athletic / Activities Office for details on this rule).
5. For all other extra-curricular activities available to students at Grinnell High School but not sanctioned by the IHSAA, IGHSAU, or the IHSMSA, a student participant shall be declared academically ineligible for 30 calendar days of the immediate semester following the grading period if a student is not passing ALL credit courses at the conclusion of each official grading period in accordance to Grinnell High School Academic Eligibility Policy.
6. Any suspension (in or out of school) excludes the student from all events during the time of the suspension. In school suspension does not exclude students from practice sessions or attending events if the departure time or event is after school has been dismissed. Out of school suspension does exclude the student from practice sessions and attending events during the time of the suspension.

GHS Activity Department Guidelines

Before participating in any athletic practice or contest, a participant must have on file with the school activity office a complete and current physical examination report. The examination is valid for 13 months. In addition any participant in athletic programs as well as dance team and cheerleading must have on file in the school athletic/activity office a concussion fact sheet and a Good Conduct Policy Acknowledgement Form that are signed by both the parent and the participant.

Additional Policy Requirements:

1. Within the first week of practice the athlete must: Take out accident insurance through the school or present to the school an insurance waiver signed by his/her parent/guardian.
2. Have an emergency card/consent form signed by his/her parent/guardian and returned to the activity office.
3. If injured, he/she is to report immediately the nature of the injury and how it happened to the coach/sponsor.
4. If a student leaves an activity then he/she must inform the coach of his/her decision and turn in any uniforms or equipment.

GHS Sportsmanship At Activities

Students will conduct themselves in an appropriate manner at school activities. This will include exhibiting respect during our National Anthem; toward spectators, coaches, contestants, and officials; toward event sponsors and fellow students; and, for property of others. Constructive enthusiasm and vocal support for fellow students is encouraged. However, actions or words that are offensive or abusive will not be tolerated. Reprimand may include suspension and exclusion from attendance at school events.

Guidelines for Success: Be Respectful; Be Responsible!

Conduct Expectations for Common Areas:

CLASSROOM

Students will...

- Be quiet and give full attention when others have the floor.
- Use all property as it is intended to be used.
- Be positive and respectful in interactions with others.
- Be on time.
- Bring needed materials.
- Complete all assignments (including make-up work) on time.
- Remain engaged the entire period.
- Practice academic integrity.

STUDENT ASSISTANCE CENTER

Students will...

- Bring materials and be actively engaged in academic work or reading for the entire period.
- Get permission to leave. Get a prior pass to go to the counselors' office and designated teachers.
- Remember that pop & food are prohibited except when an SAC teacher chooses to reward students for academic progress.
- Remain in assigned seat unless teacher gives permission to study with another student.

STUDY CENTER

Students will...

- Sit in assigned seats for the first 30 minutes.
- Study individually or read quietly for the first 30 minutes.
- Sign out when leaving, but only after attendance is taken.
- Purchase food and beverages only after attendance is taken.
- Pick up, throw away, or recycle ALL appropriate items.

MEDIA CENTER

Students will...

- Collaborate quietly on academic projects, remembering that the media specialist has the right to ask students abusing this privilege to leave the media center.
- Return materials to the appropriate places.
- While sitting on the sofas, be respectful of the furniture.
- Show respect for the artwork.
- No more than 4 persons per table unless supervisor grants permission for more students to sit together.
- Return to their SAC or SC before the bell rings.

COMPUTER USE

Students will...

- Keep passwords confidential.
- Notify a supervisor when technical problems arise.
- Log into personal account only.
- Respect and uphold network etiquette as applied to copyright materials, threatening or obscene material, and material protected by a trade license (Network accounts can be tracked by system administrators and are not private.)
- Limit the amount of file storage and printing.
- Follow the Acceptable Use Policy.
- Print only for school/academic use.

OFFICE

Students who are sent to the office will...

- Come immediately via the shortest route.
- Be respectful and considerate of self, others, and property.
- Remain quiet.
- Ask permission to leave office.
- Students who are visiting the office for assistance will...
- Wait quietly and patiently for help.
- Be respectful and considerate of self, others, and property.

ASSEMBLIES: Gymnasium or Auditorium

Students will...

- Walk and enter quietly.
- Take seat immediately, keeping the aisles clear.
- Respect others' space, keeping hands and feet to self --no feet on seats or railings.
- Participate maturely, respectfully, and actively.
- Be considerate, quiet, and attentive.
- Show appreciation with applause.
- Remain seated until dismissed.
- Refrain from eating, drinking, or chewing gum in the auditorium.
- Refrain from using cellular devices.

CAFETERIA

Students will...

- Be respectful to cooks, faculty, staff and other students.
- Be respectful by never throwing food or other items.
- Wait in line patiently.
- Speak in conversational voices.

- Use good table manners.
- Clean up table area before leaving.
- Properly dispose of garbage and return trays, silverware, and dishes.
- Enter through the door closest to the office; exit through double doors closest to gym.

SENIOR LOUNGE

Students will...

- Remain upright; with feet on the floor.
- Use quiet, conversational voices.
- Speak respectfully at all times.
- Follow the school rule regarding no hats in the building.
- Clean up the area of all food and debris before leaving.

HALLWAYS AND ALL OTHER BUILDING AREAS

Students will...

- Follow directions of school personnel with immediate cooperation.
- Walk on the right side of the hallway and keep traffic moving.
- Use conversational voices with appropriate, respectful language.
- Be respectful and considerate of self, others and property.
- Carry a pass to destinations where a signature is needed to show arrival and departure time.
- Leave classrooms only with permission and return to class as promptly as possible.
- Consume food and drink in cafeteria or senior lounge only.
- Hats are to be left in lockers, and hoods are not to be worn on the head.

Leave Policy

In some circumstances, the traditional high school environment is not conducive to student success. The reasons could be academic, social, or even health related. If the school feels that it is in the student's best interest to take a break from the traditional environment, the student will be placed on leave. When a student is placed on leave, they will be assigned to the appropriate number of APEX courses for them to work on from home. Students will be assigned a date and time to take quizzes and tests in the ILC.

Since not all high school requirements are available via APEX, being placed on leave may impact credits earned and possibly graduating on time.

Examples of possible reasons to be placed on leave:

- Not attending school regularly, accumulating several unexcused absences.
- Engaging in social conflict on a regular basis.
- Regular or frequent disrespect or insubordination shown to staff
- Regular or frequent disrespect or incivility shown to students
- Traditional disciplinary sanctions - not limited to detentions and suspensions - have not provided the motivation for change.

MacBook: Technology Usage and School MacBook Laptops (502.2)

MacBook Policies and Procedures: Acceptable Use Policy

The Apple MacBook, carrying case and peripherals that have been issued to you are the property of the Grinnell-Newburg School District. This computer is on loan to the student, and must be used in accordance with the following Policies and Procedures, the District's Computer Use Guidelines, and any applicable laws. Use of this computer, as well as access to the computer network, the Internet and e-mail is a privilege and not a right. Moreover, the Grinnell-Newburg administrative staff retains the rights to: (1) collect and/or inspect the computer at any time, including via electronic remote access, and to (2) alter, add or delete installed software or hardware. The equipment provided is expected to be used for educational purposes only, and intended to support the learning objectives of the Grinnell-Newburg School District.

Standard for Proper Use and Care AND Student Expectations for Use of Computer at School

- Each computer is assigned to an individual student. Students should never “swap” or “share” their computer with anyone other than their parents or guardians. Loss or damage that occurs when anyone else is using your assigned computer will be your full responsibility.
- MacBooks should be in a student's possession, or secured (i.e., home or other secure place where others do not have access) or attended (with you or within your sight) at all times. Keep the computer stored in a secure place (i.e., locked in locker or locker room or other suitable place) when you cannot directly monitor it. For example, during athletic events, games, practices and trips, store the computer in a secure place assigned by your coach/sponsor and arrange to return to school to retrieve it after the activity. Laptops left in bags and backpacks or in unattended classrooms are considered “unattended” and may be confiscated by school personnel as a protection against theft. Unattended and unlocked equipment, if stolen – even at school – will be your full financial responsibility.
- Passwords should be kept confidential.
- Students who have permission to take their MacBook home are responsible for bringing their MacBook, fully charged, to school each day.
- Students who do not have permission to take their MacBook home must pick up and store their MacBook in a designated area each day. Students are responsible for making sure their MacBook is plugged in for recharging every night.
- Students are responsible for saving or backing up their documents. Never consider any electronic information safe when stored on only one device.
- Students are not allowed to download or install software without permission of the District Technology Coordinator.
- In the event the computer is inoperable, Grinnell-Newburg Community School District has a limited number of spare laptops for use while the MacBook is repaired or replaced. However, it cannot be guaranteed a loaner will be available at all times. This agreement remains in effect for a substitute computer also. The student may not opt to keep a broken MacBook or to avoid using the MacBook due to loss or damage. Please note that if a student forgets to bring their MacBook or power adaptor to school, a substitute will not be provided.
- Students will not be allowed to utilize their own personal computer at school in place of the school issued MacBook.
- Cell phones (computers) with cameras and other portable “Remotely Activated or Activating Communication Devices” capable of storing and transmitting or receiving

images are banned from locker room and restrooms at ALL times. Students will be disciplined for the possession of cell phones with cameras in school locker rooms or restrooms. At no time are students authorized to video, photograph, or audio record others in the school building or at school activities without the consent of the other party.

- 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. 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. To see the entire Bullying Policy, see pages 14-17 in the High School Handbook and/or pages 9-12 in the Middle School Handbook.
- All copyright laws must be adhered to, for this reason the installation and/or use of any Internet-based file sharing tools are explicitly prohibited. File sharing program and protocols like BitTorrent, Limewire, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (music, video and images). Individuals with legitimate, school-related needs to use these tools may seek prior approval from the Director of Technology.

Using the Computer at Home

- Students must have the permission form signed by their parents/guardians before they will be allowed to take their computer home.
- If the computer is lost or stolen, parents/guardians should immediately report the loss or theft to the local police and Grinnell-Newburg School Administration.
- If the computer is damaged or not working properly, it must be turned into the designated area in that building for repair or replacement. Parents/guardians are not authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the MacBook.
- Students are responsible for recharging the MacBook at home on a daily basis.

Using the Computer for Internet and E-mail

- Students and parents/guardians understand the Grinnell-Newburg School District does not have control over information found on the internet. While every attempt will be made to block access from inappropriate material while the student is at school, the District is not able to monitor student usage of the computer when it is off of school grounds. It is the parent/guardian's responsibility to supervise the information that a student is accessing from the internet while at home.
- Students should never share personal information about themselves or others while using the internet or e-mail. This includes student's name, age, address, phone number, or school name.
- Parents/guardians and students are required to read and agree to the Grinnell-Newburg School District's Computer Use Expectations prior to receiving internet and e-mail access.
- The Grinnell-Newburg Community School District retains the sole right of possession and/or ownership of District equipment and/or resources, including, but not limited to: the Apple MacBook computer; computer equipment including but not limited to any materials, software or programs owned by and/or installed on the computer by the District; District internet; and/or District e-mail. The District grants permission to the

student to use the District equipment and/or resources, for educational purposes only, according to the guidelines set forth in this document; the Student Handbook; District rules and/or policies; and all applicable laws.

- The student may not deface or destroy District equipment and/or resources in any way. The student may not install or use any software or programs other than software or programs owned or approved by the District and made available to the student in accordance with this agreement. Inappropriate use of District equipment or resources may result in the student losing his/her privilege to use the District equipment and/or resources.
- The District retains the right to collect and/or inspect District equipment and/or resources at any time as well as the right to alter, add or delete items, documents, software, and/or programs accessed, created, stored, or installed as well as those which are in violation of the guidelines set forth in this document.
- The District has the right to review these items for appropriateness, and to limit or revoke student's access to them at any time and for any reason.

General Use and Care of the Computer

- When transporting their MacBook to and from school, students should always be sure it is placed in the carrying case and the case is fully closed. Cases are for the MacBook and should not be used for any additional books, etc.
- MacBook cases should not be placed inside the student's book bag or backpack where it may be compressed and damaged by other heavy books, etc.
- Students are expected to treat their MacBook with care and respect. The computer and case are the property of Grinnell-Newburg Community School District and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the MacBook or carrying case are not allowed and will result in loss of privileges.
- Do not attempt to remove or change the physical structure of the computer, including the keys, screen cover or casing. Doing so will void the warranty and families will be responsible for 100 percent of the repair or replacement cost.
- Students are encouraged to help each other in learning to operate their computers. However, such help should be provided with voices and not hands. Students should operate only their own computers and not those of other students.
- Any inappropriate or careless use of a computer should be reported to the Building Principal, District Technology Coordinator, a teacher, or other staff member immediately.
- MacBooks should only be used while they are on a flat, stable surface such as a table.
- Students should protect their MacBook from extreme heat or cold. MacBooks should never be left in a car, even if the car is locked.
- Computers should be protected from the weather, water or other liquid, food, and pets. Students should never eat or drink while using their MacBook or use the MacBook near others who are eating and/or drinking. This includes use during school lunches. MacBooks should remain in designated MacBook carrying cases until all liquid items are removed from lunch table.
- Heavy objects should never be placed or stacked on top of your MacBook. This includes books, musical instruments, sports equipment, etc.
- Student should use care when plugging in their power cord or phone cord, and when using their CD-ROM drive.
- Computers should never be placed in their carrying case while they are turned on. The computer should either be turned off or in "sleep mode." In addition, computers should

not be placed on or under soft items such as pillows, chairs or sofa cushions, or blankets. This will cause the computer to overheat and will result in damage to the computer.

- Do not remove or interfere with the serial number or any identification placed on the computer or its peripherals.
- Never move the computer while the CD or DVD is actively being used.
- The computer screen can be easily damaged if proper care is not taken. Broken screens are **NOT** covered by warranty and can cost over \$800.00 to replace. Do not touch the computer screen with anything (e.g. pen, pencil, etc.) other than approved screen cleaners.
- Never leave any object on the keyboard. Pens or pencils left on the keyboards are guaranteed to crack the screen when closing the lid.

Consequences of Inappropriate Use

The use of any District technology is a privilege and not a right. Students are expected to use their computers in accordance with these policies and procedures, and Grinnell-Newburg School District Computer Use Expectations, and any applicable laws. Students are expected to maintain a 100% working computer at all times. Failure to use this computer in an appropriate manner will result in the following consequences, as determined by the staff and administration of Grinnell-Newburg School District.

- Cancellation of student use or access privileges, including but not limited to the privilege of the use of the computer, taking the computer home, or loss of specific websites and/or internet connection. The computer may be immediately reimaged.
- Detention time
- Suspension from school.
- Expulsion from school.
- Civil or criminal liability under applicable laws.

The administration has the right to modify the consequences in regard to number of instances and/or severity of the infraction.

Damage Fee Schedule

In the event of damage to the MacBook and/or any of the peripherals not covered by the warranty, the student and parents/guardians will be billed a fee according to the following schedule:

First incident – up to \$100

Second incident – up to \$200

Third incident – up to full cost of repair or replacement

Grinnell-Newburg Community School District reserves the right to charge the student and parents/guardians the full cost for repair or replacement when damage occurs due to gross negligence as determined by administration.

MacBook: Student Use of the Internet

The Internet and electronic communications (e-mail, chat rooms, and other forms of electronic communication) have vast potential to support curriculum and student learning. The Board of Education believes they should be used in schools as a learning resource to educate and to inform.

Use of the Internet and electronic communications require students to think critically, to analyze information, to write clearly, to use problem-solving skills and to hone computer and

research skills that employers demand. Use of these tools also encourages an attitude of lifelong learning and offers an opportunity for students to participate in distance learning activities, ask questions of and consult with experts, communicate with other students and individuals, and locate material to meet educational and personal information needs.

The Board believes the educational opportunities inherent in these tools far outweigh the possibility that users may procure material not consistent with the education goals of the district. However, the Internet and electronic communications are fluid environments in which students may access materials and information from many sources, including some that may be harmful to students. The Board acknowledges that while it is impossible to predict with certainty what information students might locate, it desires to take all reasonable steps to protect students from accessing material and information that is obscene, child pornography, or otherwise harmful to minors. Students shall take responsibility for their own use of district computers and computer systems to avoid contact with material or information that may be harmful to minors.

Software that blocks or filters material and information that is obscene, child pornography or otherwise harmful to minors is used by the District. Students shall report access to material and information that is obscene, child pornography, harmful to minors, or otherwise in violation of this policy to the supervising staff member. If a student becomes aware of other students accessing such material or information, he or she shall report it to the supervising staff member.

District computers and computer systems are owned by the district and are intended for educational purposes. Students shall have no expectation of privacy when using the Internet or electronic communications. The district reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of district computers and computer systems, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through district computers and computer systems shall remain the property of the school district.

Students shall use district computers and computer systems in a responsible, efficient, ethical and legal manner.

Because technology and ways of using technology are constantly evolving, every unacceptable use of district computers and computer systems cannot be specifically described in policy. Therefore, examples of unacceptable uses include but are not limited to, the following: No student shall access, create, transmit, retransmit, or forward material or information:

- That promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons.
- That is not related to district education objectives.
- That contains pornographic, obscene, or other sexually oriented materials, either as pictures or writings, that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex or excretion.
- That harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons.
- For personal profit, financial gain, advertising, commercial transaction or political purposes.

- That plagiarizes the work of another without express consent.
- That uses inappropriate or profane language likely to be offensive in the school community.
- That is knowingly false or could be construed as intending to purposely damage another person's reputation.
- In violation of any federal or state law, including but not limited to copyrighted material and material protected by trade secret.
- That contains personal information about themselves or others, including information protected by confidentiality laws.
- Using another individual's Internet or electronic communications account without written permission from that individual, that impersonates another, or transmits through an anonymous remailer that accesses free services without specific permission from the system administrator.
- Security on district computer systems is a high priority. Students who identify a security problem while using the Internet or electronic communications or who inadvertently access inappropriate content or sites must immediately notify the District Technology Coordinator. Students shall not demonstrate the problem to other users.

Students shall not:

- Use another person's password or any other identifier
- Gain or attempt to gain unauthorized access to district computers or computer systems
- Read, alter, delete or copy, or attempt to do so, electronic communications of other system users
- Bypass or attempt to bypass or otherwise defeat system security settings

Any user identified as a security risk may be denied access to the Internet and electronic communications.

Students shall not reveal personal information such as home address or phone number, while using the District's Internet or electronic communications, without first obtaining permission of the supervising staff member. Students shall not use their last name or any other information that might allow another person to locate him or her. Students shall not arrange face-to-face meetings with persons met on the Internet or through electronic communication.

Vandalism will result in cancellation of privileges and may result in school disciplinary action and/or legal action. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse or disrupt operation of any network within the school district or any network connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or district-owned software or hardware. This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software.

Students are prohibited from using or possessing any software that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees owed to the software owner.

The district will make every effort to see that the Internet and electronic communications are used responsibly by student. Administrators, teachers, and staff have a professional responsibility to work together to monitor students' use of the Internet and electronic communications, help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental

levels, and evaluate and use information to meet their educational goals. Students shall have specifically defined objectives and search strategies prior to accessing material and information on the Internet and through electronic communications.

Use of the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Student use of the Internet and electronic communications is a privilege, not a right. Failure to follow the use procedures contained in this policy, will result in the loss of the privilege to use these tools and may result in school disciplinary action and/or legal action. The school district may deny, revoke or suspend access to district technology or close accounts at any time.

Parents/guardians and students aged 18 and older shall be required to sign the district's Acceptable Use Agreement annually before Internet or electronic communication accounts shall be issued or access shall be allowed.

The school district makes no warranties of any kind, whether expressed or implied, related to the use of district computers and computer systems, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by the district of the content, nor does the district make any guarantee as to the accuracy or quality of information received. The School District shall not be responsible for any damages, losses or costs a student suffers in using the Internet and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications is at the student's own risk.

Parking Policy (502.10)

Parking lots for students are maintained west, north, and east of the building. Parking there is by permit only which may be purchased the first week of school. Students not holding permits must park on Sunset Street. The first row of northeast lot and northeast drive, as well as the row closest to the building in the west parking lot are RESERVED for staff members only. There is to be no parking on the grass at any time, as well as no parking in handicapped parking, visitor spaces, or fire lanes. Vehicles must also be moved in a timely manner after measureable snowfall in order for the parking lots to be cleared. Failure to do so may result in a ticket.

Only students that have purchased a permit may park in a lot, and all students must park only in their assigned lot. Numbered spaces are not assigned; each day students park according to a first come, first serve basis. Vehicles parked in the lot without a permit or in a reserved area will be subject to the following consequences:

First Offense: A warning will be placed on the violator's windshield and the date and vehicle description and license plate will be recorded.

Second and Third Offense: The next violation by the same student will result in a \$25 fine being assessed.

Fourth Offense: Any further violations will result in a \$25 fine being assessed, and the student will not be allowed to park on school property.

Plagiarism and Cheating Policy

Plagiarism is the copying or imitating of the language, ideas, and thoughts of another author and passing these off as one's original work. It is illegal and unethical and is treated so seriously in post-secondary institutions that students can be expelled for it. As a concern at

the secondary level as well as post-secondary level, listed below are some examples of copying, cheating, or plagiarism that will not be accepted. This list is from the University of Iowa's student handbook:

You are plagiarizing or cheating if you:

- a) Present the ideas of others as your own without giving credit to the source
- b) Use direct quotations without quotation marks and without giving credit to the source
- c) Paraphrase without crediting source
- d) Participate in a group project that presents plagiarized materials
- e) Fail to provide adequate citations from materials obtained through electronic research
- f) Download and submit work from electronic databases without citation
- g) Submit materials written by someone else as your own. This includes purchasing a term or research paper.
- h) Allow someone to copy or submit one's own work as his or her own
- i) Copy someone else's exam, graded homework, or laboratory work
- j) Submit the same paper in more than one course without the knowledge and approval of the instructors
- k) Using notes or other materials during a test or exam without authorization
- l) Not following the guidelines specified by the instructor for a "take-home" test or exam or accepts credit for a group project without doing one's share

GHS offers instruction in all disciplines in methods to avoid plagiarism. All students are instructed in correct methods of documentation to avoid plagiarism. This includes such methods as internal documentation, end noting, or footnoting. This does not mean that an attached bibliography, for instance, is a safeguard against possible plagiarism.

Plagiarism/Cheating Consequences

Incidents of plagiarism and cheating at GHS will result in a zero on the assignment that cannot be made up as well as an office referral. Students may be asked to redo papers or projects of significant value for a grade. If a student fails to redo a paper or project, the student will earn the zero. Students are cautioned to remember that acceptance into National Honor Society requires a strong character, which would come into question for plagiarism and other forms of cheating.

Profanity/Inappropriate Language

The use of profanity (spoken, written, or gesture in the school building or on school grounds) or offensive language is not an acceptable standard of the Grinnell-Newburg Community School District. Unacceptable language as defined here will also include religious, sexual, and racial slurs. Students reported in violation of this standard will be referred to the disciplinary consequences explained in DISRUPTIVE OR INAPPROPRIATE BEHAVIOR.

Prohibited Weapons and Objects (502.6)

The purpose of this policy is to expand upon School Board Policy 503.1, Student Conduct. The Board of Education believes it should prohibit any weapon and object, which may cause substantial disruption to the school environment, or present a threat to the health and safety of students, employees, and visitors within the jurisdiction of the school district. Aiding and abetting are also prohibited. (See School Board Policy 502.6 for details).

Therefore such prohibited weapons and objects shall be neither brought to school nor be possessed by students or anyone else (a) while on school premises; (b) while in school owned, operated, or approved motor vehicles; (c) while engaged in or in attendance at school sponsored or school-related activities; (d) while traveling to and from school; or by a student when the student's conduct off school premises has a direct and immediate effect on school discipline or the educational process.

Parents of students found to possess such prohibited weapons and objects shall be notified of the incident. The incident shall be reported to law enforcement officials and the weapons or objects shall be given to them. The person in possession will be subject to disciplinary action including suspension or expulsion.

In addition, any student bringing to school a weapon or object as defined in School Board Policy 502.6 (paragraphs 1 – 6) shall be expelled for not less than 12 months. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. The building principal will provide the student and the parent/guardian with procedures for continued school involvement during the period of suspension or expulsion and for the reintegration of the student into the school following that period.

The principal may allow persons to display weapons or objects otherwise prohibited herein for educational purposes provided the building principal gives authorization in advance. Weapons under the control of law enforcement officials shall be exempt from this policy. However, having a concealed weapons permit shall NOT exempt a person from this policy unless prior authorization is given in advance by the superintendent.

Weapons and Objects

Number 1 – 6 shall result in a recommendation of expulsion

Numbers 7 – 9 may result in suspension and /or expulsion

1. Any instruments which expels or can be made to expel a projectile by the action of a propellant (including/not limited to: shot gun, rifle, cannon, pistol, revolver, & musket).
2. The frame or receiver of any such weapon.
3. Any muffler or silencer for a firearm.
4. Any explosive incendiary, poison gas, bomb, grenade, mine, or similar device.
5. Any other instrument or device designed primarily for use in inflicting death or injury upon a human being or animal or which is capable of inflicting death or injury upon a human being when used in a manner for which it was designed.
6. Any other instrument or device of any sort, which is actually used in such a manner as to indicate that the student intends to inflict death or serious injury upon another.
7. Any ammunition (including but not limited to: any bullet or projectile containing explosive mixture or chemical compound capable of exploding or detonating prior to or upon impact).
8. Knife – including but not limited to: dagger, razor, stiletto, switch blade knife, hunting knife, pocket knife, or any knife-like object, either sharp or pointed with a blade of 1 1/2 inches long or longer.
9. Paint ball guns, air rifles, or similar devices are not allowed on school property.
10. Any other instrument or device having a design which could cause a reasonable person to mistake it for one of the weapons or objects prohibited in Numbers 1 – 5, 7, and 8 above.

Responsibility for Text Books and Fines (503.3)

Students are responsible for covering textbooks and treating them with care. Each student is assigned a book number and is responsible for returning the book with that number at the end of the trimester. Students who fail to return a book at the end of the tri will be billed for the replacement cost of the book. Students returning damaged books will be assessed a fine.

All outstanding debts for books, media center fines, lunch, registration fees, etc. must be paid before graduation, students with outstanding debts will not be allowed to participate in commencement activities. Seniors with outstanding debts may be taken to small claims court.

Sale/Possession/Use/Distribution of Alcohol, Drugs, or Prescription Medication (502.7)

If a student is using or possessing dangerous drugs on school property any hour of the day or night during the regular school year, and/or at any school sponsored activities at home or away or if the dangerous drug is an opiate or narcotic, an attempt to contact the parents will be made and the student will be turned over to police. Likewise, any unauthorized sale/use/distribution of a prescribed medication will also be turned over to the police. In addition the following will be done:

First Offense: The student will be suspended for five (5) days, and a parental conference may be necessary for re-admittance to classes.

Second Offense: The student will be suspended immediately for ten (10) days and referred to the Board of Education for expulsion, or any other action, which the Board deems appropriate.

Senior Open Campus

Open Campus during periods in which seniors are not assigned to classes is granted to all seniors as a privilege that comes with the requirement to conduct themselves responsibly and respectfully at school, to exert positive leadership among peers, and to maintain passing grades in all classes, which will be reviewed at three-week intervals.

As recipients of open campus, seniors agree to conduct themselves respectfully and responsibly in all aspects of school life. Seniors will be restricted from open campus and assigned to a study center for any of the following disciplinary reasons:

- a) Accumulating a **THIRD** tardy in any class
- b) Having an unexcused absence from a class
- c) Engaging in disrespectful behavior that results in an office referral and an administrative consequence
- d) Failing to abide by any one of the rules of open campus.

For any of these incidents, a student will be removed from open campus for 15 school days.

If a senior on restriction of open campus fails to attend an assigned study hall without a parental call out, this will be considered an unexcused absence and a detention will be assigned. Any call-out from a period during which a senior has been assigned to a study hall **MUST BE APPROVED BY THE PRINCIPAL OR DEAN OF STUDENTS AHEAD OF TIME AND ARRANGEMENTS MADE TO MAKE UP THE TIME.**

If a senior has an additional incident while restricted from open campus, he or she will serve detention time or have other appropriate consequences as prescribed for all other students in this handbook.

Removal from Open Campus for Academic Reasons:

A senior may also be removed from open campus for having a failing grade in any class at the following times: at the end of third trimester their junior year, at the end of the first three-week progress reporting period, at mid-trimester grade reporting, or at the time of deficiency notices three weeks prior to the end of each trimester. To return to open campus privileges at the end of three weeks, the senior must present evidence of passing all classes. Students beginning their senior year with a failure at the end of their junior year will attend study hall for the first three weeks. If not passing all classes at the end of the first three weeks, they will move to a student assistance center. If passing all classes at that time, they will begin open campus privileges. After the first three weeks, any senior failing a class at one of the times listed above will be placed in an SAC.

Senior Open Campus Guidelines:

- Do not loiter in the halls, parking lot, or any unsupervised part of the building, except the senior lounge area.
- Get prior permission from a teacher to be in any room of the building, except the media center, which seniors may visit for reading, studying or researching. If seniors choose to go the MC, they are to abide by the expectations for that common area.
- Do not take underclassmen out of the building.
- Remember that GHS has a closed campus for lunch. Seniors may leave ONLY if they have no class 4th period. All other seniors are expected to be on campus for lunch.

Student Dress (502.1)

GHS strives to maintain a quality-learning environment in which students are physically and emotionally safe and able to achieve and maintain a positive self-concept. Accordingly, some clothing articles are offensive to students and/or staff and deprive them of a quality-learning environment. In addition, certain messages or logos run contrary to the mission and philosophy of GHS regarding the perils of alcohol, tobacco, and other drugs. Hats and sunglasses are prohibited once students enter the building. They are to be kept in the student's locker. All hats and sunglasses not in the locker will be confiscated and returned to the student at the end of the day. Wearing hoods on students' heads is not allowed as well. Students that repeatedly put their hood up will be subject to an office referral. Repeated offenses will result in detention and/or suspension.

The following EXAMPLES of clothing ARE NOT to be worn at GHS.

1. Clothing that displays language with sexual innuendoes.
2. Articles of clothing that portray alcohol/tobacco/drug products or insignias.
3. Articles of clothing that portray graphic violence or display degrading or profane language.
4. Any attire with holes that expose undergarments or are worn to expose undergarments.
5. Tops that expose the mid section of the body.

6. Any other types of clothing not listed found to be offensive to students or staff is not to be worn, including shorts, skirts, and tops that are too revealing for a school/business environment.

Suspension (503.1R1)

Suspensions may be assigned out of school or in school, depending on the nature of the violation and the situation of the student and family. Rules regarding in-school suspension will be given to students at the time of the suspension. Students may be asked during ISS to complete assignments designed to help them understand and change inappropriate behaviors. At the request of parents, in-school suspension may be substituted for out-of-school suspension for freshman and sophomore students. Suspended students are prohibited from all school activities until midnight of the day suspended. Cell phones will not be allowed in ISS.

Theft (503.3R1)

Theft is the unauthorized possession of school, employee and/or student property. Any theft reported to a law enforcement agency (over \$100) will be dealt with by the court system. Theft not reported to law enforcement will be handled using the terms specified below.

First Offense: After school detention, restitution, and/or In-School Suspension. A parental conference may be held.

Second Offense: Suspension until a parental conference has been held to establish an appropriate plan of restitution. Time missed will be made up in In-School Suspension.

Third Offense: The student will be suspended out-of-school and a recommendation for expulsion will be made to the Board.

Threats

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 may be contacted. Threats issued and delivered away from school or school activities may be grounds 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 terrorist 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.

Tobacco (502.7)

This applies to any student seen possessing or using tobacco by a faculty member within one block of school property between the hours of 7:45 a.m. and 4:00 p.m., on school property any hour of the day or night during the regular school year, and/or at all school sponsored activities at home or away. If students are caught possessing tobacco products on campus, the police will be notified to issue a citation.

First Offense: An attempt to contact the parents will be made at the time of the offense, the student will be suspended for a minimum of three school days and the parent(s) and student may be required to meet with the dean of students or principal before re-admittance is allowed.

Second Offense: An attempt to contact the parents will be made at the time of the offense, the student will be suspended for a minimum of five school days, and the parent(s) and student may be required to meet with the dean of students or principal before re-admittance is allowed.

Third Offense: An attempt to contact the parents will be made at the time of the offense. The student will be suspended up to ten days and a recommendation will be made to the Grinnell-Newburg Board of Education for an expulsion hearing.

Vandalism (502.2, 802.6)

Vandalism is the malicious destruction of someone's personal property or school property by any means. Any vandalism reported to a law enforcement agency will be dealt with by the court system. Vandalism not reported to a law enforcement agency will be handled using the terms specified below.

First Offense: Warning of possible criminal charges, detention time, and full restitution for damages incurred. A parental conference may be necessary.

Second Offense: 2 Days of In School Suspension. Admission to classes after restitution has been made and accepted. A conference will be held with the principal, student, and parent/or guardian to discuss the terms of reinstatement.

Third Offense: A recommendation will be made to the Board for expulsion.

MISCELLANEOUS INFORMATION

Access to Student Records (506.1, 506.1E1-506.1E9, 506.1R1, 501.8)

The Family Education Rights and Privacy Acts of 1974 specifies that parents/guardians have the right to review student cumulative records maintained by the school unless prohibited by court order. Interested persons are encouraged to contact the building principal to set an appointment.

Announcements

The primary means of communication with students about school related activities is through announcements. All students and staff will be emailed announcements on their school email and will be given time at the beginning of 2nd period to read the announcements on their computers. Only immediate or emergency announcements will be read over the school wide public address system. We will also use the school wide public address system to call students to the office as needed.

Child Abuse By District Employee

A School Board Policy, 402.3, outlines procedures to follow in the event there is a report of alleged physical or sexual abuse of a child by a school employee. The policy includes provisions of Chapter 102.2 of the Iowa Administrative Code 281.

The following names and telephone numbers identify the district's designated persons patrons would contact in the event of suspected child abuse by a school employee in the course of employment.

Level I Investigator	Kelsi Walter	236-2643
Level I Investigator (alternate)	Amanda Pearce	236-2806
Level II Investigator	Designated District Legal Representative	236-2700

Clubs, Organizations and Activities (504.2)

Grinnell Community High School offers many extra-curricular activities in which a student may become involved. Much of a student's enjoyment and memorable experiences of high school come from these activities. Listed below are the major activities to consider.

Athletic Teams

Boys/Girls Swimming
Boys/Girls Tennis
Boys/Girls Golf
Boys/Girls Basketball
Boys Football
Girls Softball
Boys Baseball
Boys Wrestling
Boys/Girls Cross Country
Boys/Girls Track
Girls Volleyball
Boys/Girls Soccer
Tiger Paws
Cheerleading

**must meet academic and good conduct eligibility policy guidelines to participate*

Clubs & Organizations

*Debate Team
*Model U.N.
*Choir
*Band
*National Honor Society
*National Art Honor Society
*Student Council
Curtain Club
Art Club
*Speech Contest
*GHS Ambassadors
*FFA
*FCCLA
*Thespian Troupe #4274

Complaint Process (502.4)

The Grinnell-Newburg School District's goal is to provide a Pre-K-12 educational environment that provides the best possible learning program for each student, each and every day. Part of this effort is to respond to the individual concerns, questions, or complaints of parents and students. Any parent, student, or district patron who wishes to file a complaint alleging discrimination, non-compliance, or any improper action on the part of a school district employee is encouraged to contact the building principal or supervisor of the program to complete a district complaint form. The forms are available at all district offices and are to be submitted to the supervisor of the program.

Commencement Activities (505.7)

Each year, the Grinnell-Newburg Community School District sponsors Commencement Activities as a ceremony to honor those students that have met the graduation requirements as set forth by the Grinnell-Newburg Board of Education and the Iowa Department of Education. Commencement Activities are not part of the regular educational program under the Free and Appropriate Public Education Clause and therefore, participation in Commencement is not considered a "right" of the student. Therefore, all students shall abide by the rules set forth by the administration concerning Commencement or they will not be allowed to participate. Students who choose not to participate or are administratively prohibited from participating in the Commencement activities will still be able to graduate (i.e. receive their transcript recognizing them as graduates who have met graduation requirements), however, they will not participate in the ceremony.

Distribution of Materials (903.5, 903.5R1)

I. Anyone wishing to distribute unofficial written material must first submit for approval a copy of the material to the building principal at least twenty-four hours in advance of desired distribution time, together with the following information:

1. Name and phone number of the person submitting request;
2. Date(s) and time(s) of day of intended display or distribution;
3. Location where material will be displayed or distributed;
4. The grade(s) of students to whom the display or distribution is intended.

Within twenty-four hours of submission, the principal will render a decision whether the material violates the guidelines in subsection III or the time, place and manner restrictions in subsection II of this policy. In the event that permission to distribute the material is denied, the person submitting the request should be informed in writing of the reasons for the denial. Permission to distribute material does not imply approval of its contents by the school, the administration, the board or the individual reviewing the material submitted.

If the person submitting the request (requester) does not receive a response within twenty-four hours of submission, the requester will contact the building principal's office to verify that the lack of response was not due to an inability to locate the person.

If the requester is dissatisfied with the decision of the principal, the requester may submit a written request for appeal to the superintendent. If the requester does not receive a response within three school days of submitting the appeal, the requester should contact the superintendent to verify that the lack of response is not due to an inability to locate the requester. If dissatisfied with the superintendent's decision the requester should so state in a letter sent to the president of the school board (c/o the school board secretary). If the

requester has made this verification and there is no response to the appeal, then the material may be distributed in accordance with the time, place and manner provisions in subsection II.

At every level of the process the person submitting the request will have the right to appear and present the reasons, supported by relevant witnesses and material, as to why distribution of the written material is appropriate.

II. Time, Place, and Manner of Distribution

The distribution of written material is prohibited when it blocks the safe flow of traffic within corridors and entranceways of the school or otherwise disrupts school activities. The distribution of unofficial material is limited to a reasonable time, place and manner as follows:

1. The material will be distributed from a table set up for the purpose in a location designated by the principal, which location will not block the safe flow of traffic or block the corridors or entrance ways, but which will give reasonable access to students.
2. The material will be distributed before and/or after the regular instructional day, or during lunch.
3. No written material may be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.

III. Guidelines for Prohibited Materials

Individuals, including students, may have the right to distribute on school premises, at reasonable times and places, unofficial written material, petitions, buttons, badges, other insignia, or other items, except expression which:

1. Is obscene to minors;
2. Is libelous;
3. Contain indecent, vulgar, profane or lewd language;
4. Advertises any product or service not permitted to minors by law;
5. Constitutes insulting or fighting words, the very expression of which injures or harasses other people (See School Board Policy 503.1 – Student Conduct)
6. Presents a clear and present likelihood that because of its content or the manner of distribution, it will cause: (a) a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; (b) the commission of unlawful acts; or (c) the violation of lawful school regulations.

IV. Definitions

The following definitions apply to the following terms used in this policy:

1. “Obscene to minors” is defined as:
 - (a) The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 - (b) The material depicts or describes sexual conduct, in a manner that is patently offensive to prevailing standards in the adult community

concerning how such conduct should be presented to minors of the age to whom distribution is requested.

- (c) The material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.
2. “Minor” means any person under the age of eighteen.
 3. “Material and substantial disruption” of a normal school activity is defined as follows:
 - (a) Where the normal school activity is an educational program of the district for which student attendance is compulsory, “material and substantial disruption” is defined as any disruption that interferes with or impedes the implementation of that program.
 - (b) Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods), “material and substantial disruption” is defined as student rioting, unlawful seizures of property, widespread shouting or boisterous demonstration, sit-in, stand-in, walk-out, or other related forms of activity. In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecasted including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.
 4. “School activities” means any activity of students sponsored by the school and includes, by way of example but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and in-school lunch periods.
 5. “Unofficial” written material includes all written material except school newspapers, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples include leaflets, brochures, flyers, petitions, placards and underground newspapers, whether written by students or others.
 6. “Libelous” is a false and unprivileged statement about a specific individual that tends to harm the individual’s reputation or to lower him/her in the esteem of the community.
 7. “Distribution” means circulation or dissemination of written material by means of handing out free copies, selling or offering copies for sale and accepting donations for copies. It includes displaying written material in areas of the school which are generally frequented by students.

V. Disciplinary Action

Distribution by any student of unofficial written material prohibited in subsection III or in violation of subsection II may be halted, and students may be subject to discipline including suspension and expulsion. Any other party violating this policy may be requested to leave the school property immediately and, if necessary, local law enforcement officials will be called.

VI. Notice of Policy to Students

A copy of this policy will be published in student handbooks.

Enforcement and Due Process (503.1)

I. Introduction

School discipline is separate from the criminal and civil justice system and the juvenile justice system. Notwithstanding the concepts of double jeopardy and due process as contained in the federal and state Constitutions, a Grinnell-Newburg Student Handbook violation that also violates school board eligibility policy and a state or federal law may be punished separately (and/or simultaneously) under each. Action taken by law enforcement officials will not determine the school's action regarding punishment for a given violation.

Students have certain due process rights in any disciplinary matter. These include the right to be fully informed of the allegations being made against the student and the right to hear and respond to the evidence and to the claims of witnesses supporting those allegations. The nature and formality of the hearing, the persons making the final decision, and the form of the decision will vary according to the severity of the punishment being considered. In all cases, the school, the student and the parents shall respect each other's rights and obligations, and the goal shall be a fair and just outcome.

II. Hearing and Appeal Process

A. Detention - An administrator may impose a detention. The student may appeal the detention to the building principal on the date of the detention. If, after hearing the student and investigating appropriately, the principal upholds the detention the detention will be served at the designated time. No further appeal is permitted.

B. In-School Suspension - A building principal may impose an in-school suspension. Assignment to such a session may result from factors other than listed in this Grinnell-Newburg Student Handbook, and therefore may not necessarily be imposed according to the procedures of the Handbook.

1. Procedure - When the principal receives a report of an alleged violation punishable by suspension, he shall discuss the alleged violation with the student following the procedures set forth in the Disciplinary Referral Form. If the principal decides suspension is warranted, he will communicate the decision to the student and attempt to reach the parent by telephone in the presence of the student. If the parent cannot be so reached, it shall become the responsibility of the student to communicate the type of violation and resulting consequence to the parent. Should the parent wish to contact the principal he/she should aim to do so between 7:45 A.M. and 8:15 A.M. the following school day. In any event the principal shall, before 5:00 P.M. on the day following the conference, send the parents by regular mail a written notification containing: 1) the alleged

Grinnell-Newburg Student Handbook violation; (2) the date of the violation; (3) the name of the administrator who discussed the violation with the student and the date; and (4) the consequence imposed.

2. Appeal to Principal

- a. Persons who may request. The student or his parent may request a hearing with the principal to appeal a suspension.
- b. Time of request. A request for hearing must be made within 72 hours of the principal's oral communication of the suspension to the student in the meeting described in paragraph B above.
- c. Time of hearing. The hearing shall be held between 7:30 A.M. and 4:30 P.M. or other mutually agreeable time on a date agreed upon by the principal and the requesting party.
- d. Persons present. The student, parent and, if requested by the student, a student advocate such as a staff member or an attorney or other adult may appear for the student. The school may have present the personnel required to present its version of the events in question.
- e. Procedure. The hearing will be informal. The principal will present the nature of the violation and the evidence supporting it. The student and parent will then have an opportunity to respond and ask questions. The principal may ask questions of any person. The principal will prepare a written decision upholding, overruling, or modifying the resulting consequence (e.g. suspension) within forty-eight (48) hours of the hearing. The principal shall communicate the decision to the parents as agreed upon at the hearing, but in any event shall send the decision to the parent by regular mail within 48 hours of the hearing.

3. Appeal to the Superintendent

- a. Persons who may request. Either the student or the parent may appeal the principal's decision to the superintendent.
- b. Time of request. The appeal must be made to the superintendent within ninety-six (96) hours of the hearing held before the principal.
- c. Time of hearing. The superintendent shall hold an informal hearing within five (5) calendar days of receipt of the request for appeal.
- d. Persons present. Same as for hearing before the principal.
- e. Procedure. Same as for the hearing before the principal. Each action required of the principal in paragraph II.B.2.e shall be required of the superintendent. No further appeal is permitted following the superintendent's decision.

C. Out-of-School Suspension - All particulars of the out-of-school suspension procedures are identical to the procedures for in-school suspension, except that the student or parent may request an appeal to the School Board. The requesting party

must make the request in writing to the superintendent within ninety-six (96) hours of the hearing before the superintendent. The School Board has discretion to hear or refuse to hear the appeal. Hearings before the School Board are governed by School Board Policy 214, which will be provided to the student or parent at the hearing before the superintendent.

D. Expulsion - In cases where a Behavior Code violation warrants consideration for expulsion the principal will impose a suspension pending the expulsion hearing before the School Board. The suspension is subject to the appeal procedures in II B and II C above. In the absence of an appeal the superintendent will summarily decide whether to recommend an expulsion.

If the superintendent decides to recommend expulsion he will request that the School Board consider the expulsion at its next regularly scheduled meeting, or if necessary, at an earlier special meeting.

School Board Policy 214 - a copy of which will be provided the parent and student when the date for the expulsion hearing is set, governs an expulsion hearing.

An expulsion determination can be made only by the Board of Education. It can be appealed to the State Board of Education as provided by State law.

III. Other Hearing Facts

Any punishment provided in this policy shall be stayed during the appeal process.

However, if the punishment is a suspension from school or from participation in extracurricular activities and the principal or superintendent determine that the student's presence will be disruptive to the educational process or the general welfare of the school the punishment will not be stayed. If the appeal is disallowed and the punishment has been stayed, the punishment or suspension shall then resume.

The principal, the superintendent, or Board of Education, as the case may be, shall be the sole judge of the weight of the evidence and the credibility of the witnesses.

Conclusions are to be drawn from the facts and circumstances presented. Except where the Behavior Code itself calls for a different procedure, all hearings shall follow School Board Policy 214 (Public Hearings).

IV. Reporting Requirements

School employees are required to report any information indicating that a violation of the Grinnell-Newburg Student Handbook has occurred to the student's principal, who shall proceed diligently to determine whether the student has violated the Code, in accordance with the procedures set forth in this document. This requirement does not apply to anyone employed full or part-time as a counselor or school nurse, unless the counselor or nurse actually witnessed the violation. Other school employees are exempt from the reporting requirement if a student contacts them for the purpose of obtaining counseling and the employee contacted has not witnessed the admitted violation. In any case, however, if a student discloses an intent to harm him or herself, or another person, the employee receiving the information shall report the conversation to the principal.

V. Informing Parents

The School considers any Grinnell-Newburg Student Handbook violation to be a serious matter. Every student has a responsibility to inform his parent of any punishment received for a Grinnell-Newburg Student Handbook violation as soon as the punishment is imposed.

VI. STUDENT CONDUCT -Resolution

The Grinnell-Newburg Community School Board of Education affirms its intent to support the school discipline policies, its intent to support school staff that enforce the discipline policies, and its intent to hold school staff accountable for implementing the discipline policies.

Resolution Adopted: 5//9/90 - Revised 7/14/99

Ref: School Board Policy 503.1

State Standard 12.3 (8)

Emergency Fire/Tornado Drills (507.5, 804.2)

Emergency drills for fire, weather and other disasters/emergencies will be conducted periodically throughout the school year. Directional signs are strategically located throughout the building. Disciplinary consequences may be imposed for students not following directions from staff members in emergency situations.

Family Educational Rights and Privacy Act (506.1E9, 506.2, 506.2E1, 506.2R1)

Code No. 506.1E9 ANNUAL NOTICE

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") 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 45 days of the day the district receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies 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, which 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 and law enforcement unit personnel); 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.

(4) The right to inform the school district that the parent does not want directory information, as defined below, to be released. Directory information can be released without prior parental consent. 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. The objection needs to be renewed annually.

Directory information is defined as: Name, Address,, Telephone Listing, Date of Birth, Email Address, Grade Level, Enrollment Status, 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 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.

Family Night (508.2)

Wednesday Night is designated as “Family Night” in the Grinnell-Newburg district. NO school functions, practices, or games will be scheduled after 6:30 P.M. on this night. The exception would be when an agency or group outside of the school schedules tournaments, performances, or meetings on this night.

Food and Beverage

The following guidelines are intended to help keep our building clean and to promote consistency from classroom to classroom.

1. Food/beverages are permitted in classrooms only when tied directly to the curriculum.
2. Food/beverages are never to be consumed in the hallways.
3. Students may keep food/beverages in their lockers.
4. Food/beverages are permitted in the senior lounge at any time for senior students only.
5. Food/beverages are permitted in S.A.C.’s as a reward for academic achievement, at the teacher’s discretion.
6. Candy on a stick is prohibited.
7. Only unflavored/unsweetened water in **clear** containers is allowed in the classroom.
8. The vending machines in the cafeteria may not be used fourth period due to federal law.

Head Phones, MP3 Players

Headphones and MP3 players may be used in the study center, study hall, and hallways and at lunch as long as they are not distracting to other students, adults, or the educational environment. Students may not share headphones. Immediately after entering a classroom, students are to put them out of sight and turn off all music. Teachers have the authority to allow and/or confiscate them if they are out.

Homeless Children and Youth (501.16)

The school will make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment and eliminate existing barriers to their receiving an education, which may exist in district policies or practices. The designated coordinator for identification of homeless children and for tracking and monitoring programs and activities for these children is the Grinnell Middle School Principal.

A homeless child is defined as a child or youth between the ages of five (5) and twenty-one (21) who lacks a fixed, regular, and adequate nighttime residence and includes a child or youth who is living on the street, in a car, tent, abandoned building, or some other form of shelter not designed as a permanent home; who is living in a community shelter facility; or who is living with non-nuclear family members or with friends, who may or may not have legal guardianship over the child or youth of school age.

If individuals know of someone who is homeless, please contact the middle school principal.

Human Growth and Development (603.5, 603.5E1)

The school district's K-12 health curriculum follows School Laws of Iowa and School Board policy wherein it is stated the program is to offer instruction in specific areas including: human sexuality, stress management, suicide prevention, substance abuse, sexually transmitted diseases including AIDS, sex stereotypes, prevention of sexual abuse, family life and parenting, and self-esteem.

Each attendance center is to provide parents information about the curriculum and the procedure for inspecting the instructional materials prior to their use in the classroom. A student shall not be required to take instruction in human growth and development. School Board Policy 603.5, Health Education, specifies the procedures and requirements to be followed by parents and school personnel. Parents who wish to pursue a discussion of the materials or procedures are asked to contact the building principal.

Illness and Injury (507.4)

If a student becomes ill or is injured at school, the student's parents will be notified as soon as possible. Emergency or minor first aid will be administered if a person competent to do so is available. In any event, ill or injured students will be turned over to the care of the students' parents or qualified medical personnel as quickly as possible. Every year parents will be asked to complete an emergency medical form providing necessary information to be used in the case of an illness or injury. Injuries shall be reported and within 24 hours a "Preliminary Accident Report" will be filed in the main office.

Insurance (507.6)

Students participating in extracurricular athletics must have health and accident insurance. Students must bring written proof of such insurance or participate in the insurance program offered by the school district. The cost of the school insurance is the responsibility of the student, and is a contract between the student and the insurance company — NOT between the student and the school district.

From time to time, students who have permission to drive their vehicles during the school day give a ride to another student. In these situations the driving student and the owner of the vehicle are SOLELY responsible. The school district DOES NOT have insurance coverage for these situations. Refer to School Board Policy 507.6 for further information. Students and parents are reminded that school insurance DOES NOT cover personal items that students bring to school.

Medication (507.2, 507.2E1-507.2E3)

NO medication can be given by the school nurse unless the student brings the medication from home and the parents have given written permission that the student may take the medication. This includes prescription and non-prescription drugs. Tylenol may be secured upon request if parental approval has been granted.

No student is to have prescription medication at school or at any school event at any time. Such medications are to be given to the nurse or the coach or sponsor of an activity. It is unlawful to dispense a prescription medication to another person, and students may be suspended or expelled for dispensing prescription medication to another student.

Military Opt Out

Under the No Child Left Behind Act of 2002, each school district receiving federal funds must provide student information consisting of names, addresses, and phone numbers to military recruiters. The act also requires each district to inform parents and students of the right to “opt out” and refuse to have student information released to military recruiters. Students or their parents may opt out by signing a form at registration or the guidance office and returning it by Sept. 24.

Multicultural, Nonsexist Approach to Education (102)

The Grinnell-Newburg School district and all its employees aim to develop and implement the district’s educational program in a multicultural and nonsexist manner, free from discriminatory practices of any kind. Inquiries regarding compliance with a multicultural nonsexist approach to education shall be directed to Heidi Durbin, District Equity Coordinator at (641) 236-2725.

Notice of Nondiscrimination (102.E1-E4, 102.R1)

It is the policy of the Grinnell-Newburg School District not to discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (employment only), marital status, sexual orientation, gender identity and socioeconomic status (students/program only) 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 Heidi Durbin, District Equity Corrdinator at (641) 236-2725.

Nurse

The school provides a nurse from 7:45 a.m. until 1 p.m. each day. These services cover illness and injury related care. Ill students are to go to the nurse’s office. If the nurse is not in, students should report to the principal’s office. Students are NEVER to leave school due to illness unless first excused by the nurse or the principal’s office.

Posters and Art Work in Common Areas

Any artwork or poster must be approved by the administration before it can be hung in GHS hallways or common areas.

Physical Restraint of Students (503.5)

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.

School Licenses (School Driving Permits)

Iowa Code section 321.194 requires the school board or superintendent/principal to certify that a need exists for a student to possess a school driving permit and that the board and superintendent/principal are not responsible for actions of the applicant which pertains to the school driving permit. The fact that the applicant resides less than one mile from the applicant's school of enrollment is prima facie evidence of the nonexistence of necessity for issuance of a license. Prima facie means that the one-mile requirement is waived only when the school official has reviewed an application and has determined that a special or extraordinary circumstance exists. A blanket waiver of the one-mile requirement is therefore, not appropriate. School driving permits may be issued based on the following circumstances:

- a) The student lives at least one mile from the student's primary attendance center and
- b) The student is involved in an extracurricular activity that practices more than one mile from the attendance center on a regular basis

NOTE: Students may not be issued a school permit until the start of the school year unless involved in baseball, softball, Tiger Paws, or cheerleading during the summer. Students may not be issued school permits for the basis of camps, weightlifting, or other voluntary activities that are related to the school. Students may not be issued school permits because their participation in a school-sponsored event or activity poses an inconvenience to the students' parents or guardians.

Search and Seizure (502.8, 205.8E1, 502.8R1, 502.5)

1. The school board of each public school and the authorities in charge of each nonpublic school shall establish and may search a student or protected student area pursuant to a student search rule. The student search rule shall be published in each public school's and each nonpublic school's student handbook. A school official may search individual students and individual protected student areas if both of the following apply:

- a. The official has reasonable grounds for suspecting that the search will produce evidence that a student has violated or is violating either the law or a school rule or regulation.
- b. The search is conducted in a manner which is reasonably related to the objectives of the search and which is not excessively intrusive in light of the age and gender of the student and the nature of the infraction.

2. School officials may conduct periodic inspections of all, or a randomly selected number of, school lockers, desks, and other facilities or spaces owned by the school and provided as a courtesy to a student. The furnishing of a school locker, desk, or other facility or space owned by the school and provided as a courtesy to a student shall not create a protected student area, and shall not give rise to an expectation of privacy on a student's part with respect to that locker, desk, facility, or space. Allowing students to use a separate lock on a locker, desk, or other facility or space owned by the school and provided to the student shall also not give rise to an expectation of privacy on a student's part with respect to that locker, desk, facility, or space. However, each year when school begins, the school district shall provide written notice to all students and the students' parents, guardians, or legal custodians, that school officials may conduct periodic inspections of school lockers, desks, and other facilities or spaces owned by the school and provided as a courtesy to a student without prior notice. An

inspection under this subsection shall either occur in the presence of the students whose lockers are being inspected or the inspection shall be conducted in the presence of at least one other person.

3. Under no circumstances may a search be made which is unreasonable in light of the following:

- a . The age of the student.
- b . The non-seriousness of the violation.
- c . The sex of the student.
- d . The nature of the suspected violation.

4. A school official shall not conduct a search which involves:

- a . A strip search.
- b . A body cavity search.
- c . The use of a drug sniffing animal to search a student's body. However, drug sniffing animals may be used to search common areas such as rooms, lockers, parking lots, etc. as deemed necessary by the administration.
- d . The search of a student by a school official not of the same sex as the student.

5. If a student is not or will not be present at the time a search of a protected student area is conducted pursuant to subsection 1 , the student shall be informed of the search either prior to or as soon as is reasonably practicable after the search is conducted.

Seminar

The Seminar Program provides an opportunity for students and educators to build relationships. The goal of Seminar is to provide every student with an adult advocate who will help him or her to personalize the educational experience at Grinnell High School.

The mission of the Grinnell High School Seminar Program is to provide every student an adult advocate to help him or her personalize the total education experience. Each advisor will have in-depth knowledge of each advisee.

OBJECTIVES:

Two overriding objectives will frame the Seminar Program, focusing on improving the student's educational experience:

1. All staff members will demonstrate a personal concern for students as individuals. Every staff member in the building will be randomly assigned to advise a group of 15-18 students. Advisors will strive to provide students with an opportunity to develop stronger relationships with peers and school personnel.
2. Advisors will assist students with school and career planning. In advising the group, staff members will increase their own understanding of the areas of curriculum offerings, graduation requirements, and school policies.

PROGRAM GOALS:

1. Create a sense of belonging for all students
1. Produce self-sufficient and responsible learners
2. Expand understanding of the total school educational program in areas including curriculum, requirements, and policies
3. Provide a means for students to frequently assess themselves & reflect upon their progress

4. Provide an opportunity where both advisors and advisees can sit, talk, relax, and not feel pressured
5. Give students a positive channel to express concerns about the school and for staff to gain an understanding of student culture

DETAILS:

1. Will meet on scheduled Wednesdays
2. Grade level, however, mixed groups may be planned as well
3. Topics for consideration are being discussed within the planning committee
4. Student input is also being sought in terms of meaningful conversation topics
5. Time range target of 40 minutes per session is the goal, between 2nd & 3rd periods
6. Can also use this as flex time for class meetings or group presentations, etc. so students will not miss class time.

Student Government (504.1)

The purposes of Student Council are to promote better relations between students and faculty, promote better citizenship, and improve school spirit. The Student Council provides a means through which students can help manage student activities and provide input to the administration and faculty.

Visitors (903.3)

Students wishing to bring a visitor to school must get permission 48 hours in advance from the principal or dean of students to do so. The visitor must be of high school age and his/her school cannot be in session on the day of the visit, unless the visitor's parents have indicated to counselors or administrators that the student is considering attending GHS. The only visitors allowed to visit the entire school day will be those who will be enrolling at GHS in the near future. All other students are allowed to visit only one class period.

Weight Rooms and Locker Rooms

Students are not to be in the Physical Education LOCKER ROOM area at any time during non-class time. Students in the weight room must ALWAYS have a faculty member on duty supervising their activity, regardless of whether it is during or after school hours.