

**Grinnell-Newburg High School
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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.

Mission Statement

“The Grinnell-Newburg School District, together with parents, families, and community, will provide a challenging educational program which prepares all students to be life-long learners and productive, contributing, caring citizens.”

Grinnell-Newburg Community High School Vision

Grinnell High School is a caring, collaborative, and innovative community of staff, students, parents, and citizens that share responsibility for the personal and intellectual growth of all members.

Grinnell High School embraces a philosophy of positive behavior supports in which all staff members collaborate to model and teach respect, caring, and responsibility to students. Therefore, teachers and administrators support the positive behaviors of students, proactively address misbehaviors, and teach students how to change negative behaviors into positive ones. In order to accomplish this task, expectations for behavior in all areas of our building have been written with student input and taught to all students. Teachers engage in interventions to help students meet the expectations; when those interventions are unsuccessful, administrators, and counselors use a range of consequences and interventions.

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ACADEMICS

Academic Letter

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

Each spring, GHS holds an Academic Excellence Ceremony. To qualify, ninth and tenth grade students must have earned a 4.0 cumulative GPA through two and five trimesters respectively, and eleventh and twelfth grade students must have earned a 3.8 GPA over through eight and eleven trimesters respectively.

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:

98-100%	A+	77-79%	C+	0-59%	F
93-97%	A	73-76%	C		
90-92%	A-	70-72%	C-		
87-89%	B+	67-69%	D+		
83-86%	B	63-66%	D		
80-82%	B-	60-62%	D-		

The student and his/her counselor may drop only with parental consent and after careful consideration a course. 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 begins will 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. However, other than math, a course that has been passed cannot be retaken for a better grade.

Early Graduation

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+	-	4.33	C+	-	2.33	F	-	0.00
A	-	4.00	C	-	2.00			
A-	-	3.67	C-	-	1.67			
B+	-	3.33	D+	-	1.33			
B	-	3.00	D	-	1.00			
B-	-	2.67	D-	-	0.67			

Honor Roll, Graduation with Honors and Highest Honors

A trimester Honor Roll recognizes those students who have maintained a 3.25 GPA or above for the trimester's work and a High Honor Roll will recognize those students who have maintained a 3.75 GPA or above for the trimester's work.

Students with a cumulative 3.5 GPA or above will graduate with honors. Students with a cumulative 3.8 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 3.5 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 (See Course Description Booklet)

Requirements for Graduation

Science	6.00 Credits
Health	1.00 Credit
Mathematics	6.00 to 9.00 Credits (Credits depending on the sequence of courses a student takes. All students must take math through their junior year.)
English	8.00 Credits
Social Studies	8.00 Credits
Physical Education	4.00 Credits
Electives	21.00 Credits
Total of	53 Credits

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 be 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. 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).

Schedule Changes

The student and his/her counselor may drop 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 begins will 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. However, other than math, a course that has been passed cannot be retaken for a better grade.

A new class cannot be added after six days from the beginning of a trimester.

School within a School

Students that fall seriously behind in credits and are at risk of not graduating may be admitted to the GHS School within a School. A team consisting of an administrator,

counselor, the SWS coordinator, and the student's parents will determine admittance into the program. A number of criteria may be used to prioritize admittance.

SWS students will be expected to follow the Respect and Responsibility Guidelines for Success stated in this handbook, and they are required to take the same number of core requirements (English, Math, Science, and Social Science) as all GHS students. However, graduation and other academic requirements for students enrolled in the SWS differ significantly from those of other students. Because graduation requirements are different, SWS students will receive a CORE diploma rather than the regular GHS diploma.

Study Halls, Study Center, Student Assistance Center, and Math Study Hall

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 Student Assistance Center (for non-math failures) or to Math Study Hall (for math failures), where they will have supervised study. Freshmen will be assigned to general study halls, not study center, at all times, but if a freshmen is failing a class at grade check time, the faculty freshmen team and/or the student's guidance counselor may assign the student to an SAC or a Math Study Hall. Students will remain in the new assignment until the end of the next three-week check. If the student in grades 10-12 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. If they are not passing, they will go to an SAC or Math Study Hall.

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.

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. Prior arrangements should be made through the guidance office and principal's office.
2. Advance notice should be given to the attendance secretary.
3. The student must return with documented proof of visitation from a college official.
4. Make up assignments will be the responsibility of the student.

5. Failure to make arrangements in advance via the office will result in the absence being unexcused.

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

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.
- 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. All college visits must be documented through a form available in the Guidance Office.

Excused Absences Continued (F-G)

F. Other absences not listed above in A -E may be excused by the administration ONLY if the parental request is received 24 hours in advance of the absence.

G. Students are allowed up to SIX one-period excused absences during any one trimester for parental requests made later than the 24-hour advance notice. 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 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.

Parents or guardians through a phone call to Attendance Office must excuse absences that are to be excused for one of the listed reasons A - E within 24 hours of the absence. (Friday absences must be cleared by the completion of the next scheduled school day.) Absences not cleared within 24 hours will be considered unexcused, and students will not be allowed to make up assignments or tests during a period from which a student is absent unexcused. Even if a parent calls after the 24 hours, teachers already will have received notification not to excuse the absence and to reduce credit to half credit for the work, and the absence will remain unexcused.

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.

Leaving School Grounds

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, even if a parent gives consent later, and all work and tests collected that period will receive half credit. 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 assignment(s) from classmates or the teacher. Parents and students must recognize that, following an absence, the primary responsibility for obtaining and completing assignments belongs to the student. Students are encouraged to contact the teachers for assignments if a student is absent for more than two days. Students will get two days 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. Students and parent/guardian(s) without a telephone should contact the high school office to make arrangements for excusing absences.

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. Quizzes, tests, and assignments done during the time the student is absent and unexcused will receive half credit. Participation points for that period may be fully reduced. Assignments for the next day and the remainder of the period may receive full credit.

Tardy Consequences for Underclassmen

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

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

3rd Tardy: Will be reported to the office on a referral form, 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, and it will count as an unexcused absence. Parents will be notified.

Tardy Consequences for Seniors

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

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

3rd Tardy: Will be reported to the office on a referral form, 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), and it will count as an unexcused absence. Parents will be notified.

Truancy

Truancy 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 truancies. Most truancies are a result of students not coming to school and/or leaving school without permission of their parents and school officials.

Truancy Consequences

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 truancies will be recorded on the student's discipline folder.
2. 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 15 school days of 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.

A student with six or more truancies or unexcused absences in a given course (three absences for 9th grade Physical Education and three for Health) will likely be denied credit for that particular course. A student with twelve or more truancies or unexcused absences 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 student will be placed in a study hall at that time.

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.

Unexcused Absences

Students will receive an unexcused absence for each absence not included in A-F above even if the parent/guardian is aware of the absence. In these cases, assignments, tests, and quizzes may be made up, but receive only half credit, and participation points can be fully deducted. The student shall be subject to provisions of the student handbook for an absence determined unexcused.

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, and 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

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.

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 in the board. The superintendent shall report to the board on the progress of reducing bullying and harassment in the board.

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.

Harassment Consequences:

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

2nd Offense: 1-3 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 (Remotely Activated, or Activating Communication Device Use)

For the purposes of this handbook, "Remotely activated, or activating Communication Devices" are defined to include portable two-way telecommunication devices, including but not limited to cellular telephone with or without cameras, beepers, walkie talkies, other hand-held computing devices used as a communication device, any portable electronic device capable of storing and; transmitting or receiving images, such as cameras, as well as any new technology developed for similar purposes and will be referred to as cell phones.

School extends to students the privilege to possess, display and use cell phones during passing time between classes, during meal times, and before or after school, provided such cell phones are not displayed, activated or used during class time, unless the classroom teacher is encouraging the use of such devices as part of instruction.

Cell phones with cameras and other portable "Remotely Activated or Activating Communication Devices" capable of storing and transmitting or receiving images are banned from locker rooms and rest rooms at ALL times. Students will be disciplined for the possession of cell phones with cameras in school locker rooms or rest rooms. 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.

Emergency calls should be directed to the high school office 236-2720, and the school secretary will get the message to the staff member or the student.

Exceptions will be made for students: with specific needs that require such devices as per their Individualized Education Program ("IEP"); and, during a medical or security emergency, if a supervising school official is not in communication with emergency responders, or the student is unaware that a supervising school official is in communication with emergency responders.

Cell Phones may not be used in any manner that will cause disruption to the educational environment.

The school district or administration will not be responsible for the loss, damage, destruction, or theft of any electronic device/cell phone brought to school.

Use of cell phones for field trips and extracurricular activities will be at the discretion of the teacher/sponsor/coach.

Students found to be using any electronic communications device in any way to send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. Students violating this rule will not be allowed to possess any personal communication devices following the incident on school property for a period of one trimester.

Cell Phone Consequences

1st Offense: cell phone will be confiscated by the student's teacher or other district personnel and taken to the main office and bagged and tagged. A disciplinary referral will be written. The student will contact his or her parent/guardian and inform them of this warning and that on the second offense a parent/guardian must pick up the phone and a detention will be given.

2nd offense: cell phone will be confiscated by the student's teacher or other district personnel and taken to the main office and bagged and tagged. A disciplinary referral will be written. The student's parent/guardian must pick up cell phone from the main office. The student will be assigned 1 hour of detention that must be served within the next 3 school days.

3rd Offense: cell phone will be confiscated by the student's teacher or other district personnel and taken to the main office and bagged and tagged. A disciplinary referral will be written. The student's parent/guardian must pick up the cell phone from the main office. The student will serve two hours of detention for his/her third violation of this policy.

Any further offenses: Upon any further offenses, the student's cell phone will be confiscated by the student's teacher or other district personnel and taken to the main office and bagged and tagged. A disciplinary referral will be written. The student's parent/guardian must pick up the cell phone. The student will serve one day of in-school suspension for each subsequent violation of this policy.

Dances

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

1. No guests over the age of 21 are allowed to attend.

2. All non-GHS students must be preapproved by the 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 overdue 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 will be served after school from 3:15 to 5:15 unless school is getting out earlier than 3:08. A meeting room will be announced, where at 3:20, the teacher in charge will take detention students to his/her classroom. When a detention is assigned, a student must serve it by the third school day following the assignment, if detention is held that night.

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; however, students may not listen to music if it is on their cell phone.

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 until the day after the detention(s) is served.**

Dismissal From Class

The following procedure will be used whenever a teacher finds it necessary to send a student to the principal's office from their class for disciplinary reasons.

First Offense: the student will be sent to the principal's office for the remainder of the period and parents will be notified of the consequences (see Part A under Disruptive and Inappropriate Behavior).

Second Offense: the student will be sent to the principal's office for the remainder of the period and parents may be asked to attend a conference with the principal, dean of students, the teacher and the student. (See Part A under Disruptive and Inappropriate Behavior).

Third Offense: a third dismissal may result in loss of class credit and the student being assigned to a study hall during the time the class would normally meet. (See Disruptive and Inappropriate Behavior).

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.

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: Discipline Measures.

Disrespect to Staff Members

Any act which demeans the position of a staff member (employee of the school district or area education association who is over 18 years of age). The use of profanity or a threat toward a staff member or the refusal to carry out instructions of a staff member while in the building or on the school grounds, 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

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
- Conference with the principal or dean of students
- 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

Fighting and Physical Violence

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.

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.

ELIGIBILITY REQUIREMENTS FOR PARTICIPATION IN INTERSCHOLASTIC & EXTRACURRICULAR ACTIVITIES GRADES 7-12

Good Conduct Rule

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for their lifetimes.

Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral or unhealthy.

To retain eligibility for participation in Grinnell-Newburg extra-curricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to members of the community.

Students are only considered a bonafide contestant if they begin and end the sport in good standing.

Application

The following activities are covered by the Board's policy and these rules: Athletics, instrumental and vocal music performances which are not required as part of a grade, drama productions, speech contests, FFA, class officer or student council representative. State contests and performances for cheerleading, Tiger mascot, and Tiger paws, Mock Trail, Debate, Model U.N., graduation activities (other than a graduate), or any other activity where the student represents the school also are covered. Clubs not on this list may have their own individual interpretation of the good conduct rule as an agreement of participation in the club, but the consequences of that club have no bearing on the consequences (or the reduction of consequences) of the groups on this list.

Academic Eligibility Requirements

Students are only considered a bonafide contestant if they begin and end the sport in good standing.

Scholarship rules:

- a. All contestants must be enrolled and in good standing in a school that is a member or associate member in good standing of the organization sponsoring the event.
- b. All contestants must be under 20 years of age.
- c. All contestants shall be enrolled students of the school in good standing. They shall receive credit in at least four subjects, each of one period or “hour” or the equivalent thereof, at all times. To qualify under this rule, a “subject” must meet the requirements of 281—Chapter 12. Coursework taken from a postsecondary institution and for which a school district or accredited nonpublic school grants academic credit toward high school graduation shall be used in determining eligibility. No student shall be denied eligibility if the student’s school program deviates from the traditional two-semester school year.
 - (1) Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. Grading period, graduation requirements, and any interim periods of ineligibility are determined by local policy. For purposes of this subrule, “grading period” shall mean the period of time at the end of which a student in grades 9 through 12 receives a final grade and course credit is awarded for passing grades.
 - (2) If at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a contestant for 30 consecutive calendar days.
- d. A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student’s individualized education program.
- e. A student who meets all other qualifications may be eligible to participate in interscholastic athletics for a maximum of eight consecutive semesters upon entering the ninth grade for the first time. However, a student who engages in athletics during the summer following eighth grade is also eligible to compete during the summer following twelfth grade. Extenuating circumstances, such as health, may be the basis for an appeal to the executive board, which may extend the eligibility of a student when the executive board finds that the interests of the student and interscholastic athletics will be benefited.
- f. All member schools shall provide appropriate interventions and necessary academic supports for students who fail or who are at risk to fail, and shall report to the department regarding those interventions on the comprehensive school improvement plan.

- g. A student is academically eligible upon entering the ninth grade.
- h. A student is not eligible to participate in an interscholastic sport if the student has, in that same sport, participated in a contest with or against, or trained with, a National Collegiate Athletic Association (NCAA), National Junior College Athletic Association (NJCAA), National Association of Intercollegiate Athletics (NAIA), or other collegiate governing organization's sanctioned team. A student may not participate with or against high school graduates if the graduates represent a collegiate institution or if the event is sanctioned or sponsored by a collegiate institution. Nothing in this sub rule shall preclude a student from participating in a one-time tryout with or against members of a college team with permission from the member school's administration and the respective collegiate institution's athletic administration. [This is NOT a substantive change; it clarifies the "college squad" rule.]
- i. No student shall be eligible to participate in any given interscholastic athletic sport if the student has engaged in that sport professionally.
- j. The local superintendent of schools, with the approval of the local board of education, may give permission to a dropout student to participate in athletics upon return to school if the student is otherwise eligible under these rules.
- k. Remediation of a failing grade by way of summer school or other means shall not affect the student's ineligibility. All failing grades shall be reported to any school to which the student transfers.

"Compete" means participating in an interscholastic contest or competition, and includes dressing in full team uniform for the interscholastic contest or competition, as well as participating in pre-game warm-up exercises with team members. "Compete" does not include any managerial, recordkeeping, or other non-competitor functions performed by a student on behalf of a member or associate member school.

II. Personal Conduct Eligibility Conduct Requirements

A student may lose eligibility for any of the following behaviors:

- * Possession, use, or purchase of tobacco products, regardless of the student's age;
- * Possession, use, or purchase of alcoholic beverages, including beer and wine (use includes having the odor of alcohol on one's breath);
- * Possession, use, or purchase of illegal drugs or the unauthorized, use, or purchase of otherwise lawful drugs;
- * Being in a car or in attendance at a party or function where the student knows or should have known minors are consuming alcohol or other drugs illegally;
- * Engaging in any act that would be grounds for conviction in Iowa's criminal justice system or a finding that a student has committed a delinquent act by Iowa juvenile justice system, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
- * Inappropriate or offensive conduct such as fighting, insubordination, hazing, or the harassment of others in violation of Policy 403.5.

Consequences

Any student who, after a meeting at which the student shall be confronted with the allegation, the basis for the allegation, and given an opportunity to tell the student's side, is found to have violated the school's Good Conduct Rule will be deemed ineligible for a period of time as described below. When the administration finds that by a preponderance of the evidence the student violated the Good Conduct Rule, during the school year or the summer, the student is subject to loss of eligibility as follows:

- | | |
|--|--|
| Penalty for first offense: | up to 6 weeks of ineligibility |
| Penalty for second offense: | up to 12 weeks of ineligibility |
| Penalty for third and subsequent offenses: | up to 12 calendar months of ineligibly |

Reduction in Penalty

1. Admission Prior to Determination: If the student comes forward to a coach, administrator, or activity sponsor to admit (self-report) within 72 hours after the violation of this policy, the student's penalty can be reduced by two (2) weeks for a first and a second violation of Policy 503.8.

2. Evaluation and Treatment: A student who has a first or second violation of the alcohol or drug provision of Policy 503.8 may elect to seek an evaluation, and if recommended, treatment from a recognized substance abuse facility at the student's or the student's parent/guardian's expense. If the student seeks the evaluation and agrees to waive confidentiality to allow the facility to report back to the building principal or his/her designee regarding recommendations for treatment or follow-up care, the student's penalty for a first or second violation can be reduced by one (1) week for a first offence and two (2) weeks for a second offense.

The period of ineligibility is attached immediately upon the finding of a violation if the student is currently engaged in an extracurricular activity. If not currently in an activity, the period of ineligibility is carried over to the time the student seeks to go out for the next activity. However, if the period of time between a violation and an activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation. An ineligible student MUST attend practices and rehearsals as required by the coach or activity sponsor, but may neither "suit up" nor perform/participate. **THIS POLICY PERTAINS TO ALL EXTRA-CURRICULAR ACTIVITIES, INCLUDING FINE-ARTS AND ATHLETICS.** (If a student drops out of an activity prior to completion of the period of ineligibility, the penalty or remainder of the penalty will be attached when the student next seeks to go out for an activity, subject to the 12-month limitation above.)

If a student transfers in from another school or school district and the student had not yet completed a period of ineligibility for a violation of Eligibility Requirements (Policy 503.8) in the previous school or school district, the student shall be ineligible if the administration determines that there is general knowledge in our school (district) of the fact of the student's violation in the previous district.

Students who are deemed ineligible under Policy 503.8 are eligible to receive letters and awards if the student meets the criteria for such letters and awards as established by the coach or Activities Director.

III. Activity Requirements

Student participants are expected to be at their best behavior at all times and follow rules and regulations set by the school district and/or coach/supervisor. Failure to observe such rules or follow the supervisor's directions may result in the removal from the team either temporarily or permanently.

Any additional rules or regulations for particular activity must be submitted in writing to the principal by the director of that activity for the administration's approval, preferably prior to the beginning of the activity. Rules approved by the administration will be effective upon distribution to the students.

IV. Attendance Requirements

If a participant is absent from school a half day or longer due to illness he/she may not participate, either in practice or a contest, on that particular day. Any other absence from school must receive prior approval from the building principal or designee.

V. Enforcement Procedures

A. The time of suspension shall be from the date of the determination (see item F below)

B. Eligibility requirements shall apply throughout the calendar year, whether or not a student is in an activity at the date of the alleged occurrence or date of determination.

C. Whether said act is acted upon by law enforcement officials, adult court, or juvenile court will not be determinative of whether the student is found to have violated these eligibility requirements.

D. The purpose of this policy is school-related and thus operates independently of the criminal justice and juvenile justice systems. The student does have certain rights of due process as spelled out in this policy, and other school policies relate to appeals, but those rights are not the same as exist in the criminal justice and juvenile justice systems.

E. School employees shall diligently report any information alleging a violation of one of the eligibility requirements to the student's activity director or principal who shall then proceed in a diligent manner to make a determination. This requirement does not apply to anyone employed full or part-time as a counselor or school nurse unless the counselor or nurse actually witnesses 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 witness the admitted violation. In any case, however, if a student discloses intent to harm himself/herself, or another person, the employee receiving the information shall report the conversation to the building principal.

F. The principal or designee shall discuss the alleged violation with the student. If the principal or designee decides there has been a violation he/she will communicate the

decision to the student and attempt to reach the parent(s) or guardian(s) by telephone, in the presence of the student. The date the administration determines there was a violation is the date of the determination.

If the parent(s) or guardian(s) cannot be reached by telephone it shall become the responsibility of the student to communicate the type of violation and resulting consequence to the parent(s) or guardian(s). Should the parent(s) or guardian(s) wish to contact the principal or designee it preferably should be done during the next school day.

In any event the principal, or designee, before 5:00 p.m. on the day following the date of determination will send to the parent(s) or guardian(s), by certified mail, a written notification containing: (1) the act which is in violation of this policy, (2) the date or approximate date of the act, (3) the date and time of determination, (4) that the administration has visited with the student about the violation, (5) the penalty imposed, and (6) a copy of this policy (503.8) and Policy 214.

- G. Appeal- if a student or parent/guardian wishes to appeal the decision of the principal or designee to the superintendent, such appeal must be made within 120 hours of the conference held between the principal or designee and the student. The appeal may be made in writing or by telephone.
- H. Upon receiving notice of an appeal, the superintendent shall investigate and hold an informal hearing within five calendar days of the receipt of the request for appeal. The student/parent(s)/guardian(s), (and if requested by the student, an advocate such as a staff member or an attorney, or other adult) may appear for the student. The school may have in attendance the personnel required to present its version of the events in question.

The hearing will be informal. The superintendent will present the nature of the violation and the evidence supporting it. The student/parent(s)/guardian(s) advocate will then have the opportunity to respond and ask questions. The superintendent may ask questions of any person. The superintendent will prepare a written decision upholding, overruling, or modifying the previous administrative decision within 48 hours of the hearing. A procedure to communicate the decision shall be agreed upon at the hearing.

- I. If the student or parent(s)/guardian(s) wishes to appeal the decision of the superintendent to the school board, the request must be made in writing to the superintendent within 96 hours of the hearing before the superintendent. The school board has discretion to hear or refuse to hear the appeal. The hearing before Board Policy 214 governs the school board.
- J. A student suspended for a violation of this policy shall not be allowed to take part in activity performances.
- K. Any punishment provided in this policy shall be stayed during the appeal process. However, if the punishment is suspension from school (in school or out of school) or from participation in extracurricular activities, and the principal or designee, or superintendent determines that the student's presence will be

contrary to the best interest of education and the punishment has been stayed, the punishment or suspension shall then resume.

- L. The activity director, principal, dean of students, superintendent, or school board, as the case may be, shall be the sole judge of the weight of the evidence and credibility of the witnesses. Their conclusions are to be drawn from the facts and circumstances proved.

ELIGIBILITY REQUIREMENTS FOR PARTICIPATION IN INTERSCHOLASTIC AND EXTRACURRICULAR ACTIVITIES

The following information is to assist with the implementation of Policy 503.8. One purpose of the policy is to impress upon young people that possession and consumption of alcohol, drugs, and tobacco are illegal in addition to being unhealthy and negatively impacting one's physical and mental performances.

To implement Part III of Policy 503.8 school employees should consider, among other factors:

Possession, evidence of direct use, on person, in personal container, or in school locker will be considered. In the case of locker what evidence points to this student and not the locker partner?

Consumption – indicators may include: unnatural speech, gait, demeanor, odor, watery eyes, reason or mental ability affected, judgment impaired, emotions visibly excited, or loss of control of bodily actions or motions.

1. Presence at Social Events:

- a. How do we know minors were consuming?
- b. How do we know this student was present?
- c. Evidence of consumption by minors, visibly and openly done, is evidence from which we may infer that the student knew of the presence of the alcoholic beverage or drug, unless there is clear evidence to the contrary.

2. Open Container In Automobile:

- a. Open container shall mean an open or unsealed bottle, can, jar, or other receptacle containing an alcoholic beverage, wine, or beer.
- b. How do we know there was an open container or an illegal drug present in the passenger compartment?
- c. Why do we have reason to believe the student knew or had reason to know the open container or drug was present?

3. Know or Should Have Known

- a. Know—consciously aware
- b. Should have known—can't purposely ignore obvious signs; if a reasonable person would know, then student is held to know.

All supervisors of secondary students – particularly extracurricular coaches and directors - are to discuss Policy 503.8 at the beginning of the school year and at the beginning of an

extracurricular activity. Students are to understand the purpose of the policy and the consequences of violations.

A copy of Policy 503.8 and a letter explaining the policy will be given to each parent and student when an activity ticket is purchased. The Letter of Explanation must be signed by both the parent and the student and then returned to the office of the school where the student attends.

Students have four choices when they attend social events or are in an automobile where alcohol/drugs are present:

1. Convince the minor(s) with alcohol/drugs to remove the alcohol/drugs from the event or car.
2. Convince the individual(s) with alcohol/drugs to leave.
3. Leave the premises or car yourself.
4. Risk being caught (or being found out) and declared ineligible.

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.

Maintain an upright posture conducive to learning.

Be on time.

Bring needed materials.

Complete all assignments (including make-up work) on time.

Remain engaged the entire period.

Practice academic integrity.

STUDY HALL, MATH STUDY HALL, AND STUDENT ASSISTANCE CENTER

Students will...

Bring materials and be actively engaged in academic work or reading for the entire period.

Get permission to leave study hall. Get a prior pass to go to the counselors' office and designated teachers.

Remember that pop, candy, food, cards, games and all electronic devices are prohibited in study hall, 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 35 minutes.

Study individually or read quietly for the first 35 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.

Remember that playing cards, games, and electronic devices are prohibited with the exception of headphones, which may be used at a low level during the period.

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.

Sit two persons per table unless supervisor grants permission for more students to sit together.

Be seated until 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 Internet usage guidelines and avoid plagiarism.

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

Students will...

Walk and enter quietly, using hallway procedures.

Take seat immediately, keeping the aisles clear.

Respect others' space, keeping hands and feet to self.

Participate respectfully and actively.

Be considerate, quiet, and attentive.

Show appreciation with applause.

Remain seated until dismissed.

Refrain from eating or drinking in the auditorium.

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.
Comply with Federal Laws prohibiting use of vending machines during lunch.

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 only.
Hats are to be left in lockers, and hoods are not to be worn on the head.

Misuse of Technology, Computers, or Internet

Students found misusing computer and/or entering unauthorized programs are subject to the following actions:

First Offense; Loss of privileges for remainder of the trimester.

Second Offense: Loss of privileges for remainder of the school year.

** Any damage incurred will result in full financial restitution.

Parking Policy

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 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. Motorcycles and mopeds must be parked east of the building adjacent to the bicycle rack. 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.

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 Offense: The next violation by the same student will result in a \$20 fine being assessed.

Third Offense: A third violation will result in the violator's vehicle being "booted," a \$20 fine being assessed to "un-boot" the vehicle and the student will not be allowed to park on school property for one week.

Fourth Offense: Any further violations will result in the vehicle being "booted", a \$20 fine being assessed to "un-boot" the vehicle, and the student will be suspended from school for continually failing to follow school procedures.

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 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

The purpose of this policy is to expand upon Policy JCD, 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 JDF-E 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 JDF-E (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.

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 or a math study hall. 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 or math study hall.

Responsibility for Text Books and Fines

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, etc. **MUST BE PAID BEFORE GRADUATION. SENIORS WITH OUTSTANDING DEBTS WILL BE TAKEN TO SMALL CLAIMS COURT.**

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

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 all 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 freshman study hall for any of the following disciplinary reasons:

Accumulating a **THIRD** tardy in any class

Having an unexcused absence from a class

Engaging in disrespectful behavior that results in an office referral and an administrative consequence

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.

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, researching, or using a computer. If seniors choose to go the MC, they are to abide by the expectations for that common area.

Do not ever 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 here for lunch.

Student Dress

G.H.S. 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 G.H.S. 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 G.H.S.

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.

Code No. 605.61

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.

Suspension

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

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: This applies to any student seen possessing or using tobacco by a faculty member within one block of school property between the hours of 8:00 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.

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 Chariton Community School Board for an expulsion hearing.

Vandalism

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

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. Announcements are read daily at the beginning of first period at 7:55 a.m. and at the end of the day at 3:05 p.m. over the intercom. A copy is posted on the bulletin board outside the office door. If you wish to have an announcement read, forms are available in the office. You must have them approved by your activity sponsor. Repeating announcements is discouraged. Please keep announcements as brief as possible.

Child Abuse Reporting

A School Board Policy, GBW, 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	Jill Allen	236-2677
Level I Investigator Alternate	Karen Phillips	236-2763/2798/2793
Level II Investigator	Bill McNally	236-6128
Superintendent	Edith Eckles	236-2700

Complaint Process

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.

Clubs, Organizations and Activities

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

Clubs & Organizations

Debate Team

International Club

Choir

Band

National Honor Society

Boys Baseball	Student Council
Boys Wrestling	Curtain Club
Boys/Girls Cross Country	Art Club
Boys/Girls Track	Speech Contest
Girls Volleyball	Industrial Tech Club
Boys/Girls Soccer	FFA
Tiger Paws	Cheerleading
Non-School Sponsored	Model U.N.
Diversity Alliance	SADD
Fellowship of Christian Athletes	Thespian Troupe # 4274
	GHS Ambassadors
	TATU
	FCCLA
	FBLA
	TSA

Distribution of Materials

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 policy 403.5 - Bullying, Harassment, and Sexual Harassment)
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

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 witness 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. The student handbooks explain the programs.

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.

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.

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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 (Special Procedures for Conducting Hearings).

PART III –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.

PART IV – 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.

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

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.

Equity

Equal Education Opportunity: Students enrolled in the Grinnell-Newburg School District shall have an equal opportunity for a quality public education without discrimination regardless of race, religion, sex, national origin, disability, marital status, or sexual orientation in compliance with Title VI, Title IX, and Section 504. Inquiries regarding compliance with equal educational opportunities shall be directed to the Superintendent of Schools. The telephone number is (641) 236-2700.

Family Educational Rights and Privacy Act ANNUAL NOTICE

Code No. 506.1E9

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 object 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

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 4th period Jr./Sr. study halls and 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. Food/beverages are prohibited in all computer labs at all times.
8. Water in **clear** containers is allowed in the classroom.
9. 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. Immediately after entering a classroom, students are to put them out of sight and turn off all music. Teachers have the authority to confiscate them if they are out.

Homeless Children and Youth

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 assistant high 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 high school dean of students.

Homerooms

Homerooms are held periodically to conduct school business. All students are assigned to a homeroom and required to attend homeroom meetings when they are called.

Human Growth and Development

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 IDB, 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

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

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 EDA for further information. Students and parents are reminded that school insurance DOES NOT cover personal items that students bring to school.

Medication

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

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 the Superintendent of Schools at (641) 236-2700.

Notice of Nondiscrimination

Students, parents, employees and others doing business with or performing services for the Grinnell-Newburg Community School District are hereby notified that this school district does not discriminate on the basis of race, color, creed, age (except students), religion, national origin, sex, marital status, sexual orientation, gender identity or disability in admission or access to, or treatment in, its programs and activities.

The school district does not discriminate on the basis of race, color, age (except students), religion, national origin, sex, sexual orientation, gender identity or disability in admission or access to, or treatment in, its hiring and employment practices. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504 or *Iowa Code* § 280.3 is directed to contact:

(Title)	Superintendent Eckles
(where located)	927 – 4 th Avenue, Grinnell, IA 50112
(telephone number)	641-236-2700

who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504 and *Iowa Code* § 280.3 (2007).

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. All posters and notices must be hung neatly without tape showing. Nothing is to be hung on wooden doors.

Physical Restraint of Students

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

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

Search and Seizure

School authorities may, without a search warrant, search a student, student lockers, desks, work areas, or student automobiles based on a reasonable suspicion under the circumstances in order to promote an educational environment and protect the safety and welfare of students and school personnel.

Student Government

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

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.

**Grinnell High School
2009-2010 Bell Schedules**

<p style="text-align: center;"><u>Regular Schedule</u></p> <p>Period 1 7:55 – 9:04</p> <p>Period 2 9:09 – 10:13</p> <p>Period 3 10:18 – 11:22</p> <p>Period 4 <i>Lunch</i></p> <p style="padding-left: 40px;">A 11:22 – 11:44</p> <p style="padding-left: 40px;">B 11:44 – 12:06</p> <p style="padding-left: 40px;">C 12:06 – 12:28</p> <p style="padding-left: 40px;">D 12:28 – 12:50</p> <p>Period 5 12:55 – 1:59</p> <p>Period 6 2:04 – 3:08</p>	<p style="text-align: center;"><u>Assembly Schedule</u></p> <p>Period 1 7:55 – 8:55</p> <p>Period 2 9:00 – 10:00</p> <p>Period 3 10:05 – 11:05</p> <p>Period 4 <i>Lunch</i></p> <p style="padding-left: 40px;">A 11:05 – 11:27</p> <p style="padding-left: 40px;">B 11:27 – 11:49</p> <p style="padding-left: 40px;">C 11:49 – 12:11</p> <p style="padding-left: 40px;">D 12:11 – 12:33</p> <p>Period 5 12:38 – 1:38</p> <p>Period 6 1:43 – 2:43</p>
<p style="text-align: center;"><u>Professional Development Early Out Schedule</u></p> <p>Period 1 7:55 – 8:32</p> <p>Period 2 8:37 – 9:09</p> <p>Period 3 9:14 – 9:51</p> <p>Period 4 9:56 – 10:33</p> <p>Period 5 10:38 – 11:15</p> <p>Period 6 11:20 – 11:57</p> <p style="text-align: center;"><i>Open Lunch or Sack Lunch</i></p>	<p style="text-align: center;"><u>2 Hour Early Dismissal Schedule</u></p> <p>Period 1 7:55 – 8:36</p> <p>Period 2 8:41 – 9:22</p> <p>Period 3 9:27 – 10:08</p> <p>Period 4 10:13 – 10:54</p> <p>Period 5 <i>Lunch</i></p> <p style="padding-left: 40px;">A 10:54 – 11:16</p> <p style="padding-left: 40px;">B 11:16 – 11:38</p> <p style="padding-left: 40px;">C 11:38 – 12:00</p> <p style="padding-left: 40px;">D 12:00 – 12:22</p> <p>Period 6 12:27 – 1:08</p>

1 Hour Early Dismissal Schedule

Period 1 7:55 – 8:48

Period 2 8:53 – 9:46

Period 3 9:51 – 10:44

Period 4 Lunch

A 10:44 – 11:06

B 11:06 – 11:28

C 11:28 – 11:50

D 11:50 – 12:12

Period 5 12:17 – 1:10

Period 6 1:15 – 2:08

2 Hour Late Start Schedule

Period 1 9:55 – 10:36

Period 2 10:41 – 11:22

Period 3 11:27 – 12:08

Period 4 Lunch

A 12:08 – 12:30

B 12:30 – 12:52

C 12:52 – 1:14

D 1:14 – 1:36

Period 5 1:41 – 2:22

Period 6 2:27 – 3:08

1 Hour Late Start Schedule

Period 1 8:55 – 9:48

Period 2 9:53 – 10:46

Period 3 10:51 – 11:44

Period 4 *Lunch*

A 11:44 – 12:06

B 12:06 – 12:28

C 12:28 – 12:50

D 12:50 – 1:12

Period 5 1:17 – 2:10

Period 6 2:15 – 3:08

Trimester Test Schedule

Test 1 8:00 – 9:30

Test 2 9:45 – 11:15

Test 3 12:30 – 2:00

