

Graettinger-Terril Schools

Student-Parent Handbook

2018-2019



Graettinger-Terril Community School District
www.gtschools.k12.ia.us

Administration

Andrew Woiwood, Superintendent
Chris Myers, Elementary Principal & Curriculum Director
Jeremy Simington, Secondary Principal
Todd Hough, Activities Director

Middle School/High School

P.O. 58
400 West Lost Island Street
Graettinger, IA 51342
712-859-3286 p
712-859-3509

Elementary

P.O. Box 128
101 South Schooley Street
Terril, IA 51364
712-853-6111 p
712-853-6199 f

TABLE OF CONTENTS - *Click on Heading or Subheading to go straight to the information.*

OPENING STATEMENT

School District Mission Statement
Educational Goals and Expected Student Outcomes
Names of Faculty and Staff and Their Assignments (courses or duties)
School Colors, School Mascot, and School Song
Annual Notification of Non-Discrimination Policy Statement
Equal Educational Opportunity
Jurisdictional and Behavioral Expectations Statement
Homeless Definition:
Multicultural and Gender Fair Education
Definitions

STUDENT ATTENDANCE

Student Attendance and Punctuality
Truancy
College Visits
Inclement Weather

STUDENT HEALTH, WELL-BEING AND SAFETY

School Day
HAWK-I Insurance for Children
Immunizations
Physical Examinations
Emergency Drills
Administration of Medication
Student Illness or Injury at School
Student Insurance
School Nurse
Communicable and Infectious Diseases
Health Screening
Sexual Abuse and Harassment of Students by Employees
Asbestos Notification
Physical Restraint of Students
Tobacco-Free Environment
Eye Protection/Goggles

STUDENT ACTIVITIES

Assemblies
Sportsmanship
Field Trips
School-Sponsored Student Organizations
Student Council
National Honor Society
Activity (Pep) Bus & Extra-Curricular Activity Transportation
Student Funds and Fund Raising
Use of School District Facilities by Student Organizations
Dances and Other School Social Events and Activities
Student Activity Tickets
Student Participation in Nonschool Athletics
Family Night

STUDENT RIGHTS AND RESPONSIBILITIES

Student Searches
Student Lockers and Desks

Threats of Violence
Educational Records
Internet
Dress Code
Care of School Property
Driving and Biking to School
Hall Passes
Illegal Items Found in School or in Students' Possession
Dangerous Weapons
Academic Integrity: Cheating
Dual Enrollment Students
Electronic/Technological Devices
Posting of Information
Initiations, Hazing or Harassment
Student Complaints
Student Publications

STUDENT SCHOLASTIC ACHIEVEMENT

Grade Reports
Homework
Standardized Tests
Academic Eligibility
Academic Interventions
Class Loads
Adding/Dropping Courses
Study Hall
Honor Roll and Academic Honors
Academic Letter
Grades and Course Credit
Postsecondary Enrollment Options
Early Graduation
Grade Point Calculation
Graduation
Credit Recovery

STUDENT EXPECTATIONS & DISCIPLINE

Conduct
Buses and Other School District Vehicles

Good Conduct Policy

MISCELLANEOUS

School Announcements
Visitors/Guests
Open Enrollment
Student Transfer Into District
Legal Status of Student
Cafeteria
Interrogation by Outside Agency
Media Center
Books, Materials, and Fines
Counseling Program
Citizenship
Signs and Posters

SPECIAL ELEMENTARY RULES

2018-2019 School Calendar – Graettinger-Terril CSD

Summary of Calendar:
 Days/Hrs in classroom:
 First Semester 81/537:00
 Second Semester 95/629:36
TOTAL DAYS/HS 176/1166:36

CALENDAR LEGEND

Start/End
 Full Day - PD
 Quarter
 2:30 - PD
 Holidays
 Vacation Days

HOLIDAYS:

Labor Day (9/3)
 Thanksgiving Day (11/22)
 New Year's Day (1/1)
 Memorial Day (5/27)

Start Time:

MS/HS – 8:15
 Elem – 8:30

Dismissal Time:

All – 3:30

P/T Conferences:

Students dismissed – 2:30 p.m.
 3:00 – 8:00 and 3:00 – 6:00 p.m.

Summary of Days:

School Days 176
 Holidays 5
 PD 8
Total Staff Days 189

New Staff Days

New PD Days 4
Total New Staff Days 193

2:30 Dismissal for Professional Development

All make-up days will be added to the end of the school year.
 Starting with May 24, 2019.

August 2018					Student Days/Hours	
M	T	W	Th	F		
13	14	15	16	17		
20	21	22	23	24	2	13:40
27	28	29	30	31	7	47:50
September 2018						
3	4	5	6	7	11	74:10
10	11	12	13	14	15	101:3
17	18	19	20	21	20	134:4
24	25	26	27	28	25	167:5
October 2018						
1	2	3	4	5	30	201:0
8	9	10	11	12	35	234:1
15	16	17	18	19	39	260:3
22	23	24	25	26	44	293:4
29	30	31			47	313:1
November 2018						
		1	2	49	325:5	
5	6	7	8	9	54	359:0
12	13	14	15	16	59	392:1
19	20	21	22	23	61	405:5
26	27	28	29	30	66	439:0
December 2018						
3	4	5	6	7	71	472:1
10	11	12	13	14	76	505:2
17	18	19	20	21	81	537:0
24	25	26	27	28		
31						
January 2019						
	1	2	3	4		
7	8	9	10	11	85	564:2
14	15	16	17	18	90	597:3
21	22	23	24	25	95	630:4
28	29	30	31		99	657:0
February 2019						
				1	100	663:5
4	5	6	7	8	105	697:0
11	12	13	14	15	109	724:2
18	19	20	21	22	114	757:3
25	26	27	28		118	783:5
March 2019						
				1	119	790:4
4	5	6	7	8	124	823:5
11	12	13	14	15	129	857:0
18	19	20	21	22	134	889:1
25	26	27	28	29	139	922:2
April 2019						
1	2	3	4	5	144	955:3
8	9	10	11	12	149	988:4
15	16	17	18	19	153	1016
22	23	24	25	26	157	1043
29	30				159	1057
May 2019						
		1	2	3	162	1076
6	7	8	9	10	167	1109
13	14	15	16	17	172	1142
20	21	22	23	24	176	1166
27	28	29	30	31		
June 2019						
3	4	5	6	7		
10	11	12	13	14		

176 Days/1166:36 Hours Calendar

Aug. 13-16	New Teachers - GT
Aug. 20-22	Professional Development
Aug. 23	Start School – 1 st Day allowed – 6-12
	Start 1 st Quarter/1 st Semester
Aug. 24	1 st Day – K-5
Aug. 31	2:30 Early Out – Labor Day
Sept. 3	Labor Day (No School)
Sept. 14	Full Day PD (No School)
Oct. 18	Full Day PD (No School)
Oct. 19	End 1 st Quarter 39 days 260:3 hrs
Oct. 22	Start 2 nd Quarter
Oct. 30	P/T Conferences - 2:30 Early Out
	3:00 – 8:00 p.m.
Nov. 1	P/T Conferences – 2:30 Early Out
	3:00 – 6:00 p.m.
Nov. 2	Comp Day (No School)
Nov. 21	Full Day PD – No School
Nov. 23-24	Thanksgiving Holiday (No School)
Dec. 21	1:00 Early Out
	End 2 nd Quarter 42 days 276:7 hrs
	End 1 st semester 81 days 537:0 hrs
Dec. 24-Jan. 4	Winter Break (No School)
Jan. 7	Full Day PD (No School)
Jan. 8	School Resumes –
	Start 3 rd Quarter/2 nd Semester
Feb. 15	Full Day PD (No School)
Mar. 15	End 3 rd Quarter 48 days 320:0 hrs
Mar. 18	Start 4 th Quarter
Mar. 19	P/T Conferences – 2:30 Early Out
	3:00 – 8:00 p.m.
Mar. 21	P/T Conferences – 2:30 Early Out
	3:00 – 6:00 p.m.
Mar. 22	Comp Day (No School)
Apr. 19	Good Friday (No School)
Apr. 22	Easter Break (No School)
May 10	Seniors Last Day
May 12	Graduation – 1:00 p.m.
May 23	Last Day of School
	End 4 th Quarter 47 days 309:36 hrs
	End 2 nd Semester 95 days
	1166:36 hrs
May 24	Professional Development
May 27	Memorial Day

Graettinger-Terril Community School Motto

Learning for a lifetime. A lifetime of learning.

OPENING STATEMENT

This handbook is addressed to the parents and students of the Graettinger-Terril Community School to explain the various rules and procedures used during the year. We realize this book cannot cover every situation, but hope it will provide answers to a majority of your questions. As a parent or student, please realize that individual teachers will establish special procedures and rules to provide for the most effective learning-centered classroom environment. Graettinger-Terril administration supports and encourages teachers to establish specific protocols that will enhance their ability to teach and your child's opportunity to learn. In situations where additional special rules are needed, the students will be notified by the individual teacher, email, or at an assembly; if you have questions, please contact the office for more information.

Andrew Woiwood
Superintendent
Equity Coordinator

Jeremy Simington
Secondary Principal

Chris Myers
Elementary Principal
Curriculum Coordinator

School District Mission Statement

The mission of the Graettinger-Terril Community School is to develop competent citizens who will be successful participants in a rapidly changing world. This will be accomplished by providing each student with a challenging, progressive curriculum taught by a dedicated staff in a nurturing environment.

Educational Goals and Expected Student Outcomes

As a part of Graettinger-Terril Community School District's Comprehensive School Improvement Plan, the school board has adopted district goals aligned with student needs. The 2017-2018 student learning goals are listed below.

Students from Graettinger-Terril will be:

1. Responsible, respectful, self-sufficient, caring and productive citizens.
2. Technologically literate.
3. Collaborative and cooperative workers.
4. Self-directed learners who are complex thinkers.
5. Effective communicators
6. Community contributors
7. Knowledgeable about healthy lifestyles.

Names of Faculty and Staff and Their Assignments (courses or duties)

ADMINISTRATION

Andy Woiwood
Chris Myers
Jeremy Simington
Todd Hough

Gary Edwards
Bill Girres

POSITION

Superintendent
Elementary Principal/Curriculum
Secondary Principal
Activities Director

Director of Maintenance
Transportation Supervisor

BOARD OF EDUCATION

Kevin Jensen, President
Matt Hansen, Vice President
Kevin Jensen
Tonya Feldhacker
Jeremiah DePyper
Patrick Fairchild
Angie Woods, Board Secretary

ADMINISTRATIVE ASSISTANTS

Jane Brown (Middle/High School)
Angie Woods (Elementary)

TECHNOLOGY

Brian Hersom

TEACHING STAFF

Malissa Jeffrey
Diane Benjamin.....
Corey Boe.....
Heidi Borchers.....
Matt Borchers.....
John Clouse.....
Courtney Cook.....
Ashley Dreeszen.....
Megan Giese.....
Kate Myers.....
Sara Fredericksen.....
Chris Olesen.....
Marlys Graettinger.....

POSITION

HS Science
Title 1
P.E./Health, Coach
Preschool (Terril Building)
PK-5 Counselor/Student Services
Elementary Art
6-12 Counselor/Student Services NHS
2nd Grade
MS Math/Science & HS Math
6-12 Family Consumer Science
Preschool (Graettinger Building)
HS Social Studies, Coach
HS Language Arts

Caryn Robinson.....
Chris Goodchild.....
Nikki Roberts.....
Cheryl Harris.....
Mara Butler.....
Todd Hough.....
Shayla Hunefeld.....
Barb Jacobson.....
Nicole Jungers.....
Penelope Klepper.....
Suzy Koenck.....
Lori Dingel.....
Paul Jorgensen.....
Matthew Harder.....
Amanda Jorgensen.....
Jill Mielke.....
Emily Doerder.....
Eric Quinn.....
Jenn Schnell.....
Anne Sexe.....
Karina Magana.....
Mitch Girres.....
Aaron Giese.....
Lucas Hough.....

Agricultural Education, FFA
MS Social Studies/Science
HS Special Education/Reading
Kindergarten
Industrial Technology
6-12 P.E., Health, MS Reading, Coach
5rd Grade
1st Grade
MS Reading/Language Arts, Coach
4th Grade
Elementary Special Education/ECSE
MS Special Education
1st Grade
HS Math
2nd Grade
Title I
Instrumental Music
6-12 Art, TAG
3rd Grade
Vocal Music
Foreign Language
Kindergarten
Business Education
3rd Grade

EDUCATIONAL ASSOCIATES

Sophia Benedict (Elementary)
Tracy Duus (Elementary)
Malorie Girres (High School)
Staci Girres (Preschool)
Tammy Bisgaard (Elementary)
Ginny Hellyer (Middle School)
Shawn Krull (Technology)
Matt Masters (Elementary)
Connie Miller (Preschool))
Lynn Neilson (Elementary)
Katie Eckard (Elementary)
Nancy Schnell (MSHS, Library)
Sara West (Elementary)

CUSTODIAL STAFF

Deb Edwards (Middle School/High School)
Dean Hoffman (Elementary)
Joe Smith (Elem./Middle School/High School)

FOOD SERVICE STAFF

Marilyn Johansen (Elementary)
Tara Miller (MSHS)
June Nitchals (MSHS)
Rhonda Weiland (Elementary)

TRANSPORTATION STAFF

Dave Determan
Dan Miller
Mike Schoning
Phillip Schmitt
Joe Graettinger

School Colors, School Mascot, and School Song

Purple, Black, and Silver
Titan
“Notre Dame Victory March”

Annual Notification of Non-Discrimination Policy Statement

It is the policy of the Graettinger-Terril Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district’s Equity Coordinator, Matt Borchers, 101 South Schooley Street, Terril, IA 51364, (712) 853-6111, maborc@gt.ratitans.org.

Equal Educational Opportunity

The school district does not discriminate in its education programs or educational activities on the basis of sex, race, religion, color, national origin, marital status, creed, sexual orientation, gender identity or disability. Students are educated in programs which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. The Affirmative Action Coordinator is *Andrew Woiwood* and can be reached at 712-837-5211 (R-A) or 712-859-3286 (G-T). Inquiries may also be directed in writing to the Director of the Region VII [Office of Civil Rights, U.S. Department of Education](#), 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, (816) 268-0550, or the [Iowa Department of Education](#), Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5294.

The school district, in its educational program, has a process to assist students experiencing behavior and learning difficulties. The *Student Services Team* in collaboration with the building principal is responsible for this process. Representatives from the area education agency may also assist the school district in this process. Parents wanting access to this process should contact the school 712-853-6222 (Elementary) and 712-859-3286 (MSHS).

Jurisdictional and Behavioral Expectations Statement

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

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

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

The school reserves and retains the right to modify, eliminate, or establish school district policies, rules, and regulations as circumstances warrant, including those contained in the handbook. Students or parents with questions or concerns may contact the office for information about the current enforcement of the policies, rules, or regulations of the school district.

Homeless Definition:

Iowa Administrative Code defines “Homeless child or youth” as a child or youth from ages 3 – 21 years of age who lacks a fixed, regular, and adequate nighttime residence and includes the following:

1. A child or youth who is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or camping grounds due to the lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement.
2. A child or youth who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
3. A child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus, or train station, or similar setting; or
4. A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs “1” through “3” above.

Multicultural and Gender Fair Education

Enrolled students have an equal opportunity for a quality public education without discrimination, regardless of their race, creed, sex, marital status, national origin, ability or disability. The educational program is free of such discrimination and provides equal opportunity for the participants. The educational program fosters knowledge of and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. It also reflects the wide variety of roles open to both men and women and provides equal opportunity to both sexes.

Any complaints or grievances concerning equal educational opportunity should be filed in writing with the high school student services director.

NOTICE: CORPORAL PUNISHMENT, RESTRAINT, AND PHYSICAL CONFINEMENT AND DETENTION

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use “reasonable and necessary force, not designed or intended to cause pain” to do certain things, such as to 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 or detained, the school must maintain documentation and must provide certain types of notice to the child’s parent.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education’s website: www.iowa.gov/educate.

Definitions

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

STUDENT ATTENDANCE

Student Attendance and Punctuality

All students are to be in attendance from the beginning of the school day until the end of the school day. This includes all scheduled classes, lunchtime and study halls. The school day will commence at 8:15 A.M. and end at 3:30 P.M.

The attendance policy is based upon the belief that “something important happens in class every day.” Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. The learning can never be exactly duplicated. To receive a quality educational experience, regular attendance is extremely important. **School is very much like a job; it prepares students for adulthood.** Consequently, attendance habits, good or bad, are being formed. In short, regular attendance at school can impact how much students learn today and what jobs they obtain tomorrow. Therefore, the Board of Directors expects all students to attend school from 8:15 a.m.–3:30 p.m. all scheduled calendar days, unless excused by policy standards.

The school determines whether an absence is excused or unexcused. Within the discretion of the principal, before an absence is granted, the principal may require a physician’s statement verifying the illness and the necessity for the absence from school. Students are expected to be in class on time. Being tardy for class is an unexcused absence unless approved by the principal.

All personal appointments and obligations should be planned for times outside the instructional day. Please take special care to schedule routine appointments during breaks as well as during teacher professional development days arranged throughout the year (please see the Academic Calendar, for specific dates).

Excused Absences

1. Funeral/bereavement
2. School-related activities
3. College visit (prior school counselor approval)
4. Personal illness with doctor’s signed statement verifying the need to be absent
5. Bona fide emergency/illness (immediate family)
6. Family trips with prior approval from the office and all homework completed
7. Court appearances
8. Days of school-imposed suspension/exclusion
9. Authorized religious holidays

Un-Excused Absences

1. Personal illness with no doctor statement*
2. Dental, chiropractic, or medical appointments*
3. Family trip without prior approval
4. Non medically-related appointments
5. Tardies

* When a pattern begins to appear, these absences will only be granted upon principal discretion. Upon multiple, repeated, or a pattern of absences, students may be required to make up unexcused absences and excessive unexcused tardies. **Note: Extracurricular participation always requires physician verification.**

ATTENDANCE & OFFICE CHECKOUT WITH PARENT PERMISSION

Attendance at school and classes is the responsibility of the student and parent. Whenever a student is absent, arriving late, or leaving early, he/she must check into or out of the office. For all absences, the parent is responsible to inform the school before **8:40 a.m. Failure to receive such information by 8:40 a.m. shall cause the student to be considered truant.**

Students, who have prior permission verified by the office, will check out in the office, by signing out on the designated check-out sheet. Students who leave the building without permission from the office, or without signing out, will be considered absent unexcused and may be assigned in-school suspension, attend Saturday School, and/or serve detention. We will not accept calls “after the fact” excusing students for leaving school. Calls are required before a student leaves. Leaving school without permission is classified as truancy (see definition of *Truancy* below).

Appointment Procedure:

1. The parent/guardian notifies the office of the reason for appointment.
2. The student comes to pick up the class dismissal and physician's slips.
3. The student is dismissed from class at the appropriate time and checks out in the office.
4. Upon the student's return, he/she presents the appointment slip back to the office secretary to verify their presence at the doctor's office.

*If this procedure is not followed, absence will be unexcused until the student and/or parent returns the appointment slip to verify the doctor's appointment. **Reminder, student may not participate in extracurricular activities until absence is verified and excused.**

All other absences not described above, including tardiness, shall be unexcused absences. Just as an employer expects an employee to be present during working hours, the Board of Directors, Administrators, and Staff expect students to be present during school hours. Unexcused absences will not be tolerated. ***The Principal will administer appropriate consequences for unexcused absences.***

ATTENDANCE & EXTRA-CURRICULAR PARTICIPATION

Students who wish to participate in school-sponsored activities must attend school the **entire** day of the activity *unless principal has given prior approval for absence. A student who is ill for part of the day is not eligible to participate in extracurricular activities that day.* Verification of medical appointments required. Exceptions may be made for extenuating circumstances.

Make-up Work

Students must make up work for planned absences. Students are responsible for arranging the make-up work with each teacher. Students may be required to make up school work missed during an unexcused absence but may not receive full or any credit for the work due during the absence or their work completed after the absence (depending upon the nature of the work missed). Appropriate forms must be completed from the office as part of that arrangement. Students shall receive full credit for schoolwork made up due to an excused absence in a timely manner. As a general rule, students should complete the work within the number of days absent plus one at the teacher's discretion.

ATTENDANCE COMMUNICATION AND REMEDIATION STEPS

The following communication and remediation steps will be followed to ensure the district is promoting, monitoring, and requiring attendance rates which will positively impact student learning and district academic achievement. At the secondary level, good attendance is the responsibility of the student and parent. The school's responsibility is accurate reporting of absences to parents. This policy is to give the student and his/her parent the information required to prioritize and make decisions on attendance. The district is responsible to the Iowa Department of Education and therefore acting in the best interest of our students, their academic success, and moreover with their future working habits in mind.

- When student reaches five days absence, the attendance center will notify parent via letter/email.
 - Student may be required to make up time.
- When student reaches ten days absence, an at-risk meeting with student, parent, and Student Services Team will be scheduled to develop an attendance contract to avoid loss of semester credit.
 - In addition to the attendance contract, student may be required to make up time.
 - Depending upon circumstances, the SST will notify parents that additional consequences are being considered for continued excessive absenteeism including notification of local court authorities.
- When student reaches fifteen days absence, student may be dropped from class(es) due to excessive absences. Student will appear before administrative panel to present reasons he/she should receive semester credit. If student is dropped from class(es), the Student Services Team will reunite with student and parent to determine an alternate placement.

Tardiness

A student is tardy when he/she initially appears in the assigned area any time after the designated starting time. All incidents of class tardiness (*with the exception below) will be the responsibility of the teacher or supervising staff member (i.e. study hall supervisor).

- Three tardies in one class within a 9-week grading period may result in a detention in that classroom. If student does not attend assigned detention, a parent/student conference with the teacher and principal will be held and Student Code of Conduct consequences will be in effect.
- Each tardy after the initial three will result in an automatic detention as well as a parent/student conference with the principal and Student Services Team to develop a written attendance plan.
- Two tardies equal one absence toward the attendance plan and semester test incentive.

*Parents are asked to send an excuse when the student is arriving late to the first period. Reasonable excuses the parent knows and approves of may be submitted to the principal for approval via the attendance office.

Unexcused Absences

Students are expected to be in their seats in their first class at 8:15, attending all classes and lunch in between until 3:30 when teachers dismiss all students.

- Students are unexcused absent if parent has not contacted the office by 8:40 a.m. (Absences will be corrected for unusual circumstances where a parent cannot notify the school prior to 8:40 a.m.)
- Students who need to leave the building during the day due to illness or appointment are required to sign out in the office. Failure to sign out will result in an unexcused absence.
- Students unexcused from class will be required to make up the time with the classroom teacher(s). Students will have 24 hours to arrange transportation and notify parent and then will be expected to make up the 40 minutes within the next two days before or after school. Teachers will determine the time and contact the parent. A student in extra-curricular activities is NOT exempt.
- The Student Code of Conduct will be in effect when students fail to make up assigned time.
- Students may not be in vehicles or parking lot(s) during school hours. Students must have permission and check out from and into the office.
- Students are not allowed to leave school, ("run home" or other errands) without parental permission. Students will need to plan appropriately and take care of needs during non-school hours.

Parents and students are responsible to ensure students are attending school. Success in school is impacted by regular attendance and Graettinger-Terril Community School District requires students to be in school every day. Parents and students should make all attempts to schedule trips, all appointments, college visits, and other avoidable absences on days when school is not in session. Students who make the choice to leave school unexcused will be expected to make up all missed time.

Compulsory Attendance: Students who are under 16 years of age are required to attend school on a regular basis. Students must attend a minimum of 37 days per quarter and a minimum of 148 days per year in order to be considered in regular attendance. If a student must be absent in excess of the number of days outlined above, the parent/guardian has the responsibility of contacting the school to discuss these absences. Violations of the compulsory attendance law will be reported to the County Attorney in which the student resides.

Truancy

A truant student is defined as any child over seven and under sixteen years of age, in proper physical and mental condition to attend school, who fails to attend school regularly without reasonable excuse for the absence. As a truant student, the student may be reported to the local law enforcement officers, and the parents may be prosecuted for violation of the state truancy and compulsory education laws. Unless the student has reached the age of 18 or has obtained a court order declaring that student a legally emancipated minor, the parent is responsible, under Iowa law and under the policies and regulations of the Graettinger-Terril Community School District to ensure attendance of the student.

Students who leave school without permission (or skip a single class period) will be considered truant. Students classified as being truant may be suspended from school from 1 to three 3 days. All suspensions assigned due to truancy will be in-school suspensions. Students will not be permitted to attend any classes or participate in any extracurricular activities on days they are suspended.

Majority Age: A student of majority age (18 years or older) who is not residing with parents or guardian may present his/her own excuses for absences without parental verification. The principal or his/her designee must approve such an arrangement. Students of majority age who reside with parents or guardian will be expected to have all absences verified by a parent/guardian.

College Visits

Students are encouraged to visit college campuses on weekends or school holidays. Seniors may be excused up to 2 day(s) to visit college campuses with the permission of the principal and with a note signed by the student's parents. Juniors may be excused for 1 day.

Lunch Hour

- All students are expected to be in the lunchroom during the lunch hour.
- Students not attending lunch will be required to make up the time missed.
- Students are not to take food/beverage from the lunchroom without staff approval.
- Students with food allergies must provide doctor verification upon registration at the beginning of each school year, and must update accordingly as allergies change.

Inclement Weather

In case of inclement weather, the district may have a two-hour late start, no school, or an early dismissal. With an early dismissal, all students must be out of the building within 15 minutes of the departure of buses. On no school and early dismissal days, there will be no extra-curricular activities. No breakfast is served on days with a late start.

Please consider the following avenues of communication:

- Listen to KICD107.7 FM/1240 AM (Spencer), KIGL 105 FM (Spencer), KILR 95.5 FM/1070 AM (Estherville), Y100 FM (Emmetsburg/Spencer), KUOO 103.9 FM (Spirit Lake).
- Check email/cell phone announcements from Infinite Campus.
- Check Iowa School Alerts (free email notification service): **ALL PARENTS AND STUDENTS MUST SUBSCRIBE FOR THE 2016-17 SCHOOL YEAR EVEN IF YOU HAVE SUBSCRIBED IN THE PAST AS THE SYSTEM HAS BEEN CHANGED/UPDATED:**
 - Click “Sign Up!” in the Main Menu at:
<https://public.govdelivery.com/accounts/IAEDU2556/subscriber/new>
 - Follow the onscreen instructions to enter your email address, and/or Text Address. You Must do each of these separately.
 - Once you have created and confirmed your account registration, you will be taken back to the School Alerts site where you can click on “My Subscriptions” to add the school district's/buildings for which you would like to receive notices. (Some wireless providers may charge you for receiving emails or text messages; you are responsible for those charges.)
 - After signing up, you will receive email and text notifications directly from the school whenever classes are cancelled. You can review your alert settings and all current notifications for the state at any time by visiting the Iowa School Alerts website.

STUDENT HEALTH, WELL-BEING AND SAFETY

School Day

For both staffing and safety reasons, students may not be present on school grounds before 7:50 a.m. or after 4:00 p.m. unless they are involved in a specific activity with a supervisor present. If students arrive before the supervising staff member is available, they must be seated and wait respectfully in the library, cafeteria, or gym. If school is dismissed early, students are expected to leave the school grounds within 15 minutes of dismissal.

HAWK-I Insurance for Children

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

Immunizations

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

Physical Examinations

Students enrolling for the first time are required to provide a school district examination form signed by the student's doctor. Annually, students participating in athletics are required to provide a school district physical examination form signed by the student's doctor. Failure to provide proof of a physical examination makes the student ineligible. Students who cannot afford the cost of the physical examination should contact the coach of their sport.

Emergency Drills

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

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

Administration of Medication

Students may need to take prescription or nonprescription medication during school hours. The school must know the medications a student is taking in the event the student has a reaction or illness. Students must provide written instructions for administration of the medication as well as parental authorization to administer the medication. No medication shall be dispensed to any student unless the following rules are observed:

1. A licensed medical or osteopathic physician or dentist must prescribe the medication.
2. A statement of the physician's direction requesting the specific medication to be dispensed, and the time at which it is to be dispensed at school must be filed at the school, in the building where it is to be dispensed. This statement must be accompanied by the physician's description of the anticipated reactions of the pupil to the aforementioned medication.
3. The parent or guardian must sign a request to have this prescribed medication dispensed to the child according to the written directions of the prescribing physician or dentist.
4. The prescription and the parent's signed request to dispense the medication are to be kept on file in the office from which the medication will be dispensed.
5. The medicine shall be maintained in the original prescription container which shall be labeled with: (a) name of pupil, (b) name of medication, (c) directions for use, (d) name of physician or dentist, (e) name and address of pharmacy, and (f) date of prescription.

6. The medication, while at school, shall be kept in a designated place, in a locked drawer or cabinet. When required, refrigeration will be provided.
7. In each building that houses a less than full-time nurse, access to the medication shall be under the authority of the principal of that building, or a person designated by the principal.
8. A written record will be kept on any medication(s) given at school. This record will include the pupil's name, the name of the medication, the amount of medication to be given, and the time at which it is to be given. After the medication is given, the person dispensing the medication will initial the medication sheet with his/her initials. The record shall be kept each time the medication is given at school, on the appropriate "Medication List" form.
9. At the end of the school year, or at the end of a dispensing time, any remaining medication shall be returned to the pupil's parents or destroyed. This action, if medication is destroyed, should be noted on the pupil's health record.

No aspirin (or Tylenol substitute) will be dispensed at school unless a written permission from the parent is on file in the school office that will be dispensing the aspirin. These over-the-counter medications must be in the original container (cannot give any medication that is not properly labeled.) The note from the parent must be dated and signed by the parent, and written directions for giving enclosed if. These prescriptions must be renewed at the beginning of each school year, and all previous aspirin prescriptions will be destroyed at the end of each school year.

Student Illness or Injury at School

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

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

Student Insurance

Student health and accident insurance is available to students at the beginning of the school year. Parents may purchase insurance for their children at their discretion. A packet is available for each student on the first day of registration.

Student athletes must have health and accident insurance in order to participate in intramural or extracurricular athletics. Students must provide written proof of insurance prior to the start of the athletic activity or participate in the insurance program offered by the school district. The cost of the 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.

School Nurse

For limited services, the district contracts with the Palo Alto Community Health Department for nursing services. A regular nurse is not on duty. Parents who wish to contact the school nurse may contact the Health Clerk to arrange a meeting or you can call the Palo Alto Community Health Office at the Hospital in Emmetsburg.

Communicable and Infectious Diseases

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

Health Screening

Throughout the year, the school district sponsors health screening for vision, hearing, scoliosis and height and weight measurements. Students are automatically screened unless the parent submits a note asking the student be excused from the screening. The grade levels included in the screening are determined annually. Parents are notified prior to the health screening. However, upon a teacher's recommendation and with parental permission, students not scheduled for screening may also be screened.

Sexual Abuse and Harassment of Students by Employees

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated Matthew Borchers (712-859-3286) as the Level I investigator and Andrew Woiwood (712-859-3286) or Chris Myers (712-853-6111) as the Level I alternate investigator.

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

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

Investigators for Allegations of Abuse of Students by School Employees – Iowa Code 280.17

Level One Investigators	Matthew Borchers	712-859-3286
Level One Alternate Investigators	Andrew Woiwood	712-859-3286
	Chris Myers	712-853-6111
Level Two Investigator	Palo Alto County Sheriff's Office	712-852-3535

Asbestos Notification

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 ([AHERA](#)) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools. The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

A certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the office

Tobacco-Free Environment

School district facilities and grounds, including school vehicles, are off limits for tobacco use, including nicotine products. This requirement extends to students, employees and visitors. This policy applies at all times, including school-sponsored and non school-sponsored events. Persons failing to abide by this request are required to extinguish their smoking material, dispose of the tobacco product or leave the school district premises immediately. It is the responsibility of the administration to enforce this policy. Note: "Nicotine products" means any product containing nicotine or any other preparation of tobacco and any product or formulation of matter containing biologically active amounts of nicotine. "Nicotine product" does not include any cessation product used by or prescribed to adults that are specifically approved by the United States Food and Drug Administration (FDA) for use in reducing, treating, or eliminating nicotine or tobacco dependence.

Eye Protection/Goggles

Every student and teacher in any public or private school or college or university participating in any of the following courses:

1. Vocational, industrial arts, shops, or laboratories involving experience with any of the following:
 - a. Hot molten metals.
 - b. Milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials.

- c. Heat treatment, tempering, or kiln firing of any metal or other materials.
 - d. Gas or electric arc welding.
 - e. Repair or servicing of any vehicle.
 - f. Caustic or explosive materials.
2. Chemical or combined chemical-physical laboratories involving caustic or explosive chemical or hot liquids or solids; when risk is involved.

Students shall wear industrial quality eye protective devices at all times while participating and while in a room or other enclosed area where others are participating in any phase or activity of such course which may subject the student or teacher to the risk or hazard of eye injury from the materials or processes used in said courses. Visitors to such shops and laboratories shall be furnished with and required to wear the necessary safety devices while such programs are in progress. It shall be the duty of the teacher to ensure the above requirements are complied with. Any student failing to comply with such requirements may be temporarily suspended from participating in said course and the registration of a student for such course may be canceled for willful, flagrant, or repeat failure to observe the above requirements.

"Industrial quality eye protective devices", as used in this section, means devices meeting the standard of the American National Standard Z87.1 - 1968. Practice for Occupational and Educational Eye and Face Protection promulgated by the "American National Standards Institute, Inc.

STUDENT ACTIVITIES

Assemblies

Throughout the year the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly and on their way back to the classroom after an assembly. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away.

Pep Assemblies

1. Conducted by the cheerleaders and other student organizations.
2. Held only when designated by the principal.
3. Elementary classes may be invited to participate in pep assemblies.

Extra-Curricular Activities

Graettinger-Terrill High School provides a wide range of activities outside the classroom in which students are urged to become involved with.

Baseball	FFA	Student Council
Basketball	Football	Swing Choir
Cheerleading	Golf	Track
Concert Band	Jazz Band	Volleyball
Concert Choir	Marching Band	Wrestling
Cross Country	National Honor Society	Yearbook
Dance	Softball	
Drama	Speech	

Please refer to the “Activity Good Conduct Policy” for specific rules and requirements regarding participation in these and including any school-related activities not mentioned in this handbook.

Sportsmanship

Graettinger-Terrill Community School District expects students to be respectful and courteous at all times. Students will set an example of good sportsmanship by representing the school system whether a participant or spectator. If a student exhibits unsportsmanlike conduct, he/she will be asked to leave the premise.

Field Trips

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences.

While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones and guides with respect and courtesy.

Prior to attending a field trip, students must return a note signed by the student's parents. The Graettinger-Terril Community School Board must pre approve all field trips that include an overnight stay. Any and all field trips involving Ruthven-Ayrshire students must be pre approved.

School-Sponsored Student Organizations

School-sponsored student organizations are those which are recognized by the school district and board. Participation in school-sponsored student organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation may be suspended or canceled for violating an individual coach's or sponsor's rules as well as for violation of school district policies, rules or regulations, especially the Good Conduct Policy defined in this handbook.

Student Council

The student council provides for student activities, serves as a training experience for student leaders, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school district affairs and helps solve problems that may arise. Members of the council are student representatives who have direct access to the administration.

The purpose of the Graettinger-Terril Student Council will be to:

- promote better student-student and student-staff relations;
- promote positive partial-day sharing relations with Ruthven-Ayrshire students;
- work to improve and secure a better environment for students to learn;
- raise money and conduct student council activities for which the money will be raised;
- be responsible for the sponsorship of the Homecoming week activities

Membership will consist of elected members from each class. Elected members are required to attend all meetings unless the student council sponsor has given prior permission to be absent. It is important to note, student council members may be removed from office for disciplinary reasons (including declining school attendance, misconduct, lacking leadership, etc.).

National Honor Society

To be considered for membership in the Titan Chapter of the National Honor Society a student must have a cumulative grade point average of 3.40 or above. The Faculty Council with regard to character, leadership, and service will evaluate students with the minimum grade point average.

Once admitted, members are to maintain a 3.40 cumulative grade point average and uphold the responsibilities of membership stated in the Chapter's Bylaws. Failure to do so will result in the student receiving a verbal and/or written warning. It is up to the Faculty Council at which point sufficient warnings have been given and ignored; at which time, the student will be dismissed from the National Honor Society. Members who violate the school's Good Conduct Policy will be referred to the Faculty Council for dismissal.

Activity (Pep) Bus & Extra-Curricular Activity Transportation

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

Students who ride an activity bus must ride to and from the event on the bus. Students ride home on the activity bus unless prior arrangements have been made with the principal or the student's parents personally appear and request to transport the student home.

Student Funds and Fund Raising

Students may raise funds for school activities upon **approval of the principal** at least three weeks prior to the fundraising event or the start of a fundraising campaign. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must have the approval of the principal prior to spending the money raised. Classes that wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift.

Use of School District Facilities by Student Organizations

School district facilities are available during nonschool hours to school-sponsored and non school-sponsored student organizations for the purpose of meetings or activities. Students wishing to use the school district facilities should contact their sponsor or the principal to reserve a room. School district policies, rules and regulations are in effect during these meetings.

Dances and Other School Social Events and Activities

School-sponsored social events must be approved by the principal at least three weeks prior to the activity. Events must be approved and placed on the calendar before they are announced publicly. School-sponsored social events are open to the students enrolled in the school district. Other individuals such as alumni or out-of-district students may attend as the date or escort of students enrolled in the school district only with prior written approval of the licensed personnel supervising the event. At least two faculty members and two sets of parents will sponsor all school social events.

Admission price for social events will be set by the sponsoring organization. Admission of middle school students to high school social events and vice versa will be determined by the sponsoring organization.

Once in and out policy: Students may enter the event one time; once they leave they may not return.

School district policies, rules and regulations apply to students as well as non-students at all school activities. Individuals who appear to have been drinking or using controlled substances including tobacco and nicotine will be evaluated by two faculty sponsors and if so determined will be detained for parent pick-up while law enforcement officials are being notified. Students and non-students violating school district policies, rules or regulations will be escorted off of school grounds. Upon commencement of the next school day, students must go directly to the principal's office. A parent meeting for students to be allowed back in class may be necessary.

Student Activity Tickets

Students may purchase a student activity ticket for admission to certain school district activities. Students not wishing to purchase an activity ticket must pay regular prices to attend school district activities. Students who cannot afford a student activity ticket should contact the high school office.

Student Participation in Nonschool Athletics

A high school student who participates in school sponsored athletics may participate in a non-school sponsored sport during the same season only with approval of the (superintendent, high school principal, athletic director). Such outside participation will not conflict with the school sponsored athletic activity.

Family Night

Wednesday night is designated as family night. No school functions, practices, or games will be scheduled after 6:00 PM on this night. The only exception would be if an agency or group outside of the school schedules tournaments or meetings on this night.

STUDENT RIGHTS AND RESPONSIBILITIES

Rights and Responsibilities in Discipline

General Procedures for Resolving School Problems

School problems can best be resolved at the campus level, where problems start. In order to resolve problems, parents, guardians, or students can meet with a teacher at appropriate times to discuss existing problems. If the parents, guardians, or

students are dissatisfied with the teacher's decision or explanation, they can meet with the building administrator to review the area of concern

Parents/Guardians have a responsibility to:

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

Parents/Guardians have a right to:

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

Students Have a responsibility to:

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

Students have a right to:

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

G-T Schools Have a responsibility to:

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

G-T Schools have a right to:

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

Student Searches

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

that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

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

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

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

- the age of the student;
- the sex of the student;
- the nature of the infraction; and,
- the emergency requiring the search without delay.

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

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

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

Student Lockers and Desks

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

Although school lockers, desks and other spaces are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers, desks and other spaces are properly maintained. For this reason, lockers, desks and other spaces are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker, desk or other space. Periodic inspections of all or a random selection of lockers, desks or other space may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

The contents of a student's locker, desk or other space (coat, backpack, purse, etc.) may be searched when a school official has a reasonable and articulable suspicion that the contents contains illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

Threats of Violence

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

Educational Records

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

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. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.
Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official 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.
Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school 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 school 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 school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue
SW, Washington, DC 20202-5901
<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

- (5) The right to inform the school district the parent does not want directory information, as defined below, to be released.

Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by the first day of school to the principal. The objection needs to be renewed annually.

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

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

Internet

See Technology Handbook for more information on the use of school devices and networks as well as the use of technology via the school's network.

Students who access restricted items on the Internet while in school are subject to the following consequences:

- First Violation - A verbal and written "Warning" notice will be issued to the student. The student may lose Internet access for a period of one to five days at the discretion of the supervising teacher. A copy of the notice will be mailed to the student's parent and to the building principal.
- Second Violation - A verbal and written "Second Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parent and to the building principal. The student will forfeit all Internet privileges for a minimum period of one week.
- Third Violation - A verbal and written "Third Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parent and to the building principal. The student will forfeit all Internet privileges for two weeks up to the remainder of the school year.

Dress Code

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

- Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays.
- Shoes with cleats may only be worn outside.
- No more than half the thigh may be showing. Shorts and skirts must pass the "pinky test" as a rule of thumb (while standing straight with hands at sides). The bottom hem of all students' shirts must touch the waistband of their pants, shorts, or skirts when standing.
- No cleavage may be shown. Spaghetti straps, tube tops, halter-tops, backless tops, one-shoulder tops are acceptable only under another garment. "Cut out" muscle shirts may not be worn. Private undergarments must not be visible while students are standing or sitting.
- Students will not wear hats, caps, bandanas, and other head coverings while in the building.
- Under certain circumstances or during certain classes or activities a more strict dress code may be appropriate, and students must comply with the stricter requirement.

While the primary responsibility for appearance rests with students and their parents, the administration reserves the right to judge what is school-appropriate and what is not. Students who violate these rules will be asked to change clothes; if students do not have extra clothes, appropriate clothing will be provided. Students may not leave school to change. If violations continue, parents will be contacted. Subsequent infractions may lead to other disciplinary actions and meetings between parents and school administration. The principal makes the final determination of the appropriateness of the student's appearance on school grounds.

Care of School Property

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

Driving and Biking to School

Driving a motor vehicle to and from school is a privilege - not a right. Students who drive motor vehicles must park only in the designated areas. They may not loiter around or be in their vehicle nor leave the school grounds in their vehicle during the school day without permission from the administration.

School administrators and/or designated representatives possess the authority to conduct a reasonable search of student automobiles when on school property and/or on property being used by the school. Students who fail to follow the rules set by the administration will have the privilege of driving a motor vehicle removed and may also be subject to additional discipline.

Bicycles must be parked in the racks provided next to the east entrance to the school. Students may not ride their bikes any time during the school day. Riding a bicycle to and from school is a privilege - not a right. Students who fail to follow the rules set by the administration will have the privilege of bike riding removed and may also be subject to additional discipline. (Rollerblades, skateboards, and shoes with wheels are not allowed in the school except for show and tell.)

Hall Passes

Students must have a hall pass to be in the halls when classes are in session. Students may obtain a hall pass from their teacher or the principal. See Student Conduct section regarding hallway behavior expectations.

Illegal Items Found in School or in Students' Possession

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products or look-a-like substances. Weapons are not allowed on school grounds or at school activities including hunting rifles even if unloaded and locked in cars with the exception of weapons in the control of law enforcement officials, or those being used for educational purposes and approved by the principal. If an illegal item or dangerous weapon is taken from a student, the parent of that student will be contacted. In the discretion of the administration, law enforcement may also be contacted. The student will be subject to further disciplinary action. Disciplinary measure may include, but not be limited to detention, suspension, probation, and expulsion.

Dangerous Weapons

Dangerous weapons are not allowed on school grounds or at school sponsored events. Dangerous weapons will be taken from students and others who bring them onto the school property. If a dangerous weapon is taken from a student, the parent of that student will be contacted. In the discretion of the administration, law enforcement may also be contacted. The student will be subject to further disciplinary action. Disciplinary measure may include, but not be limited to detention, suspension, probation, and expulsion.

Academic Integrity: Cheating

We value academic integrity very highly and do not permit any forms of dishonesty or deception that unfairly, improperly or illegally enhance a grade on an individual assignment or a course grade. An offense regarding academic integrity more specifically refers to cheating, copying, plagiarizing, or otherwise representing the work of others as your own through verbal, written, typed, graphic, electronic, or any other means. Forms of academic dishonesty include but are not limited to:

- looking at another student's answers, or using a "cheat sheet" during a test; or, providing other students with the means to copy answers (including through electronic devices);
- downloading material from an online source and representing it as your own without citing sources or crediting the author;
- submitting work received through purchase or transfer as your own;
- copying text in any form from a source, without proper citation, and submitting as your own;
- falsifying, or attempting to alter course grades, test grades, rank in class, grade point average, credits earned, or other confidential information about yourself or others;
- acquiring and/or distributing tests, answer to tests, answers to test, answer keys, class projects, research papers,

reports, or school-owned materials through verbal, written, graphic, electronic, or other means.

Unless the teacher describes work as “collaborative – with a partner/team,” students should plan to complete their work individually.

- First offense: Loss of all credit on the test, paper, assignment or project. Teacher will contact parent and notify the office in writing. A Student Services Team (student, parent, teacher, counselor, principal) meeting will be called to complete a risk assessment as well as create an individualized plan of action for future academic success.
- Second offense with same teacher: Loss of credit for given course. Student Services Team meetings will reconvene.
- Offense with multiple teachers: Student may be suspended or be recommended for expulsion.

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, copying from other sources or similar cheating is not tolerated. In addition to the discipline outlined in this handbook, discipline may include the loss of class credit and use of media center or computer.

Dual Enrollment Students

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

Electronic/Technological Devices

For the purpose of this handbook, “Remotely activated, or activating Communication Devices” are defined to include portable two-way telecommunication devices, including but not limited to cellular telephones, beepers, walkie-talkies, iPods, iPads, Kindles, other hand-held computing devices used for communication; 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.

- Remotely activated, or activating communication devices may not be used in any manner that will cause disruption to the educational environment to others and to self.
- All electronic devices are to be turned off and put away prior to entering the classroom and will not be in use during instructional time (unless authorized by teachers for instructional purposes).
- Teachers have individual discretion within their classrooms regarding when it is appropriate for students to use any device or item.
- The school district will not be responsible for the loss, damage, destruction, or theft of any electronic device or other items brought to school.
- Use of remotely activated, or activating communication devices for field trips and extra-curricular activities will be at the discretion of the supervising staff member, including bus drivers.
- Students found to be using any electronic communication device to, in any way, 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 returned only after a conference with the parent. Students violating this rule will not be allowed to possess any personal devices on school property following the incident for a time period designated by the principal.

Students need to remember that whatever they put on a personal electronic device could end up anywhere so they need to ensure the devices are used appropriately. A “prohibited item” is defined as an item not allowed in school or in a specific classroom.

Inappropriate or prohibited use of a device or a prohibited item will be taken away from the student, turned in to the office and returned at a later date. Students found in violation of this policy may be subject to discipline and, in cases where a law may be violated, law enforcement may be contacted.

CONSEQUENCES: The supervising staff member will confiscate the device. The student may pick up the device at the end of the day after reviewing the policy and future disciplinary action with the teacher. After the first offense, the student’s parent will be required to come to the school to pick up the device. Upon future incidents, student will be referred to the Student Conduct guidelines.

Note to Parents: We realize that having to pick up a student’s phone/electronic communication device may be inconvenient and therefore we recommend you discuss this policy with your student in order to avoid this problem. Confiscated phones/electronic communication devices will be labeled with the student’s name and kept in the main office until the student

or parent takes possession. If you have a concern about your student's ability or your ability to adhere to this policy we recommend your student's cell phone/electronic communication device be left at home.

Posting of Information

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

Initiations, Hazing or Harassment

Anti-Bullying/Harassment

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

Harassment and Bullying Prohibited: Harassment and bullying of students is against federal and state law, and against the policy and procedures of the District. The District is committed to maintaining an educational environment free of any form of bullying or harassment by or toward students, parents/guardians, employees, and volunteers while in school, at a school sponsored activity, or at any school sponsored function. The District prohibits harassment or bullying based on the student's actual or perceived race, color, creed, sex, age, religion, marital or familial status, ethnic background, national origin, ancestry, physical or mental ability or disability, sexual orientation, gender identity, physical attribute, political party preference, political belief, or socio-economic background or familial status. Acts of harassment or bullying may be treated as grounds for discipline. Discipline may include suspension or expulsion of a student, termination of an employee, and exclusion of a volunteer from District activities or school premises. The school district will promptly and reasonably investigate allegations of bullying or harassment. The *superintendent or the superintendent's designee – Jeremy Simington or Chris Myers* (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment.

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

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

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

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

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

- submission to such conduct is made explicitly or implicitly a term or condition of the student's educational opportunities or benefits; or
- submission to or rejection of such conduct by a student is used as the basis for educational decisions affecting that

student; or such conduct has the purpose or effect of substantially interfering with a student's education by creating an intimidating, hostile, or offensive educational environment. Sexual harassment may include but is not limited to the following:

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

Anti-Hazing Procedure

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

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

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

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

Student Complaints

Students may file a complaint regarding school district policies, rules and regulations or other matters by complying with the following procedure. This procedure is strictly followed except in extreme cases.

- If an employee is involved, discuss the complaint with the employee within three days of the incident;
- If unsatisfied with the employee's response or if there is no employee involved, talk to the principal within five school days of the employee's response or the incident;
- If unsatisfied with the principal's response, talk to the superintendent within five days of the principal's response;
- If unsatisfied with the superintendent's response, students may request to speak to the board within five days of the superintendent's response. The board determines whether it will address the complaint.

Student Publications

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

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

- obscene;

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

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

STUDENT SCHOLASTIC ACHIEVEMENT

Grade Reports

Students receive progress reports at each midterm and report cards at the end of each quarter and semester. Students in danger of failing shall be notified prior to the end of the quarter so they have a chance to improve their grade. Parents of such students shall also be notified. Parent-teacher conferences will be held after the first and third quarters. Parents, teachers, counselors, and principals may request a conference for students at any time if they feel the circumstances so warrant. Parents have access to students' grades online through Infinite Campus. The district appreciates parents' support by checking on their students' grades regularly and talking with their students about their academic progress. Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance.

Students who receive an incomplete in a class must complete the class within two weeks of the end quarter. Only under extenuating circumstances, the teacher with the permission of the principal may grant an extension. Failure to finish an incomplete may result in a failing grade and loss of credit.

Semester Test (High School only)

The semester test is intended to be a comprehensive and culminating activity, which is designed to assess retention of learning. Semester tests will be administered each semester to all students in all classes and will account for a maximum of 20% of the final semester grade in each course. Administration reserves the right to provide an incentive where students may opt out of some or all tests.

Two days will be allotted for semester testing per semester for students in all courses. Upon the completion of Semester 2, students who have met **all four** of the requirements stated below may have the opportunity to Opt Out:

- 5 or less total absences (excused and/or unexcused) for the course for the year
 - Based upon the 2017-2018 year, over two-thirds of the student body missed 5 or less days.
- Have earned at least a "B-" (80%) average in that course for the semester
- Have achieved proficiency or growth of .9 NGE or higher on the Iowa Assessments or MAP (excluding seniors), in Reading, Math, and Science *AND*
- Have completed requirements per each teacher's course syllabus

Students who have met **all four** requirements for a particular course will have the option to be excused from the semester test for the course. Students are allowed to operate in the "open campus" mode during semester testing. In order to be eligible for Open Campus, students must meet the guidelines as set forth in annual policy. **Students must be in good standing with academics, conduct, and attendance.** Students are only required to be in school during their testing periods during semester testing. They are required to be off school grounds if they are not testing or will remain in a supervised study hall if they have lost "open campus" privilege. Students who are not required to take the exam in any given class may elect to do so in order to try to improve their grade. The grade received on that test can only help the student and cannot cause the semester grade for that class to go lower. Absences for school-sponsored activities will not count against the three (5) total absences. Two unexcused tardies for an individual class will equal a period absent. Check your absences and grades online first and then contact the office if any problems exist. This should be done well in advance of semester testing. Students are required to stay in the classroom until testing is complete and the teacher escorts the class to the study hall or exit; no passes out of the classroom will be given. Students who do not attend for a required semester test will receive an "Incomplete"; the grade will be changed to an "F" if the test is not made up within 24 hours. It is the student's responsibility to make arrangements with the

instructor to set up a time to make up the missed test(s).

Homework

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

Standardized Tests

Students are given standardized tests annually. These tests are used to determine academic progress for individual students, for groups of students, for the school district and to comply with state law. Results of standardized tests are shared with parents during Parent-Teacher Conferences. Students review their testing data routinely during Data & Goal Setting Seminar and Advisory.

Academic Eligibility

A student in the Graettinger-Terril Community School District must be passing all subjects and meet all eligibility requirements of the respective state associations to be eligible to participate in any extra-curricular activity.

In accordance with the Iowa Department of Education's Scholarship Rule 36.15, if a student is not passing all subjects at the end of a grading period, the student is ineligible for 30 calendar days in the interscholastic athletic event in which the student is a bona fide contestant. This policy (or the good conduct policy) does not affect middle school activities. Middle school students (as part of the national middle school philosophy), at this stage in their development, are encouraged to participate in activities. Students in middle school who are not performing appropriately will be handled through the student services program.

In addition, the following academic eligibility consequences will apply:

- Students will be unable to participate for (2) weeks if failing one or more classes at quarter

Students shall take initiative regarding their academic progress; however, students will be notified at midterm if they are failing a course. If still failing at Quarter, their ineligibility weeks will begin the next Monday (excluding breaks) and go for two weeks (through Sunday).

Note: In most classes, students have multiple opportunities through "Second Chance Testing" which allows students subsequent opportunities to prove proficiency within a subject area.

Academic Interventions

The Graettinger-Terril Community School District faculty believes in a proactive approach to ensure student success. Therefore, a system of support is in place for when a student demonstrates below standard performance in core categories including but not limited to academics, conduct, and attendance. Each school will communicate detailed procedures to students and parents; however, see the general list of support below:

Level 1: Success Plan between student and teacher & Counselor Watch:

In addition to the Success Plan, students and parents will experience multiple layers of support from caring educators including our school counselor, principal, classroom advisor, at-risk coordinator, extra-curricular coach/sponsor, etc.

Level 2: Working Lunch & Guided Study Hall

Level 3: WIN TIME/Academic Boot Camp

Level 4: Student Services Team (SST) Support Plan [created by student, parent, teacher & SST]

Level 5: Saturday School & Summer School

Level 6: Special/Recovery Education Setting

Class Loads

Students may not carry more than one study hall per semester without administrative/counselor approval. Opportunities in mentoring, teacher/office assistant, citizenship, career classes and extra study halls may be considered by student application and Student Services Team approval. Seniors must carry a minimum of five classes per semester.

Adding/Dropping Courses

Students who wish to add or drop a class must do so within five school days after the start of the semester. All changes must be made through the counseling office by getting a drop/add slip and having it signed by the teacher whose class you wish to drop and the teacher whose class you wish to add and your parent/guardian. The principal may deviate from this policy if it is a part of a student services plan.

Study Hall

While in study hall, students are expected to conduct themselves as they would in class. Students must bring enough work to occupy them for the entire study hall. Once in study hall, students are only allowed to leave with the permission of the study hall monitor and with a hall pass.

Honor Roll and Academic Honors

The school district honors students on a quarterly and Semester basis who excel academically:

Distinguished Honor Roll for students achieving a 3.9 - 4.0 GPA

High Honor Roll for students achieving a 3.5 - 3.89 GPA

Honor Roll for students achieving a 3.0 - 3.49 GPA

Academic Letter

All Graettinger-Terril High School students

- who attain a grade point average of 3.5 or higher on all academic courses for both semesters of the school year will receive a letter and certificate.
- A student with a D or lower in any class will not be eligible for the award.
- A student who receives an incomplete will be eligible for the award when work is completed satisfactorily, but may not be included in the list submitted to local media.

Upon initially receiving this honor, a student will receive their academic letter. In addition, a gold bar will be given for each subsequent semester of High or Distinguished Honor Roll membership after the student has been awarded an academic letter.

Grades and Course Credit

Grades earned in any course shall reflect the student's daily attendance and performance as well as the fulfillment of other requirements as established by the teacher. To earn credit in any course, a student is obligated to fulfill the course requirements established by the teacher. The district reserves the right to evaluate student performance using different measures included second chance testing.

Postsecondary Enrollment Options

Freshman and Sophomore TAG students, Juniors and Seniors may enroll in postsecondary courses from an institution of higher learning under the control of the state board of regents, an area school, or an accredited private institution. Equivalent high school credits will be granted to students successfully completing eligible postsecondary courses in addition to the college credit granted by the postsecondary institution. The school district does not pay for the costs of summer school higher education classes. Summer school classes, however, are eligible for credit. There will be no charge to the student for tuition, textbooks, materials, and fees directly related to the course(s) in which the student is enrolled.

Taking college courses is a MAJOR responsibility. Students are responsible for registering, knowing all deadlines and completing all coursework and working with their instructors directly and on their own. The college will NOT contact parents if a student has missed a deadline or is at-risk for failing.

A student who fails the course may not be eligible to take further postsecondary courses until the following stipulation has been met:

1. A success plan has been implemented between the student, parent, and Student Services Team.

Students who withdraw from one or more classes after the initial withdrawal date will receive an W on both their High School and College Transcripts and will be required to pay for the class.

The dual credit course is intended to supplement, not supplant courses at G-T High School. Therefore, students must take Graettinger-Terril requisites and course offerings first unless previous written permission has been obtained from the Principal. While taking dual credits, students are expected to maintain a 90% attendance at both the high school and at any post-secondary sites. All students must ride the shuttle bus to ILCC unless their parents drive them. At no time are students to be off campus at Iowa Lakes unless previous written permission has been granted by the administration.

To be eligible to take post secondary education classes (other than Career Academy), a student must be deemed a proficient reader on the Iowa Assessments and pass all necessary assessments from ILCC. All students enrolled in a college level course will be assigned a study hall.

Early Graduation

Seniors who meet the graduation requirements (including Titan's J.A.M.) set by the board prior to the end of their senior year may apply to the principal for early graduation. Students must apply at least 45 days prior to the completion of the graduation requirements. Students who graduate early become alumni of the school district and are extended the opportunity to participate alongside their peers in the graduation ceremonies. However, "early alumni" may not be eligible for certain honors and awards and will not be allowed to participate in some school activities.

Grade Point Calculation

Grade point averages are based upon a 4-point scale. The following numerical values are assigned to letter grades:

A+	4.0	B+	3.33	C+	2.33	D+	1.33	F	0.00
A	4.0	B	3.0	C	2.0	D	1.0	W	None
A-	3.67	B-	2.67	C-	1.67	D-	.67		

Grading Scale:

98-100	A+	77-79	C+
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-
		59 and below	F

Graduation

Students who are in good standing and who meet the graduation requirements set by the board (including Titan's J.A.M.) are allowed to participate in the graduation ceremony and in senior activities. It is possible that students who are serving discipline at the time of the graduation ceremony or other senior activities will not be allowed to participate.

A minimum of 52 credits are required for graduation from Graettinger-Terril High School.

ENGLISH	8 credits	ELECTIVES:	20 TOTAL CREDITS
SCIENCES	6 credits	BUSINESS	2 credits
MATHEMATICS	6 credits	FINE ARTS	2 credits
SOCIAL STUDIES	8 credits	FOREIGN LANGUAGE	2 credits
HEALTH	2 credits	ADDITIONAL ELECTIVES	14 credits
PHYSICAL EDUCATION	2 credits (8 semesters)	(Minimum of 5 STEM and 5 Humanities)	

Following is a breakdown of required courses by years:

FRESHMAN

English 9
Physical Sci.
Algebra I,
Algebra I-A, or
Geometry
Geography
PE

SOPHOMORES

English 10
Biology
World History
Algebra I-B,
Geometry, or
Algebra II
PE

JUNIORS

Am. Lit./Int. Comp.
U.S. History
PE
Geometry or
Algebra II
Chemistry or
Env. Science

SENIORS

English 12
Government/Modern Problems
Bank Finance
Workplace Readiness
PE

One (1) credit will be given each year for Drivers Education. Advisory and Physical Education will receive .50 credit per year of successful completion. In addition, students will successfully complete Titan's J.A.M. to receive a diploma from Graettinger-Terril Community School District. 8th Grade students will successfully complete Titan's PRIDE to be eligible to move onto the high school.

Credit Recovery

Students who fail to pass required classes and/or meet credit requirements in adequate time for graduation, may be required to work towards credit recovery during periods otherwise not in school (i.e. Early Bird, Saturday's, holiday breaks, or summer vacation).

STUDENT EXPECTATIONS & DISCIPLINE

TITAN TIME!

Be at the Right Place, at the Right Time, with the Right People, doing the Right Thing.

"The Graettinger-Terril Community School Board of Education affirms its intent to support the school discipline policies, and its intent to hold school staff accountable for implementing the discipline policies."

Discipline Policy

Graettinger-Terril Community School District is a Positive Behavior and Intervention Supports district. PBIS Schools emphasize a school-wide system of supports that include strategies for defining, teaching, and supporting appropriate behavior. The goal is to design the most effective learning community possible with the best outcomes for all students. Specifically, Graettinger-Terril Community School District provides students with clearly stated school-wide expectations to help them become effective and focused learners. Attention is focused on creating and sustaining school-wide, classroom, and individual systems of support.

Conduct

Students will enjoy a safe and positive learning environment; no one has the right to disrupt the learning environment.

Students are to conduct themselves in a manner consistent with their age and grade level. For all students, this includes respect and consideration for others. 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.

Students who exhibit inappropriate behavior in the opinion of the staff and/or administration shall be subject to discipline. Inappropriate behavior is behavior that disrupts or interferes with 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 measure may include, but not be limited to, removal from classroom, detention, suspension, probation, and expulsion.

Students are reminded of the following procedures if they disagree with a classroom teacher, supervising staff member, or substitute teacher's decision concerning a classroom problem:

1. The problem will not be discussed during class. Make arrangements after class to discuss the situation.
2. Discuss the problem with the principal only after you have tried to discuss the situation with the teacher.

Removal from Class

If a teacher requests a student be removed from a class or study hall, the student will report immediately to the office. The teacher will complete a behavior referral within Infinite Campus and notify the office. The teacher (and in many cases the principal) will notify the parent or guardian of the inappropriate behavior. The principal (or teacher) will administer retraining and consequence as appropriate. ***Students will enjoy a safe and positive learning environment; no one has the right to disrupt the learning environment.***

- 1st Removal from a class will result in a meeting with the principal, student, and teacher and notification of the parent/guardian. Detention or other consequences may be administered
- 2nd Removal from a class will result in a meeting with the principal, student, parent/guardian and teacher as well as a 3-day suspension from the class.
- 3rd Removal from a class will result in the student being removed from the course.

Detention

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day, after school has been dismissed for the day, or on a non-school day. Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee disciplining the student or the building principal. ***Students will enjoy a safe and positive learning environment; no one has the right to disrupt the learning environment.***

Suspension – Probation - Expulsion

Suspension means; either an in-school suspension, an out-of-school suspension, a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten days. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.

Expulsion means an action by the board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the board. ***Students will enjoy a safe and positive learning environment; no one has the right to disrupt the learning environment.***

Cafeteria and Lunch Hour Expectations

Student behavior in the dining room should be based on courtesy and cleanliness. Students will go through the cafeteria line and pay for their choice of food. Students are to remain in the cafeteria until they have finished eating. Students are not to go into areas where classes are held during their lunch hour.

Buses and Other School District Vehicles

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

Video cameras are in use on school buses for the safety of the students riding the bus. The content of the videos may be used to discipline students.

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

- Riders must be at the designated loading point before the arrival time.
- Riders must wait until the vehicle comes to a complete stop before attempting to enter.
- Riders must not extend arms or heads out of the windows at any time.
- Aisles must be kept cleared at all times.
- Riders shall load and unload through the right front door. The emergency door is for emergencies only.
- Riders will depart from the vehicle at the designated point unless written permission to get off at a different location is given to the driver.
- Riders may be assigned a seat by the driver.
- Riders who damage seats or equipment will reimburse the school district for the cost of the repair or replacement.
- Riders are not permitted to leave their seats while the vehicle is in motion.
- Waste containers are provided on all vehicles for riders' use.
- Permission to open windows must be obtained from the driver.
- Classroom conduct is to be observed by students while riding the vehicle except for ordinary conversation.
- The driver is in charge of the riders and the vehicle, and the driver is to be obeyed promptly and cheerfully.
- Riders should assist in looking after the safety and comfort of younger riders.
- Riders who must cross the roadway to board or depart from the vehicle must pass in front of the vehicle (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.

- Riders must not throw objects about the vehicle nor out through the windows.
- Shooting paper wads, squirt guns or other material in the vehicle is not permitted.
- Riders must keep their feet off the seats.
- Roughhousing on the vehicle is prohibited.
- Riders must refrain from crowding or pushing.
- The use or possession of alcohol, tobacco or look-a-like substances is prohibited in the vehicle.
- The good conduct rule is in effect.
- Use of cellphones and other electronic/tech devices may be restricted as necessary for safety.

Consequences for bus discipline referrals:

- 1st Offense: A major will be filled out and sent to the principal, appropriate consequences will be given.
- 2nd Offense: The student will be removed from the bus for 3 days.
- 3rd Offense: The student will be removed from the bus for a period of time which will be determined by administration. A parent/student meeting will be held with the bus driver and principal

Citizens

Good Conduct Policy

GOOD CONDUCT RULE: ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES (Code No. 503.9)

STATEMENT OF PHILOSOPHY

The administration, school board, and staff of the Graettinger-Terril Community School believe that participation in extra-curricular activities by the students of the Graettinger-Terril School can have a positive effect on development of future citizenship, with an opportunity to develop leadership skills, principles of justice, sportsmanship, respect for rules and regulations, respect for one's own health and physical well being, teamwork, and self-esteem.

Participation in extracurricular activities is a privilege granted to all eligible students of the Graettinger-Terril Community School. Eligibility requirements are the standards that will be used to determine a student's eligibility for extracurricular activities.

STATEMENT OF POLICY

Drinking or possession of alcoholic beverages, use of non-prescribed drugs or possession of it, and the use of tobacco, and any criminal charges will not be tolerated. Students using these substances or that receive charges from the juvenile court systems, are in violation of the school's policy and will face the following restrictions:

1st Offense:

- A. Ineligibility for four (4) consecutive extra-curricular events and completion of community service of not less than 10 hours. Student will serve 5 hours if he/she self-reports the violation by the next school/business day.
- B. Immediate ineligibility for two (2) event, with enrollment in Substance Abuse Counseling from an approved agency at his/her expense with his/her parents (s) or guardian also attending and completion of community service of not less than 10 hours. Student will serve 5 hours if he/she self-reports the violation by the next school/business day. See office for approved providers.

NOTE: The student must practice for athletic activities.

NOTE: This penalty will carry over into the next extra-curricular activity in which that student participates if his/her suspension is not completed (including completion of Substance Abuse Counseling).

NOTE: Coaches/sponsors reserve the right to impose additional sanctions on team members as they see fit.

2nd Offense: Will result in six (6) weeks ineligibility, completion of Substance Abuse Counseling from an approved agency with his/her parent (s) or guardian (s) also attending, and completion of not less than 30 hours of community service. Student will serve 15 hours if he/she self-reports the violation by the next school/business day. Additional counseling may be required to maintain eligibility if recommended by service agency.

NOTE: This penalty will contain the same additional provisions as the first offense.

3rd Offense: Will result in ineligibility for one (1) calendar year unless the student agrees to the following conditions:

- A. The student appears before the Board of Education to determine an appropriate course of action and
- B. The student obtains an immediate professional assessment from a licensed treatment/counseling agency and

- C. The student agrees to and complies with the recommendations of the assessment counselor and
- D. signs a release of information form between the Graettinger-Terril Community School and the assessment/treatment agency that would provide a written report regarding compliance with treatment recommendations.

A student meeting the four conditions listed above will have his/her eligibility for extra-curricular activities completely restored upon the receipt of the written report from the assessment/counseling agency.

ACADEMIC CONSEQUENCES:

There will be no academic consequences for the violation (e.g., detention, suspension, expulsion from school, or grade reduction/withholding) unless the violation of the Good Conduct Rule occurred (a) on school grounds, (b) at a school event regardless of location, or (c) the violation has a direct and immediate negative impact on the efficient operation of the school despite occurring off school grounds/time.

APPEALS PROCESS

A student who wishes to appeal a decision regarding eligibility or good conduct violations may appeal to the Superintendent within 10 days and then to the Board of Education within 10 days after receiving action on the initial appeal.

ADDITIONAL REQUIREMENTS

- 1. Loss of eligibility will occur if:
 - a. A student admits to breaking eligibility policy.
 - b. A student is observed or caught breaking eligibility policy by a school official and is arrested or processed by law enforcement agencies. The school will be notified by juvenile court services via appropriate documentation.
- 2. A violator of the school extra-curricular code must complete all requirements before he/she can be reinstated in good standing.
- 3. Students working to regain eligibility will remain a participant in the sport until the season is completed and will abide by the rules and guidelines of the extra-curricular activity.

DEFINITIONS

- A. Event: An event is an extracurricular activity that is approved by the school administration and placed on the school calendar by the school administrator(s).
- B. Extra-Curricular Activities: Includes all athletic games or meets, speech, dance, and drama performances, vocal music contests, instrumental music contests, FFA competitions, cheerleader performances, class trips, and from serving as a King and Queen for homecoming and prom.
- C. Suspension from activities: Suspension begins immediately after notification by a school administrator that the student will lose his or her eligibility.
- D. School Officials: School officials are defined as being employed teachers, administrators, and coaches.

RELATED INFORMATION

- A. Coaches and/or sponsors are responsible for informing participants and their parents about the eligibility rules. Coaches may hold a pre-season meeting with athletes and the athletes' parent(s) to inform the athletes and parents about rules. (A parent is asked to attend only one meeting.)
- B. A student will be eligible for participation in an extracurricular activity after the athlete's parents attend the pre-season meeting or discuss the eligibility policy with the coach/sponsor. The student and a parent/guardian are required to sign a "Knowledge of Policy" form before the student participates in any activity.
- C. When serving a period of ineligibility, the student-athlete may not use junior varsity and varsity events to serve his/her eligibility. Either the varsity schedule or the junior varsity schedule must be used. A student may not use contests or events of teams or groups of which he or she is not a regular member to complete the period of ineligibility.
- D. It is recommended that both parents or guardians (if applicable) attend any substance abuse counseling sessions. The number of sessions is to be determined by the Counseling Service. Any counseling fees are the responsibility of the student and/or the student's parents or guardians.

MISCELLANEOUS

School Announcements

Students are responsible for knowing the content of daily announcements. Students who wish to have an item included in the daily announcements must have permission from the principal.

Visitors/Guests

Visitors to the school grounds must check in at the principal's office. If a student wishes to bring a guest to school, the student must receive permission from the principal prior to the guest's visit.

Open Enrollment

Parents who wish to transfer their child out of the district under Open Enrollment may pick up appropriate forms in the office of the superintendent. These forms must be completed and returned to the superintendent's office on or before March 1 of the year in which the child wishes to transfer. This deadline may be waived if the parents show good cause, which for the purposes of open enrollment means a change in the status of a child, or change in the status of the child's resident district. A change in the status of a child includes a change in the child's residence due to a change in the family residence, a change in the state in which the family residence is located, a change in a child's parents' marital status, a guardianship proceeding, placement in foster care, adoption, participation in a foreign exchange program, participation in substance abuse or mental health treatment program, or a similar set of circumstances consistent with the definition of good cause. A change in the status of the resident district includes failure of negotiations for whole-grade sharing, reorganization, a dissolution agreement, rejection of a current whole-grade sharing agreement, a reorganization plan, or a similar set of circumstances consistent with the definition of good cause. If the good cause relates to a change in the status of a child's school district of residence, however, action by a parent must be taken to file the notification within forty-five days of the first board action or within thirty days of the certification of the election, whichever is applicable to the circumstances.

Student Transfer Into District

Students who transfer into the district must meet the same requirements as those students who initially enroll in the district. This includes age and immunization requirements. If possible, the permanent records from the student's prior school district will be used to verify the requirements. If the student is unable to provide the superintendent with proof of the student's grade level or permanent records, the superintendent will make the grade level determination.

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

Legal Status of Student

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

Cafeteria

The school district operates a lunch and breakfast program. Students may either bring their own lunches to school or purchase a lunch and other items, including milk. All students must be in the cafeteria during the lunch period; students may not leave for lunch.

Interrogation by Outside Agency

As a general rule, individuals from outside of the school district may not interrogate students. If an individual, such as a law enforcement officer wishes to interrogate a student, the request must come through the administrative office. Such a request will be granted only when, in the discretion of the administration, such action is in the best interest of the student's welfare, when a child abuse investigator, or when such interrogation request is supported by a court order makes the request. Prior to allowing the interrogation, the administrator shall attempt to contact the parent or guardian of the child and inform them of the request and ask if they wish to be present.

Media Center

The school media center is available during school hours. The media center is a place for study and research. Students must have permission from their supervising teacher as well as sign in to the library upon each visit. Arrangements for assistance with the teacher-librarian should be made in advance.

Books, Materials, and Fines

Students are responsible for all books and materials assigned to them and all books checked out from the library or classroom collection. Books and materials are to be kept clean and handled carefully. If books or materials are marked in or damaged beyond normal use, students will be fined according to the damage or be required to pay the replacement value of the book or materials. Students will be responsible to pay the cost to replace a lost book or lost materials.

Counseling Program

The mission of the Graettinger-Terril Community School District School Counseling Program is to provide a comprehensive, developmental counseling program addressing the academic, career and personal/ social development of all students. The school counseling program, along with the other educators, parents and/or guardians and the community, helps create a sequential comprehensive program so all students are empowered to create their own success now and in the future. Confidentiality is maintained by the employees involved in the counseling program.

Citizenship

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

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

School Fees

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

Emergency Forms

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

Signs and Posters

Student groups are encouraged to display signs and posters that promote school spirit or urge student participation in school government. However, the activity sponsor prior to posting must approve all signs, banners, slogans, etc. It is the responsibility of the students who put up the signs to take them down immediately after the event or activity in which they were intended to promote. Glitter will no longer be permitted for decorations on signs and posters in the school.

Promotion – Retention - Acceleration

Students will be promoted to the next grade unless, in the judgment of the licensed staff and the building principal, the student lacks the academic achievement, maturity, emotional stability, and social adjustment needed to advance. Should this be the case, parents will be informed of the possibility that their child will not be promoted and a conference will be scheduled to discuss the situation before a final decision is made. Students with exceptional talents may, with the permission of the principal and the parents, be accelerated beyond their current grade level.

SPECIAL ELEMENTARY RULES

Arrival At School

Town parents are asked to see that their children do not arrive on the school grounds until 7:45 a.m. Students will not be allowed in the classrooms before 8:00 a.m. Students are asked to report to the cafeteria when they arrive early. The school playgrounds are not supervised before 8:00 a.m. and after 3:55 p.m. Your child will be requested to leave the school playground immediately after school is dismissed.

Birthday Treats

Children are allowed to bring treats on their birthday. Nutritious foods are encouraged.

Christmas Gifts

Christmas gift exchanges are at the staff's discretion. Students are encouraged to bring packaged and canned goods for the Upper Des Moines Opportunity Food Shelf Pantry. Students may bring gifts for teachers and teachers may bring a gift for each of their students. The option is up to each individual family and teacher.

Communications To and From School

When sending a note or money to school, the student should receive clear instructions from the parents about who is the appropriate person to receive the note or the money. Also, the school regularly sends notes and papers home with students. Parents need to remind their child to notify them of notes or papers from school for the parents. Parents are responsible for knowing the contents of the notes or papers sent home.

Basic Schedule

Listed below is the basic bell schedule for the elementary school. There might be possible minor variances in this schedule at the various levels.

Breakfast	7:30am-8:20am
Teacher Day Begins	8:00
Classes Begin	8:15
Recess (Varies)	10:00-10:15
Lunch	11:30-12:00
Recess	Following Lunch
Non-bus riding students dismissed (east doors)	3:30
Bus riders dismissed (north doors)	3:30

Beverages

Elementary students may take water with them into their classrooms. Other drinks including flavored water, pop, juice, and sports drinks are not allowed. Teachers reserve the right to place other limitations on drinks if they become problematic for the

learning environment.

Entrance and Admission Requirements

Children wishing to enroll in kindergarten must be at least five (5) years of age on or before September 15 of the year in which they wish to enroll. A child wishing to enroll must present evidence of age in the form of a birth certificate or other comparable evidence before that child may enroll. It will be within the discretion of the superintendent or the superintendent's designee to determine what is satisfactory evidence for proof of age. Prior to enrollment, the child must provide the administration with a completed health and immunization certificate. Such certificates may be obtained from the school office.

Homework

Teachers assign homework, extra class activities or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make up incomplete class work. Students are expected to complete homework on time. Some homework will be required on occasion, especially in the upper (3-5) grades.

Parties at School and Invitations to Parties

The school observes holidays throughout the school year including, but not limited to, Autumn Celebration (in place of Halloween), Christmas, Valentine's Day, Easter, and May Day. Students who do not wish to participate in these holiday celebrations or activities may be silent or be excused if a note is sent ahead of time by the parent to the child's classroom teacher.

Invitations to parties – if invitations to parties outside of school are not given to all students in the class, the school district prefers the invitations be mailed.

Recess and Playground Rules

Each child in grades PK-5 has recess each day. When the weather is agreeable (not raining and the temperature is above 0) children are expected to go outside. Children who have a Doctor's excuse will have arrangements made for them to stay inside. Otherwise, all children will be expected to go out and play. Occasionally the teacher will ask a child to remain inside to complete some work.

Children are expected to dress for the weather. In the winter months, children are expected to wear winter coats, snow pants, and boots. Those who do not have the proper dress may be asked to stand along the wall so as to not get wet, or stay on the blacktop as conditions warrant.

Children are expected to go home at the end of the day and not stop and play on the playground. Also, children are not to be on the playground anytime in the morning before school starts. The major reason for this is the lack of adult supervision.

All students are to share the equipment on the playground by taking turns with all others. Should a ball or other item leave the playground students are to ask permission to retrieve the item. When students are injured on the playground they are to notify the teacher on duty immediately. Prohibited behavior includes: horseplay, snowballs, roughhousing, etc. (LISTED IN PBIS HANDBOOK)

Children must stay within the fenced area of the playground when out for recess. Toys may be brought to school for show and tell. Toys brought for recess use are discouraged. It must be remembered that such items may be lost, or broken, possibly even taken by another student. Toys or other items brought from home are the responsibility of the student who brought them.

Please refer to the PBIS handbook for all other expectations.