

*The mission of the Griswold Community School District, in partnership with our families and communities, is to provide leadership for positive change to ensure the best learning opportunities for everyone in a safe and caring environment.*

**DISTRICT GOALS:**

- All K-12 students will achieve at high levels in reading comprehension, prepared for success beyond high school.
- All K-12 students will achieve at high levels in mathematics, prepared for success beyond high school.
- All K-12 students will achieve at high levels in science, prepared for success beyond high school.
- All K-12 students will use technology, in a project based learning format, which is integrated into the curriculum as a tool to enhance learning and meet Iowa Core/Common Core Essential Skills and Concepts.
- All students will feel safe and connected to school

**GRISWOLD SENIOR HIGH SCHOOL STUDENT  
INFORMATION  
2017-18**

**SCHOOL ATMOSPHERE**

Maintaining the proper school atmosphere is essential to our central purpose--the opportunity for all students to obtain the maximum educational experience. As a student you have the right to expect that everything the administration, faculty and staff do is intended to enhance that experience. In addition, each student must accept the responsibility for abiding by the basic guidelines that are known to promote the proper school atmosphere and develop good work habits.

To assist in parent communications, we have an answering system after hours (778-2154) and a texting service for weather and activities updates. Also, all professional staff has e-mail. Superintendent David Henrichs: [dhenrichs@griswoldschools.org](mailto:dhenrichs@griswoldschools.org), Principal Katie Elwood: [kelwood@griswoldschools.org](mailto:kelwood@griswoldschools.org), and guidance counselor Jennifer Bissell: [jbissell@griswoldschools.org](mailto:jbissell@griswoldschools.org). Other teachers' e-mail addresses are similar; more information may be obtained from the office or via the school web site at [www.griswoldschools.org](http://www.griswoldschools.org).

**TOBACCO-FREE ENVIRONMENT**

School district facilities and grounds, including school vehicles, are off limits for all forms tobacco. This requirement extends to students, employees and visitors. This policy applies at all times, including school-sponsored and nonschool-sponsored events. Persons failing to abide by this request are required to dispose of tobacco products or leave the school district premises immediately. It is the responsibility of the administration (or designee) to enforce this policy.

## **ATTENDANCE**

Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the education program. 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. Learning lost due to an absence can never be replaced. Regular attendance and being well-prepared for class helps students in school as well as prepares students for adulthood and the workforce. Unexcused absences will not be tolerated. Students must be in school from 8:15am to 3:25pm to be counted as present for a full day. See board policy 501.9.

### **Compulsory Attendance**

Students who are not sixteen years of age prior to September 15<sup>th</sup> are required to attend school on a regular basis. **Students must attend a minimum of eighty-two days per semester, and a minimum of one hundred sixty-four 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 may be reported to the County attorney.

### **School Absence**

Absence is defined as missing all or any major portion (more than 20 minutes) of one or more class periods. Students who are absent will have the right to make up work missed within a time frame established by school policy. All absences will be recorded by class hours. Every effort should be made to schedule regular doctor visits after school, in order to be within the attendance guidelines.

### **Excused Absences\***

Personal illness or injury, which make the student unable to attend school.

Personal medical/dental appointments with note from professional.

Death in family

Mandated court appearance with documentation

Special circumstances upon prior approval by the administration

Suspensions

Trips approved at least 2 days in advance (advanced make-up slip must be completed and returned before leaving)

**IN ANY CASE:**

*-Students who are absent 5 days per semester will receive unexcused absences unless absence is accompanied by a professional note ie Doctor, Dentist, therapist, etc...*

*-Parents will be notified when students are absent for 15 days in a semester (excused or unexcused). The student and parents will meet with the attendance team (guidance counselor and administration) to discuss an attendance contract and making up missing work.*

**Parent's Responsibility in Cases of Absence**

For an absence to be considered not truant, parent permission and documentation may be required. In case of a student absence the following will be expected:

- Parent notifies the school on the day of absence prior to 10am.
- Parent/student brings documentation of all doctors visits and appropriate appointments within 2 days of absence
- Parent/student brings back documentation from guidance office for college visits within 2 days of visit.
- Parent will need documentation for students who are absent due to prolonged illness for 3 or more consecutive school days.

**Unexcused absences**

Absences NOT mentioned above are interpreted under this policy as "unexcused absences". In addition, if a student is more than 20 minutes late to a class, without an authorized pass, that student will be given an unexcused absence. Any student who accumulates more than 10 unexcused absences in any class in a given semester will be denied credit in that class. \*However, the student will be given the opportunity to meet the minimum attendance requirement by attending Saturday School or time after school. ISS will not be offered to make up time. They may also be given the opportunity to attend alternative placement. Make up work or additional academic requirements, which must be fulfilled by the student, will be determined by the teacher(s) of the class or classes missed. (\*In accordance with Iowa's Department of Education attendance policy guidelines.)

**Family will be notified in the following manner:**

- 1st – 3rd unexcused absence – Family will be called
- 4th unexcused absence – A letter will be sent home and a referral.
- 5th / 6th unexcused absence- detention
- 7th -9th unexcused absence – Contact parent and Saturday School.
- 10th -A conference with student and the family will be scheduled to develop an attendance contract.
- Failure to meet the attendance contract may result in failure of classes and possible change in placement.

***Examples of Unexcused Absences:***

1. *"Got in late, needed to sleep..."*
2. *"Had to type (finish, rewrite...) my homework..."*
3. *"My boss called me in to work..."*
4. *"Car wouldn't start..." (TAKE BUS)*
5. *"I missed the bus."*
6. *Haircuts, hunting, concerts, shopping, or other business that could be done after school hours.*
7. *Trips not approved in advance, including make-up slips not turned into office.*

**\*\*Ultimately, excused and unexcused absences will be determined by the building administrators.**

**School Sponsored or approved activities**

A student representing the school will not be counted as absent.

Examples include, but are not limited to, field trips, music, athletics, art or academic events, or other approved events or school-sponsored activities.

**Attendance Requirements for Extra-Curricular Participation**

Students who wish to participate in after-school activities (e.g. sports, practices, music, clubs, etc.) must attend school the full day of the activity or have proper documentation from necessary appointments.

**Tardies**

The passing time for students is 3 minutes between bells. The second bell is the tardy bell. Students are expected to be in the classroom before the tardy bell. Oversleeping or missing the bus are not considered an excused tardy. Students are expected to be on time arriving at school and for each class period. Students arriving to class

after the tardy bell without a pass or permission from the teacher will be reported tardy to the office. The 2<sup>nd</sup>-5<sup>th</sup> unexcused tardy to that class in a nine-week period will result in a behavior referral and subject to discipline. The 6<sup>th</sup> unexcused tardy and any subsequent unexcused tardies will result in a Saturday School.

### **College Visits**

Juniors/Seniors are allowed college visits with the approval of the guidance counselor and parents five days prior to the visit. Juniors are granted one day second semester. Seniors are allowed 4 college visits not to exceed 3 in any one semester. Proper documentation is required from college visits within two days for visits to be excused.

### **Skippping/Truancy**

If the Griswold CSD administration becomes aware of a student skipping a class or school, they will be subject to disciplinary action.

- 1st Violation (1 to 4 periods) = 1 Detention per period missed
- 1st Violation (more than 4 periods) = 1 Day In-School Suspension
- 2nd Violation = 2 Day In-School Suspension
- 3rd Violation and all subsequent violations= 3 Days In-School Suspension and Attendance Meeting

### **DISRUPTIVE TOYS**

Any articles brought by the students that are disruptive to the learning environment, including but not limited to hacky sacks, fidget spinners, laser pointers, yo-yos, slime, and the like will be confiscated.

### **ACADEMIC DISHONESTY**

Students who are caught cheating on an assignment or assessment will be dealt with according to the individual teacher's policy.

### **STUDENT CONDUCT**

1. All students are expected to comply with conduct that is decent, polite, honorable, and honest.
2. Weapons and other dangerous objects and look-a-likes will be confiscated from students and others who bring them onto school district property. Possession or confiscation will be reported to law enforcement officials and students are subject to disciplinary action including suspension or expulsion. The use or possession of firearms on school grounds shall be grounds for expulsion for not less than 12 months. (See Board Policy 502.6)

3. The cost of repair or replacement for property damaged or destroyed willfully or through careless action will be assessed to anyone responsible. This includes excessive wear and tear on textbooks.
4. Vehicles ridden or driven to school are to be properly parked in designated areas and must remain there until dismissal or unless permission has been obtained (from the principal, guidance counselor, or principal's secretary only) to leave school. Students may NOT be in the parking lot during the school day without express permission from the principal or the principal's secretary. If the above guidelines are violated, students may be warned verbally and/or lose parking privileges for a period of time to be determined by the principal.
5. Appropriateness is the criterion for dress and grooming for school. Wearing apparel may not feature representations of alcoholic beverages, tobacco, other controlled substances, sexual innuendoes, and/or relate to violence. NO head coverings such as hats, bandanas, etc. Shirts and **outfits that expose the midriff** are not allowed in the building. Clothing with spaghetti straps, halter tops, asymmetrical tank top, strapless tops, and all similar apparel is to not be worn in the building. Shorts and skirts will be long enough to reach the tip of the thumb of the students extended arm. Jeans must be worn above the hips and underwear must not show. No under clothing is to be shown at any time. Clothing with large holes, rips, or slashes will not be allowed. White sleeveless undershirts are considered underwear. T-shirts that are modified by ripping the inseam out are only to be worn if there is another shirt underneath. No exposure of the rib cage is allowed. Chains may be worn as jewelry only; they may not be used to attach wallets, etc. Slippers are not appropriate footwear for school. Students who wear such clothing will have it confiscated and be given alternative clothing to wear. On the first offense, the student may pick up the shirt or any other item in question at the end of the day. On any subsequent offense, the shirt or any other items confiscated will not be given back until the end to the school year, and only to a parent. **Dress code is in effect at all school activities home and/or away.**
6. Students may not bring any outside food or beverages into the school in the morning. Sack lunches should be placed in the student's locker for the day. All beverages and food purchased must stay in the commons and cafeteria area. **No food will be allowed into classrooms.** If a staff member finds any student with open pop or food beyond the cafeteria/ commons area, he/she is permitted to confiscate and dispose of items. Continued violations may result in detention. Please see that all garbage is put in the trash or the privilege will be taken away. A clean school is a reflection of who we are. Let's keep the school clean and represent ourselves with pride and class.
7. The use or possession of alcoholic beverages, tobacco, e-cigarettes or other controlled substances by students on school grounds will result in at least one day of out-of-school suspension.

8. Harassment of students by other students will not be tolerated in the school district. This policy is 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, 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.

Harassment prohibited by the district includes, but not limited to, harassment and/or bullying on the basis of race, sex, creed, color, national origin, religion, marital status, or disability. Students whose behavior is found to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including, suspension and expulsion. (See Board Policy 104)

#### **STUDENT PUBLICATIONS CODE**

The Student Publications Code can be found in Board Policy 502.5

#### **DISTRIBUTION OF MATERIAL REGULATION**

The distribution of materials policy can be found in Board Policy 903.5R1

#### **FEE WAIVERS**

Students from low-income families may be eligible to have some required fees waived. Please see the Superintendent or Principal for details and the form, which must be filed yearly.

#### **BREACH OF DISCIPLINE**

1. Use or possession of tobacco, any tobacco product, or look alike including e-cigarettes.
2. Use or possession of beer or liquor.
3. Use or possession of any controlled substance unless properly prescribed by a licensed physician.
4. Misuse of non-controlled substances, such as by ingesting an inordinate amount or ingesting it by means not prescribed.
5. Attendance at school, or participation in a school-sponsored activity, in an intoxicated state or under the influence of a controlled substance.
6. Distribution of, transmittal of, or sale of any tobacco product, beer, liquor, or controlled substance.
7. Possession of stolen goods or property.
8. Criminal or illegal behavior.
9. Disorderly conduct including, but not limited to: temper tantrums, fighting, rowdy behavior, using abusive language or gestures, disruption of activities, obstructing school premises, or any other behavior intended to interfere with the rights of others.
10. Refusal to conform to policies, rules, regulations, directives, or requests of those in authority when such person is acting within the scope of his or her authority.
11. Physical attacks on or threats of physical attack to other persons.
12. Extortion.

13. Possession or use of dangerous weapons or objects, including, but not limited to, lighters, matches, etc.
  14. Damaging, altering, defacing or destroying, or threatening to damage, alter, deface or destroy any building, fixture, equipment or item, including marking on walls, fixtures, or furniture.
  15. Intimidation or harassment of others.
  16. Use of obscene, lewd, or profane language.
  17. Initiating, circulating, or participating in circulating a report of warning of fire or other catastrophe knowing such report or warning to be false.
  18. Placing or threatening to place a bomb, firecracker, or other incendiary or explosive device in any place where it may endanger persons or property.
  19. Trespassing on school property: entering upon or into school property without permission or remaining on school property after being told to leave.
  20. Truancy: absence from school or classes without a valid excuse.
  21. Malicious use of the telephone: annoying, threatening or harassing a person over the telephone.
  22. Any other conduct that interferes with the orderly and efficient operation of the school.
  23. Public displays of affection, including, but not limited to, handholding and kissing.
- Any violation of the above will be considered an automatic offense subject to discipline. Any circumstance that may occur that is not covered by this policy will be reviewed by the administration and handled appropriately.

#### **DETENTION**

If a student behaves improperly, there is a system of detention (staying after/before school) available to teachers and administration. When a student earns a consequence the teacher will notify the principal. Students who are to serve detention will serve it with the staff member who issued the detention. Students should report to the assigned room at the assigned time. A student failing to serve a detention will have the detention time doubled. If a student continues to fail to serve the detention, he/she could be subject to other consequences. **A detention will be 30 minutes and served within two days of being notified.**

#### **PROCEDURE FOR CLASS REMOVAL DUE TO DISCIPLINE PROBLEMS**

If a student is sent to the principal's office for discipline reasons from a class, a discipline report is filled out and filed in the principal's office. The third removal or behavior problem from any one class during a semester will result in removal of the student from that class for the remainder of the semester and no credit will be given. Severe problems in a class may result in IMMEDIATE removal from class with no credit given.



### **REFERRAL / DISCIPLINE SYSTEM**

Students who are referred by a staff member are to serve a 30 min detention within two days of notification. A third referral in a given quarter will result in a 4 hour detention to be served on Tuesday/Thursday or Saturday. Receiving a fifth referral or detention in a quarter, the student and parent(s)/guardian(s) will be required to meet with the Student Assistance Team (2 of the student's teachers, guidance counselor, and administrator). An agreement between the student, parent(s)/guardian(s), and school will be created to get the Tuesday/Thursday or Saturday morning detention(s) made up and a solutions to correct the behavior that is limiting educational success for that student and other students in our school. Any referral thereafter will result in ISS and students receiving a seventh referral, the student and parent(s)/guardian(s) must go in front of the Griswold CSD School Board to look at other possible solutions which may include long-term suspension, expulsion, or some other alternative. Other consequences may be issued by the administration to deal with different situations that may occur.

### **TUESDAY/THURSDAY OR SATURDAY DETENTION**

Upon receiving a third detention in a quarter, a student will be required to serve a Tuesday/Thursday or Saturday morning detention. A student may choose to serve this time on Tuesday/Thursday or Saturday morning, and it must be served at the next available date. Tuesday/Thursday detention will last from 3:35 p.m. until 5:35 p.m. and Saturday morning detention will last from 8 a.m. until 12 noon. Students and parents will be responsible for transportation. Failure to serve a Tuesday/Thursday or Saturday morning detention will result in the student owing the missed Tuesday/Thursday or Saturday morning detention plus another Tuesday/Thursday or Saturday morning detention.

### **IN-SCHOOL SUSPENSION (ISS)**

Should a student have a more serious behavior problem, he/she may be assigned to ISS.

#### ISS Rules:

- 1) student reports no later than 8:15 a.m. with books and study materials
- 2) student talks only when addressed by the supervisor
- 3) student eats lunch in the office
- 4) student is to work on assigned material and will receive credit for work accomplished
- 5) dismissal time each day is 3:25 p.m.
- 6) failure to follow rules may result in extension of ISS or out of school suspension.
- 7) students may not have cell phones in ISS and laptops are only allowed if necessary for coursework.
- 8) students may **not** participate or attend after-school or evening activities.

### **OUT-OF-SCHOOL SUSPENSION/EXPULSION**

The Code of Iowa gives the local board of education the power to expel any student from school for violation of the rules and regulations of the board. When the presence of the student is detrimental to the best interests of the school, the Board may confer upon the principal or superintendent the power to temporarily dismiss the student. This is a suspension.

**The student is ineligible to participate in or attend any scheduled school-sponsored activity while suspended either in or out of school.** Should a third out-of-school suspension occur, it becomes the duty of the principal to recommend the possible expulsion of the student. This recommendation is made to the superintendent and then to the board of education. If board action becomes necessary, a hearing date is set, at which time the parents, student, and any legal counsel may appear to hear the reason for such a recommendation and to express themselves. The principal may bypass this procedure if any offense is serious enough to jeopardize the learning process of other students.

### **DUE PROCESS**

Each student who is involved in some form of disciplinary action is entitled to due process, which would include the following items:

1. The student is entitled to know what he/she has done wrong or if any rules have been violated.
2. The student is entitled to present his/her version of the circumstances involved.
3. The student is entitled to know the disposition of the case.
4. The right to appeal to the Superintendent and subsequently the board of Education is available with the understanding that these groups may sustain or change any or all of a decision prior to that appeal.
5. The student is not allowed to participate in a public performance during the appeal process.

### **Public Conduct on School Premises: Board Policy 903.4**

Extracurricular activities are an important part of the school program. Extracurricular activities offer students the opportunity to participate in a variety of activities not offered during the regular school day. Extracurricular activities are provided for the enjoyment and opportunity for involvement they afford students. Spectators are permitted to attend extracurricular activities only as guests of the school district, and, accordingly as a condition of such permission, they must comply with the school district's rules and policies. Spectators will not be allowed to interfere with the enjoyment of the students participating, other spectators or with the performance of employees and officials supervising the extracurricular activity. Spectators, like the student participants, are expected to display mature behavior and sportsmanship. The failure of spectators to do so is not only disruptive

but also embarrassing to the students, the school district and the entire community.

To protect the rights of students to participate without fear of interference, and to permit the sponsors and officials of extracurricular activities to perform their duties without interference, the following provisions are in effect:

- A. Abusive, verbal or physical conduct of spectators directed at participants, officials or sponsors of extracurricular activities will not be tolerated.
- B. Verbal or physical conduct of spectators that interferes with the performance of students, officials or sponsors of extracurricular activities will not be tolerated.
- C. The use of vulgar or obscene language directed at students, officials or sponsors participating in an extracurricular activity will not be tolerated.

If a spectator at an extracurricular activity becomes physically or verbally abusive, uses vulgar or obscene language or in any way impedes the performance of an activity, the spectator may be removed from the event by the individual in charge of the event and the superintendent may recommend the exclusion of the spectator at future extracurricular activities.

Upon recommendation of the superintendent, the board shall cause a notice of exclusion from extracurricular activities to be sent to the spectator involved. The notice shall advise the spectator of the district's right to exclude the individual from school district activities and events and the duration of the exclusion. If the spectator disobeys the district's order, law enforcement authorities will be contacted and asked to remove the spectator. If a spectator has been notified of exclusion and thereafter attends an extracurricular activity, the spectator shall be advised that his/her attendance will result in prosecution.

#### **ASSEMBLIES**

For student assemblies held during school hours, teachers will dismiss their students and escort them to the gym (middle school students will sit in the section farthest to the west). Students are expected to display appropriate behavior at all assemblies; treat guests with courtesy and respect. Booing and whistling is never appropriate at student assemblies. Remember that we have a tradition of greeting visitors and guests with polite, generous hospitality.

#### **DANCE GUIDELINES**

All students who enter the door before closing time are to remain inside at the dance. If a student leaves the building, he/she will not be permitted to return.

#### **CELLPHONE/ TECHNOLOGY**

HS Cellphone usage- Cellphones may be used for texting by students before 8:15 bell, during passing times, and lunch.

**Ipods and other listening devices may be used with permission from teachers but shall not be used during passing times or in the hallways or bathrooms. This is a safety issue. Ear phones and other devices are not to be in your ears during these times.** Students using technology devices or cell phones without permission will have them confiscated. On the first offense, the student may pick up their phone at the end of the day. On any subsequent offense, a parent must pick up the phone. Habitual offenders will be subject to further disciplinary action.

**Please see the district Acceptable Use Policy regarding guidelines for school-issued laptops.**

**Consequences for not following the Computer Usage agreement:**

- 1st infraction – warning from the teacher or Hano
- 2nd infraction – loss of computer for a day
- 3rd infraction – loss of computer for a week
- 4th infraction – loss of computer for one month and parent contact
- 5th and subsequent infractions – loss of computer for administrator determined amount of time and meeting with parents.
- For any of the above infractions, students will not have access to their computers unless they have a pass from their classroom teacher to use the computer for academic purposes.

The school issued laptop is not for your entertainment at school, it is the property of the school and the intended use is for educational purposes only. You need to understand there will be consequences for not adhering to the acceptable use policy that you were given and you signed.

This includes, but not limited to:

- YouTube for educational use ONLY.
- Pinterest for educational use ONLY.
- No Netflix or other streaming video/movie sites.
- You will be randomly monitored throughout the day.
- You are responsible for any damage to the laptop

**PE EXCUSES**

If it is necessary for a student to miss PE for a minor medical problem, a parent's note will suffice for 1 day of PE. More than one day will require a doctor's note, which must list the nature of the medical problem, as well as the activities the student MAY participate in. The school nurse may follow up with the student's doctor for more

information. Students that are not able to participate in PE will not participate in extracurricular sports during that time.

### **LIBRARY PROCEDURES**

Normally, the library is open from 8:00-3:30, under the supervision of the teacher librarian or other staff. Students may go to the library to study; to use the computers, reference materials, magazines, or newspapers; or to check out materials.

Students may check out 4 books at a time. Books are checked out for three weeks, with one week grace period before fines begin. Fines for overdue books are \$0.05 per day. Students may lose check out privileges if fines are not paid in a timely manner.

Magazines and reference materials may not be checked out of the library. Special permission may be given for use in the classroom. Damage to books shall be paid for by the borrower and lost materials are paid for at the rate of replacement costs. Materials taken from the library without following the proper check-out procedures will result in disciplinary action.

The library catalog is web-based and can be accessed from the Griswold Community Schools Homepage ([griswoldschools.org](http://griswoldschools.org)).

### **STUDENT LOCKERS**

Each student is assigned a locker for temporary use during the school year as a convenience for storage of school materials and needed extra clothing. **Students will keep all bags and coats in their school issued locker throughout the day. No backpacks will be carried to classes.** Lockers and school desks remain the property of the school, and as such are unprotected areas subject to search. Keeping money or valuable personal items in student lockers is not a wise practice and is discouraged. The school is not responsible for items stolen from unlocked lockers! Writing in, or on, lockers is not permitted and damage to lockers will be punishable by fine. Student lockers will be inspected periodically for the purpose of locating school materials and removing any inappropriate items. Locker inspections without prior notice may be conducted periodically throughout the school year. At least 2 people will be present for any locker search, one of which MAY BE the student. Drug-sniffing dogs may be brought in periodically to search lockers and school grounds including parking lots.

### **MEDICATIONS**

Students must bring all medications (both prescription and over-the-counter) to the office for safe-keeping. This reduces both the school's and the parents' liability. No medications can be dispensed by the school (prescription or otherwise) without a signed administration form

filled out by the parent. All medications must be brought to school in the original bottle with the appropriate pharmacy label on it. (Pharmacists will give an extra bottle for schools if requested.) We are required to follow this procedure to be in compliance with Iowa law.

#### **SCHOOL LUNCH**

All students are expected to remain at school during their lunchtime whether or not they eat the school lunch. Starting in 2008-2009 when a student's or staff's breakfast/lunch account is a **NEGATIVE \$6.00** or more they will be given a peanut butter sandwich and carton of milk for \$.50 (per meal) until money is deposited in the account. Students or staff who have a **NEGATIVE** balance will not be allowed to purchase extras or ala-carte items. Students who finish lunch early are expected to remain in the supervised areas and use the south restrooms near the nurse's office. All students are expected to take their turns helping clean tables, whether or not they eat hot lunch. No food is to be delivered or brought in during the lunch hour other than the sack lunch brought with a student at the beginning of the day.

Students are expected to exhibit positive behavior in the cafeteria during breakfast and lunch. Inappropriate behavior such as yelling, using inappropriate language, pushing, throwing food, damaging trays, damaging silverware, etc. is not acceptable, and is subject to disciplinary action.

#### **HEALTHY KIDS ACT**

In 2008 the Iowa Legislature passed a law known as the Healthy Kids Act. There are three aspects to the law designed to improve the health of Iowa's youth: 1) a physical activity component, 2) detailed nutritional guidelines and 3) students receive CPR training.

All students in grades 6-12 must participate in 120 minutes of physical activity each week. This can be accomplished through any combination of Physical Education/Wellness classes, recess (where it is offered), classroom activities, school sponsored athletic co-curricular programming, and fine arts co-curricular activities.

There is also a requirement for graduates to complete a CPR certification course. This program must be of the kind that can lead to CPR certification. Achieving certification status is not required of the students. This training can be fulfilled before the student is enrolled at the high school.

#### **DAILY ANNOUNCEMENTS/BULLETINS**

Announcements are prepared daily and delivered to each staff member during first period. Teachers will read the announcements to their student groups each day during 2nd period. A copy of the day's announcements will also be posted in the window of the principal's office and on the web site.

Any announcements to be included must be cleared through a teacher/sponsor and then approved in the office. If you wish an announcement to be included on a particular day it must be ready before 8:00 a.m. of that day.

#### **STUDENT RECORDS AND DIRECTORY INFORMATION**

Student records will be sent immediately upon request of an educational institution that has enrolled a student. Parents and eligible students shall have access to the student's records during the regular business hours of the school. Please see the principal, or Board Policy 506.1 for further information.

The following information may be released to the public in regard to any individual student of the school district as needed. *(Any student over the age of 18, parent, or guardian not wanting this information released to the public must make objection in writing by September 15 to the principal. The objection needs to be renewed annually.)* The school district has designated the following information as directory information: student's name, address and telephone number; date and place of birth; 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; and the most recent previous educational institution attended by the student, and other similar information.

#### **PICTURES/VIDEOS/PUBLICATIONS**

From time to time, our students are featured in newspaper articles, district bulletins, school web page, etc., celebrating special events in our schools. Photographs or likenesses may be released without written consent unless parents or guardians object in writing. Objections to release of information or photographs should be sent within two weeks of the student's enrollment in school to the building. Information on the district's student publications code is contained in Board Policy 504.3

#### **GRADING/TESTING POLICIES**

Unified Grading scale for MS/HS

Due to on-line grading and parent concern we have agreed on a unified grading scale. The scale will be as follows:

A+	98-100		
A	93-97	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
C+	77-79	F	00-59

Students will receive a letter grade that is computed to determine the cumulative grade point average, class rank, and designation for the quarterly and semester honor rolls (the only exceptions are middle school exploratory classes, which may be marked on a pass/fail

system). All classes that meet daily are weighted with one credit per semester. Middle school band and chorus all are weighted with one-half credit.

#### **CONTINUOUS SEMESTER GRADES**

Grades will be continuous for the entire semester. Students and parents need to understand how their child is doing academically throughout the semester. Student grades are accessible through JMC on-line. Hard copies of grades will be given at parent-teacher conferences and the completion of each semester. Other hard copies of student's current grades will be given to parents as requested. Students who have incomplete marks at the end of a grading period cannot be considered for inclusion in the honor roll listing and will have one week to complete work for a letter grade. At the end of that time all incompletes' will be converted to a failing grade.

#### **STANDARDIZE TESTING**

40 percentile –Students who fall in this non-proficient range may be required to participate in one of the following: Reading interventions, designated supervised study area, or remedial courses. This will be at the discretion of the building principal and guidance counselor. Parents will participate in the decision making process.

#### **CLASS STANDING**

Students will be placed in their appropriate classes for purposes of class meetings, etc., with regard to the following number of credits earned in the fall of the year. Students will NOT be reclassified at semester:

To be considered a sophomore, a student must have 12 credits before school begins in the fall of the year.

To be considered a junior, a student must have 24 credits before school begins in the fall of the year.

To be considered a senior, a student must have 36 credits before school begins in the fall of the year.

No credit for home school classes will be applied toward graduation.

Students who have not attended the Griswold CSD for their entire education or have not attended an accredited public or private school may not be eligible for honors or awards.

#### **WEIGHTED CLASSES**

Level: The course level number indicates the academic rigor and/or skills levels that progressively build through duration of the course. Courses are placed in one to three groups, with Level 3 courses the highest in intensity and Level 1 the lowest in intensity. Intensity is a combination of academic rigor, skill building, and work assigned outside of class. The majority of GHS courses are Level 2 (average intensity). The higher the level number, the greater the expectations. A higher numbered level has considerable more homework expected and/or skills build progressively and rapidly from unit to unit. A low



numbered level has less than average homework and/or skills learned would be repeated or practiced regularly.

Guidelines for assigning a level number to a course:

Level 3- Skills build rapidly and progressively from unit to unit and/or homework expectations are among the highest at Griswold High School. Skill repetition is practiced out of class.

Level 2 – Skills build at a normal pace and/or homework expectations are similar to most courses at Griswold High School. There is some balance between skill building and practicing the learned skill as the course progresses; some previously learned skills are practiced during class time.

Level 1 – Skills are built more slowly and practiced frequently and/or homework expectations are less than average Griswold High School courses.

Grading Scale:

Level 3 – Grades will be figured on a 5.0 scale. A=5, B=4, C=3, D=2, F=0.

Level 2 – Grades will be figured on a 4.5 scale. A=4.5, B=3.5, C=2.5, D=1.5, F=0.

Level 1 – Grades will be figured on a 4.0 scale. A=4, B=3, C=2, D=1, F=0.

Honor Roll will be calculated based on the following:

Honor Roll will be a 3.5 to 4.32.

High Honor Roll will be a 4.33 or higher.

All students have an opportunity to earn an A+ in any class. An A+ will equal a 4.33 for a Level 1 class, 4.83 for a Level 2 class, and 5.33 for a Level 3 class. The A+ may be earned by students who demonstrate extraordinary proficiency in a course.

#### **COLLEGE LEVEL COURSES**

Students have the opportunity to take college level courses through Iowa Western during the school day. Please see the course handbook for information regarding requirements to take college level courses.

#### **TIGER TIME**

Students who are at a 65% and lower in their coursework will have a designated intervention time for academic assistance. This will take place in the media center during Tiger Time.

#### **BUS TRANSPORTATION**

Students eligible to ride on the school buses are under the jurisdiction of the bus driver. Please conduct yourself in a manner that will not endanger the lives of others. Misbehavior on the buses may result in detention time at school and could lead to a suspension of your riding

privilege. Video cameras have been placed on buses to assist in monitoring students. Videos will be used as evidence when necessary.

#### **BUILDING HOURS (for students)**

Students arriving early must report to the lunchroom, unless special arrangements have been made and they are under the supervision of a staff member. **Also, students will be required to leave the building at 3:30 p.m. unless they are engaged in a regularly scheduled after-school activity and supervised by a staff member.** Students arriving late must sign in promptly and secure a pass to class or study hall. Those leaving early must have a parent or guardian give permission to the office and have school approval to sign out at the designated time and leave the building immediately.

Building guests must check in with the MS/HS office upon arrival.

#### **EDUCATIONAL EQUITY POLICY**

It is the policy of the Griswold Community School District not to discriminate on the basis of race, color, national origin, sex disability, religion, creed, age (for employment), marital status (for programs), sexual orientation gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Secondary Principal, Griswold Community Schools, Box 280, Griswold, Iowa 51535, [712-778-2154](tel:712-778-2154)

#### **INVESTIGATIONS OF ABUSE**

Allegations of abuse of students by school personnel may be filed with the Level I investigator, Guidance Counselor, Griswold Community School System, 20 Madison St., Griswold, Iowa 51535. Phone no. 712-778-2154.

#### **EARLY GRADUATION**

Students may graduate prior to the completion of grade twelve if the course work for graduation under Board Policy "Graduation Requirements" has been fulfilled. In such cases, the student must have the approval of the Board and a recommendation by the superintendent and the principal. For more information, please see the guidance counselor or the high school principal. Students who elect early graduation ARE NOT considered seniors, but adults. They are not allowed to attend prom or school parties except as regular guests of other students. See the curriculum guide for specific graduation requirements.

#### **EDUCATIONAL OPTIONS**

Information on the post-secondary enrollment option, or open enrollment, may be obtained in the guidance office. Information on the Human Growth and Development curriculum, and instructions for reviewing the materials may also be obtained in the guidance office. There is an intervention process for students experiencing learning or

behavioral difficulties. Please see the principal or guidance counselor for assistance. Assistance may be requested by either students or parents.

### **SENIOR HIGH**

Academics - High school students will have a variety of academic competitions in which they may participate. Students may choose to contend for positions on the Academic Quiz Bowl, and other competitions sponsored by AEA 13 and local colleges that we normally enter (math, science, oratorical, and essay competitions). Recognition is given for outstanding scholarship in the form of academic letters awarded to students who maintain honor roll status for three consecutive semesters. Scholarship, leadership, service, and character are recognized annually with the naming of student achievers in the junior and senior classes to the National Honor Society.

National Honor Society Selection Process

1. Students' academic records are reviewed to determine the eligibility cut-off cumulative grade point average of 3.5.
2. Students who are eligible scholastically should be notified and asked to complete the Student Activity Information Form which outlines their accomplishments in Service and Leadership.
3. Faculty Evaluation Forms are distributed to all faculty to gain input on each candidate in the areas of leadership, and character. These scores will be averaged.
4. A five-member Faculty Council appointed by the principal and facilitated by the faculty advisor(s) will review the Student Activity Information Form and the data from the Faculty Evaluation Forms for each candidate. The leadership, service, and character of all candidates are reviewed. Candidates receiving a majority vote of the Faculty Council will be inducted.
5. All Faculty Evaluation Forms and procedures of the Faculty Council will be kept confidential.
6. Formal notification of all selected candidates will be in writing to their parents.
7. All appeals must be submitted in writing to the principal.
8. Inductees will be recognized at an all-school assembly.

Athletics - Griswold is a member of the Western Iowa Conference and competes interscholastically in eleven team sports for boys and girls. Varsity and freshmen/junior varsity squads led by state-endorsed coaches are fielded in volleyball; football; wrestling; boys' and girls' basketball, track, golf, and cross country; baseball; and softball.

Cheerleading - Tryouts for cheerleading squads for the next school year are to be held in August prior to the start of the fall season. Cheerleaders are selected by committee to represent Griswold at fall and winter athletic competitions on varsity and junior varsity squads. Cheerleaders meet with their advisor and practice after school during the fall and winter seasons.

Speech Activities - Students may elect to participate in speech activities by entering competition in individual events and/or being selected for large group entries after auditioning. Griswold is a member of the Iowa High School Speech Association and participates in the series of contests sponsored by that group and also in the WIC Speech Festival.

Music Activities - Band and vocal instruction are part of the regular curriculum with most performances and concerts occurring outside the normal school day. Extra-curricular competitions in vocal and instrumental music are available for students in band and chorus: auditions for all-state competition, entries in solo/ensemble contest, and the large group music contest. Also, students may audition to participate in jazz band and jazz choir. These groups perform at concerts, conference and state contests, local events, and for church and civic groups. Also, students may audition to perform in the fall musical.

Student Council - Class officer elections are held each spring for the next school year. Past presidents and students elected to the positions of president and class representative then comprise the high school student council. The council meets with its adviser to deal with student and school concerns, sponsors homecoming in the fall, promotes student and staff recognition programs, and gives annual scholarships.

Clubs and Organizations - Clubs and organizations that give students other opportunities to pursue special interests and perform valuable service for their school and community are: Future Agriculturalist of America (FFA), Family Career and Community Leaders of America (FCCLA), and Business Professionals of America (BPA).

#### **STUDENT ACTIVITIES POLICIES**

The purpose of the Griswold Junior/Senior High school activities program is to provide a broad range of experiences and/or competition for students. Although involvement is encouraged, participation is voluntary. No student is obligated to take part in any interscholastic activity.

Participation in co-curricular activities and organizations is considered by the school to be a privilege. Because the student represents the school and community, and in order to maintain the continued integrity of its programs, certain rules and regulations have been established concerning eligibility for involvement. These rules and regulations cover academic eligibility, school attendance, and citizenship.

#### **I. Academic Requirements:**

In accordance with state requirements as of July 1<sup>st</sup>, 2006: Griswold students involved in activities must be carrying a minimum of 6 full credit courses. As soon as a student's schedule falls below 6 full credit courses, they will be ruled ineligible.

For a student to be eligible for extra-curricular activities, he or she must be in good academic standing, passing all classes (above an F) at all times. Teachers will submit grades on the Friday at the end of the three-week period and the guidance office will distribute a probationary eligibility list for the teachers, coaches, and sponsors. Parents of students not meeting academic eligibility will be notified also. Students then will report to the teacher in which they are failing during Seminar and have one week to pass all classes. Students who are still not passing all classes will be ineligible for two weeks.

At the next grade check, all grades will be taken again. If a student was ineligible, they will remain ineligible and unable to participate in activities during the probationary week. A new list of probationary status will be published for teachers for those students who have an F who were not already ineligible.

Students that receive a failing grade that are involved in fine arts will be ineligible to participate in **Competitive** activities where placing or rankings are given. Since local performances are part of student grades, students may perform for local concerts.

Grades will be continuous for the entire semester. Students and parents need to understand how their child is doing academically throughout the semester. Student grades are accessible through JMC on-line. Hard copies of grades will be given at parent-teacher conferences and parent request. Other hard copies of student's current grades will be given to parents as requested.

Athletes who have not passed all classes for a semester are ineligible for 30 consecutive calendar days, beginning at their next sport's 1<sup>st</sup> legal playing date declared by the state athletic unions. Students involved in other activities (Band, Chorus, FCCLA, FFA, Quiz Bowl, Etc.) not passing all classes are ineligible for 30 consecutive calendar days beginning immediately.

At the conclusion of second semester, if a student is a contestant in baseball or softball who receives a failing grade for any semester course for which credit is awarded, they will be ineligible for four consecutive weeks following the end of the semester. Students may not begin baseball or softball after the start of practice in order to regain eligibility.

**\*\*Students may no longer take summer school classes to regain eligibility for fall sports/activities.\*\***

Study hall supervisor will work with students to get them eligible and passing.

## **II. Attendance:**

Griswold students involved in the activities program are to be in school all day on the day of an activity unless prior arrangements have been made with the principal to be absent.

Although no specific penalty is included in the attendance policy, students are also expected to be in school all day following an activity. (Coaches and sponsors are encouraged to establish participation rules regarding prompt attendance at school on days following events.)

Failure to comply with the attendance policy will cause students to be withheld from the activity, practice, rehearsal, or meeting. Tardiness, truant behavior or misconduct that results in detention, may cause a student to miss practice or a rehearsal.

### **III. Suspension:**

During the period of time that a student is on suspension, either in school or out-of-school, that student shall be excluded from participating in and attending all Griswold Community School District activities.

### **IV. Transportation:**

All student participants are expected to ride in school-designated vehicles to and from any school-sponsored event. Almost no exceptions will be allowed for students riding TO an activity and if allowed, they must be approved through the principal's office in advance.

Coaches/sponsors of activities may or may not allow students to ride home with parents following events and their policy will be communicated to students and parents before events start for the season. If riding home by means other than school transportation is allowed it will be under the following guidelines. Students may be released to their parent/guardians present at the event. Students may be released to another district parent only if approved in advance by written note or phone call to the office. For either case, a sign out sheet will be available and must be signed by the parent/guardian taking responsibility for the student. Once released, students are allowed to ride with the parent/guardian whom signed them out.

It is very important that all students and parents understand that the Board of Directors, Administration, and staff of Griswold Schools CANNOT allow students participating in any activity to drive themselves to that activity.

### **V. Good Conduct, Drug/Alcohol, Tobacco:**

A. Students who participate in any of the co-curricular activity programs of the Griswold Community School District are expected to conduct themselves in a manner that takes into account the rights and welfare of others, respect for authority, and regard for public and private property. This Good Conduct Code applies for students (involved in co-curricular activities) whether on or off school property, and is in effect year-round.

B. Violations of the conduct rule are:

1. involvement in illegal activity:
  - a. arrested or cited in the criminal or juvenile court system, excluding minor traffic offenses
2. disorderly or abusive behavior that obstructs the operation of the school or interferes with the rights of other persons, including hazing or initiation;
3. use or possession of tobacco in any form or look alike form such as e-cigarettes;
4. use or possession of alcoholic beverages or any other controlled, dangerous drug not prescribed by the student's physician; ("use" includes having the odor of alcohol or tobacco on one's breath);
5. any obviously offensive conduct, while representing the school, which brings discredit to the school.

C. The principal or athletic director will declare a student ineligible for participation if the violation (1) is admitted to a school official or law officer, (2) is observed and reported by a school official, or if (3) the student is charged and found guilty by law, or (4) there is a preponderance of evidence. When the administration believes it is more likely than not the student violated the Good Conduct Rule, the student is subject to loss of eligibility.

A declaration of ineligibility by the principal or athletic director means the student shall be ineligible for public performance in any activity or event (other than Prom or Graduation) until the administration reinstates the students. Appeals under this policy may be made to the superintendent. Appeals of the superintendent's decision to uphold the principal's declaration of ineligibility may be made to the board of education. The student will remain ineligible during the appeal process.

D. First Offense: Student will be ineligible for a period of nine (9) calendar weeks from the day school authorities become aware of the offense.

Second Offense: Student will be ineligible for a period of six (6) calendar months from the day school authorities become aware of the offense.

Third and all Subsequent Offenses: Student will be ineligible for a period of one year from the day school authorities become aware of the offense.

E. If a student commits a subsequent offense while serving an ineligibility, the times will be served consecutively; that is, the new penalty will be added to the end of the current one(s).

For a student who has been declared ineligible and has gone two (2) years without action under this policy and subsequently comes for disciplinary action under the policy, such action may be considered as a first offense.

F. A student may have 1<sup>st</sup> and 2<sup>nd</sup> violations reduced by 1/3 (3 weeks for 1<sup>st</sup> violation, 2 months for 2<sup>nd</sup> violation) by reporting his or her own offense to an administrator before the school administration seeks out the offender, and in any case, within 2 school days of the commission of the offense.

Students whose 1<sup>st</sup> and 2<sup>nd</sup> violations of the conduct policy are both for substance abuse may have the 2<sup>nd</sup> penalty reduced by one month by enrolling into a counselling or self-help program that is directly correlated to the offense. These programs must be pre-approved by administration and are at student cost.

G. Students new to district: Any student who transfers to the district, either by moving in or under open enrollment, and who is currently ineligible in the former school, will be ineligible to participate at Griswold until the time at which he/she would have been reinstated at the former school

H. Any circumstance that may occur that is not covered by this policy will be reviewed by the administration and handled appropriately.

***\*\*Students who are either: 1. On the weekly grade check's ineligibility list or 2. On the good conduct ineligibility list, are not allowed to leave school early for activities or competitions, nor miss academic time to go to watch state competitions. If the activity is academic in nature, students will be allowed to attend the event. This will be determined by the administration.***