

Gilbert Middle School

Student Handbook



Every Student. Every Day.

INTRODUCTION

The purpose of this handbook is to help students and parents clearly understand the policies and procedures of Gilbert Middle School and create a safe learning environment. Each student is responsible for the contents of this handbook. The policies in this handbook are subject to change due to revision of Board policy. This handbook is an extension of board policy and serves as a guide for students and their families about the Gilbert Community School District and Gilbert Middle School.

This handbook does not contain all of the rules and procedures under which Gilbert Middle School is operated. A complete list of Board policies can be found on the school's website at www.gilbertcsd.org.

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Abuse of Students by Employees

(Board Policy 402)

The Iowa Code, Chapter 102, requires all school districts to appoint investigators to review allegations of Abuse of Students

by School Employees. The Level I Investigators for the Gilbert Community School District are Mike Danilson, Carrie Clark, Amy Griffin, Staci Edwards, and Vic Vanderpool.

Individuals with concerns regarding allegations of student abuse by school employees should contact one of these Level I Investigators:

Carrie Clark	Mike Danilson
103 Mathews Drive	201 E. Mathews
Gilbert, Iowa; 50105	Gilbert, Iowa; 50105
515-232-3740	515-232-0540
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After School Homework Assistance

Students who do not complete assigned work, or who have difficulty completing work for a variety of reasons (illness, lack of understanding, absences) may be referred to an after school assistance program. This program is offered for 1 1/2 hours (3:15-4:45 PM) on Tuesdays and Thursdays throughout the school year. When referred the student will stay until the work listed on the referral sheet is completed or until the program ends at 4:45 PM.

Attendance

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the educational program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students will attend school unless excused by the principal of their attendance center.

Attendance - Excused Absence

(Board Policy 501)

Students absences approved by the principal are excused absences. Excused absences will count as days in attendance for purposes of the truancy law. These absences include, but are not limited to: illness, family emergencies, recognized religious observances, appointments that cannot be scheduled outside the school day, school-sponsored or approved activities, and other occasions when the student will be with parent/guardian.

Students whose absences are approved will make-up the work missed and receive full credit for the missed school work. It is the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed.

Students who wish to participate in school-sponsored activities must attend school the **full day** the activity takes place unless permission has been given by the principal for the student to be absent.

It is the responsibility of the parent to notify the student's attendance center as soon as the parent knows the student will not be attending school on that day. Absences may be reported by calling (515-232-0540) or emailing (msoffice@gilbertcsd.org) the school office. The principal may request evidence or written verification of the student's reason for absence.

Attendance - Leaving School During School Hours

When a student must leave the school premises during the school day, he/she must obtain permission and sign out in the office. If a student arrives at school after the school day has begun, he/she should report immediately to the office to notify

office personnel of his/her presence. In both of these cases, students are responsible to report to the office personally and not depend upon others to fulfill these duties. Failure to follow proper procedure may result in loss of privileges, the assignment of detention time, or suspension from school.

Attendance - Make-Up Work

(Board Policy 501)

Students will be allowed to make-up all work missed due to any absence and will receive full credit for make-up work handed in on time. Teachers will not have attendance or grading practices that are in conflict with this provision. School work missed because of absences must be made up within two times the number of days absent, not to exceed ten (10) school days. The time allowed for make-up work may be extended at the discretion of the classroom teacher.

In the event the student has not completed all of the student's assignments while in an in-school suspension the student will remain out of class and in in-school suspension until caught up in every class. If the student does not serve the initial before school or after school detention, Saturday school, in-school suspension, or other appropriate disciplinary sanctions when assigned the administration can then assign them on a two-for-one basis.

Attendance - Reporting An Absence

There are times when students must miss school. Some of these absences will be unanticipated such as illness, death in the immediate family, or a student being needed at home for an emergency situation. For unanticipated absences the parent/guardian should call **(515-232-0540)** or email **(msoffice@gilbertcsd.org)** the school office between 7:30 AM and 8:30 AM and explain the reason that his/her child will not be in school that day.

Some absences will be anticipated, such as funerals, medical appointments, family trips, and school trips. For anticipated absences, a written note, email, or telephone call explaining the absence should come to the school from the student's parent/guardian at least one day before the absence should occur.

Any absence that is not explained in a note or phone call will result in a detention (except at the elementary school) equaling the time of the absence.

Absences for any reason will be addressed as follows:

- Ten absences in a given school year will result in a letter to parents indicating the number of absences and explaining the importance of regular attendance.
- Fifteen absences in a given school year will result in a meeting with parents, the guidance counselor or principal, juvenile court officer (as needed), and the student. The purpose of the meeting will be to discuss the reason for absences, the possible consequences of the absences, and to determine whether or not the absences warrant a referral to the county attorney.

Attendance - Tardiness

A tardy is defined as arrival to class/study hall after the published start time. Arrival more than fifteen minutes after the period begins will be considered an absence. **Any student arriving at school after the school day has started should report to the office immediately upon his/her arrival at school to record**

the time of arrival and the reason for being late.

Students who are tardy will be addressed as follows:

- 4th-6th Tardy per trimester will result in detention (except at the elementary) and a letter to parents after the 4th tardy indicating the number of times the student has been tardy and explaining the importance of being on-time to classes.
- 7th Tardy per trimester will result in a student meeting with the principal to discuss violation of the mandatory attendance laws.
- 8th Tardy per trimester will result in a meeting with parents, the guidance counselor or principal, juvenile court officer, and the student. The purpose of the meeting will be to discuss the reason for tardiness, the possible consequences of continued tardiness, and to determine whether or not the tardiness warrants a referral to the county attorney.

Attendance - Truancy

(Board Policy 501)

Truancy is the failure to attend school for the minimum number of days established in the school calendar by the board. Truancy is the act of being absent without a reasonable excuse. These absences will include, but not be limited to: tardiness, shopping, hunting, concerts, preparation or participation in parties and other celebrations, and employment. Truancy will not be tolerated by the board. Absences listed may be excused if student is with parent/guardian.

Students are subject to disciplinary action for truancy, including suspension and expulsion. It is within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy. Students receiving special education services will not be assigned to in-school suspension unless the goals and objectives of the student's Individual Education program are capable of being met.

The principal will investigate the cause for a student's truancy. If the principal is unable to secure the truant student's attendance, the principal will refer the matter over to the county attorney. The school will participate in mediation if requested by the county attorney. The principal will represent the school district in mediation. The school district will monitor the student's compliance with the mediation agreement and will report any violation of the mediation agreement to the county attorney.

Attendance - Unexcused Absences

(Board Policy 501)

Students who are absent without a reasonable excuse, as determined by the principal, will be assigned to before school or after school detention, Saturday school, in-school suspension, or other appropriate disciplinary sanctions. Reasonable excuses include illness, family emergencies and recognized religious observances. Reasonable excuses may also include family trips or vacations and school sponsored or approved activities if the student's work is finished prior to the event.

Parents are expected to telephone the school office to report a student's absence prior to the start of school the day of the absence. Before school or after school detention, non school day, in-school suspension, or other appropriate disciplinary sanctions will be assigned on a one-for-one basis according to the periods missed. Students with unexcused absences may also be referred to the Student Support Services coordinator.

Discipline

(Board Policy 503)

The Gilbert Community School District believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and/or visitors on school premises.

Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances.

Students who fail to abide by this policy, and the administrative regulations supporting it, may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; 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 - Academic Dishonesty

Academic dishonesty occurs when a student uses or attempts to use unauthorized information in the taking of an exam / quiz; or submits as his or her own work essays, reports, drawings, or other products prepared by another person; or knowingly assists another student in such acts. Such behavior is unacceptable to the school district and students found guilty of academic dishonesty may receive no credit for the work involved.

Discipline - Dangerous Weapons

(Board Policy 502)

Gilbert Community Schools believes weapons, other dangerous objects and look-alikes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

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

Parents of students found to possess weapons, dangerous objects or look-a-likes on school property are notified of the incident. Possession or confiscation of weapons or dangerous objects will be reported to law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

Students bringing firearms to school or knowingly possessing firearms at school will be expelled for not less than one year. The superintendent has the authority to recommend this expulsion

requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas, or otherwise defined by applicable law.

Weapons under the control of law enforcement officials are exempt from this policy. The superintendent may allow authorized persons to display weapons, other dangerous objects or look-a-likes for educational purposes. Such a display will also be exempt from this policy. It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Students shall not possess toy weapons on school property or at school except with the knowledge and permission of the building principal and then only for school or educational purposes. Violation of this policy shall result in confiscation of the "weapon" and detention or suspension, depending upon the student's disciplinary history.

Objects that resemble dangerous weapons includes, but are not limited to, a toy pistol or rifle, squirt gun, cap gun, rubber knife, or plastic grenade. Students who display any object in such a manner as to reasonably place another person in fear for his or her safety shall be subject to discipline by the principal or superintendent including possible suspension and recommendation for expulsion.

Discipline - Detention

(Board Policy 503)

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 a detention, and the length of the detention, is within the discretion of the licensed employee or the building principal, disciplining the student.

Teachers may assign detention in their room with one day's notice for inappropriate behavior in class. In order to require a detention, a teacher must contact parents. If a student does not attend detention, the teacher will inform the principal and the opportunity to serve detention will be given. If a student still refuses to serve detention, suspension will begin until the student serves the detention. Lunch detentions may also be assigned at the principal's discretion.

Discipline - Suspension

(Board Policy 503)

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 out-of-school suspension means the student is removed from the school environment. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

The principal will conduct an investigation of the allegations against the student prior to the imposition of an in-school suspension. The investigation will include, but not be limited to, written or oral notice to the student of the allegations against the

student and an opportunity to respond. Written notice and reasons for the in-school suspension will be sent to the student's parents.

A student may be given an out-of-school suspension for a commission of gross or repeated infractions of school rules, regulations, policy or the law, or when the presence of the student will cause interference with the maintenance of the educational environment of the operation of the school.

Notice of the out-of-school suspension will be mailed no later than the end of the school day following the suspension to the student's parents and the superintendent. A reasonable effort will be made to personally notify the student's parents and such effort is documented by the person making or attempting to make the contact. Written notice to the parents will include the circumstances which led to the suspension and a copy of school board policy and rules pertaining to the suspension.

Both types of suspensions (in-school and out-of-school) will be treated as excused absences. If a student is suspended, it will also cause that student to be ineligible for extracurricular activities including practices for the period of suspension. In the event of a second case of suspension, the student may be refused re-entry to school until a conference among the student, parent(s), and the principal has been held.

Discipline - Expulsion

(Board Policy 503)

Only the board may remove a student from the school environment. The removal of a student from the school environment, which includes, but is not limited to, classes and activities, is an expulsion from school. Students may be expelled for violations of board policy, school rules or the law. It is within the discretion of the board to discipline a student by using an expulsion for a single offense or for a series of offenses depending on the nature of the offense and the circumstances surrounding the offense.

It is within the discretion of the superintendent to recommend to the board the expulsion of a student for disciplinary purposes. Only the board may take action to expel a student and to re-admit the student. The principal will keep records of expulsions in addition to the board's records.

Discipline - Fighting and Offensive Language

Few things are as disruptive to the educational process and environment as fighting and/or the use of profanity. Students have the right to attend school and school activities without being subjected to words that show disrespect for a student's age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. These actions will not be condoned at school and may result in the student's suspension from school.

Discipline - Harassment

(Board Policy 104)

The Gilbert Community School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not

tolerated by the board.

Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

For the purposes of this policy, the defined words shall have the following meaning:

- "Electronic" means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- "Harassment" and "bullying" shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual's actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status, and which creates an objectively hostile school environment that meets one or more of the following conditions:
 1. Places the student in reasonable fear of harm to the student's person or property.
 2. Has a substantial detrimental effect on the student's physical or mental health.
 3. Has the effect of substantially interfering with a student's academic performance.
 4. Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school."Trait or characteristic of the student" includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. "Volunteer" means an individual who has regular, significant contact with students.

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or building administrator. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate

measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.

Discipline - Removal From Class

Teachers may send students from class when the continued presence of the student interferes with the ability of other students to learn. This disruption could be for excessive talking, insubordination, as well as other reasons. Upon being sent from class, a student should go directly to the principal's office. The student will meet with the principal and/or counselor and remain in the office for the remainder of the class period. A second removal from class that day may result in the student being kept in the office for the remainder of the day.

If the student is removed from the same class on more than one occasion, the student may lose the opportunity to attend that class for the remainder of the semester.

Discipline - Tobacco, Alcohol and Drugs

(Board Policy 502)

Gilbert Community Schools prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, other controlled substances, or "look alike" substances that appear to be tobacco, beer, wine, alcohol or controlled substances by students while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct will directly affect the good order, efficient management and welfare of the school district.

The board believes such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors.

Violation of this policy by students will result in disciplinary action including suspension or expulsion. Use, purchase or being in possession of cigarettes, tobacco or tobacco products for those under the age of eighteen, may be reported to the local law enforcement authorities. Possession, use or being under the influence of beer, wine, alcohol and/or of a controlled substance may also be reported to the local law enforcement authorities.

Students who violate the terms of this policy may be required to satisfactorily complete a substance abuse assistance or rehabilitation program approved by the school board. If such student fails to satisfactorily complete such a program, the student may be subject to discipline including suspension or expulsion.

Display of Posters

Students wishing to display posters within the school building must have these posters approved in the office prior to their being displayed. Posters should be restricted to providing factual information and may be limited in size, quantity, and location of posting. Posters that have not been approved will be removed. A limit of three posters may be posted in the middle school building.

Dress Policy

(Board Policy 502)

The Gilbert Community School District believes inappropriate student appearance may cause material and substantial disruption to the school environment or may present a threat to the health and safety of students, employees and visitors. Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting.

Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. Appearance disruptive to the education program will not be tolerated.

1. Headwear for both males and females is not to be worn in the building between the hours of 7:00 AM to 4:00 PM except for medical reasons, religious exceptions and in the form of a stocking hat on the way to recess.
2. Clothing that promotes or depicts tobacco, alcohol, drugs, inappropriate language, or other offensive messages will not be allowed.
3. Shoes must be worn in the building at all times.

The following student attire is deemed inappropriate for school:

1. Exposed undergarments
2. Clothing that is unusually tight fitting
3. Short skirts and short shorts
4. Clothing that reveals cleavage or one's backside
5. Clothing that does not cover the midriff
6. Clothing that calls undue attention to an individual and may disrupt the educational climate

The building principal will make final determination of the appropriateness of student appearance. Infractions of this policy will result in progressive discipline that begins with being asked to change into clothing that meets the student dress standards. Continued infractions may result in detentions and suspensions. The intent for this policy is for students to understand that school is a workplace, and what is appropriate outside the workplace may not be appropriate at work.

Eligibility For Interscholastic Programs

(Board Policy 504)

The Board of Directors believes that a dynamic program of student activities is vital to the complete development of the student. Such activities offer opportunities to serve the institution, to assist in development of fellowship and social good will, to promote self-realization and all-around growth and encourage the learning of qualities of good citizenship. **Guidelines governing student participation in athletics are addressed through the district's athletic handbook.**

Eligibility - Admission Prior to Determination

If a student comes forward to a coach, administrator, or activity sponsor to admit (self-report) a violation of the Good Conduct Rule prior to the date on which a meeting is held with the student and administrator on the alleged violations, the student's penalty may be reduced by 1/2 for a first violation, by 1/4 for a second violation, or 1/4 of a third violation within the student's high school career. The reduction in penalty is only the time period. The community service will remain the same.

Eligibility - Appeal Process

Whenever a student is found to be in violation of this policy, the following appeal procedure will be set in motion. During the appeal process, penalties assessed to the student will be enforced. The student and student's parent/guardian shall be immediately notified in writing regarding a decision on application of this policy. In this letter, the length of the period of ineligibility and a specific explanation of the reasons for the ineligibility will be stated.

Any student who is found by the administration to have violated the Good Conduct Policy may appeal to the Superintendent by contacting the Superintendent within 3 days of being advised of the violation. The Superintendent shall offer to meet with the student and his or her parents before rendering a written decision on the matter. If the student is still dissatisfied, he or she may seek further review by the school board by filing a written appeal with the board secretary at least 24 hours prior to the next board meeting. A special meeting of the board will not be called.

The review by the board will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session. The grounds for review by the school board are limited to the following: (a) the student did not violate the Good Conduct Policy; (b) the student was given inadequate due process as provided in this policy; (c) or the penalty is not in compliance with Board Policy.

The penalty will remain in effect pending the outcome of the meeting with the board. If the school board reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.

Eligibility - Good Conduct Policy

(Board Policy 503)

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for their lifetimes. Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities which are illegal, immoral or unhealthy. Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. The principal will keep records of violations of the good conduct rule.

1. **Alcohol and Controlled Substances:** Any student found guilty of, or who admits to consuming, acquiring, delivering, or transporting of alcoholic beverages or dangerous illegal or controlled drugs will be ineligible for scheduled extra-curricular activity events.
2. **Violation of the Law:** Any student who is found guilty of, or who admits to breaking the law, or who is placed in official or unofficial probation status whether voluntary or not, or whenever school administrators have a reasonable basis to believe that a student has committed an act in violation of the law, will be ineligible to participate in scheduled extra-curricular activity events. Violations of the law are those offenses that are more than minor motor vehicle operation offenses. They would include offenses such as shoplifting, theft, etc.

3. **Smoking and Use of Tobacco:** Any student who is found guilty of, or who admits to smoking or using tobacco will be declared ineligible. "Smoking" means inhaling or exhaling the smoke of, or the possession of, or control of, a cigarette, pipe, cigar, little cigar, or chewing tobacco or snuff. Students who have reached the legal age for tobacco use must still adhere to the extra-curricular "Good Conduct Policy" governing participating in extracurricular activities.
4. **Other Inappropriate or Offensive Conduct:** Any student who engages in other inappropriate or offensive conduct such as assault, insubordination, refusing to cooperate with school officials or law enforcement authorities, hazing or harassment of others, etc. and any student whose conduct, either in or out of school, is such as to make him or her unworthy to represent the ideals, principles and standards of the Gilbert Community Schools, shall be declared ineligible to participate in extracurricular activities by the administration.

Eligibility - School Attendance

Students who miss any part of a school day due to illness will not be eligible to participate in a contest, practice, game or any school sponsored event held on the same day. This includes taking part in after school practice sessions. Students missing for medical or dental appointments will be required to provide written verification of this from the provider.

Students who miss school for reasons other than illness must have their absences excused prior to the day they will miss, either in writing, by phone, or in person to be eligible for that day's events as either a participant or a spectator. The Principal or Designee has the discretion to allow participation the day of the event, without an excused absence from the prior day, only after direct contact with the student's parents.

Truancy and unexcused absences will eliminate a student's eligibility to participate until the student resumes attendance and the truancy or unexcused absence is resolved.

Eligibility - Student Conduct

In addition to any other portions of this policy, any student who is disqualified from an interscholastic contest by game officials for flagrant, violent, or verbal misconduct will be ineligible for the next regularly scheduled game/meet at that level of competition and all other games/meets in the interim at any level. The second violation carries four regularly scheduled games/meets ineligibility. (In instances of double headers or double duals, etc.; the student is penalized for any remaining activity on that day, as well as the next regularly scheduled contest.)

If penalties are imposed at the end of the season and no contest remains, the penalty is carried over in that particular sport until the next school year. The penalty is not imposed from one sport program to the next sport program, unless the student is a senior. Then the penalty is carried over to the next sport program in which that student participates. This policy is in effect in all interscholastic contests, grades 7-12.

Also, any student intentionally striking an official shall be immediately suspended for the duration of that athletic season. For a second offense the student shall be suspended from all interscholastic athletic activities for the duration of his/her school career. Any student that is disqualified from an event is required to meet with the Principal and Athletic Director before the student

becomes eligible to participate.

Eligibility - Time Frames

A student may become ineligible at a time when he or she is not participating in any extracurricular activity. In this case the period of ineligibility begins as soon as the student does become a participant any time in the next twelve-month period. For the purpose of this policy, a week is defined as any week consisting of at least three days of school.

- 1st Violation: 25% of season
- 2nd Violation: 50% of season
- 3rd Violation: 1 calendar year (from date of infraction) plus 150 hours of community service.
- 4th Violation: Permanent ineligibility.

Students are expected to attend practice during a time of ineligibility. Also, if a student is ineligible at any time while participating in a sport, that student must complete the entire season in order for any/all of the ineligibility to be deleted through participation in that sport. Exceptions may be granted because of extenuating circumstances such as injury or extended illness.

Grading Policies

Gilbert Middle School has implemented a standards based grading philosophy that focuses instruction, assessment, and learning on established learning standards. Although Gilbert Middle School will continue to issue letter grades on report cards, teachers will focus on finding evidence that the student is proficient in key learning standards. The goal of this effort is to change the discussion from letter grades to what a student has and has not learned. Our grading rubric follows

- 3 meets expectations
- 2 progressing toward expectations
- 1 does not yet meet expectations

The letter grade will be calculated by averaging the scores received for each standard and a homework completion grade. Grades will be issued at the end of each trimester.

Human Growth and Development

(Board Policy 603)

Gilbert Community Schools provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to use and have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum, have general questions, or would like their child excused from human growth and development instruction.

Open Enrollment

(Board Policy 501)

Iowa's Open Enrollment law allows students residing in one district to request transfer to another school district upon the parent's request. Parents/ guardians considering the use of the open enrollment option to enroll their children in another public school district in the state of Iowa should be aware of the following dates: March 1 is the last date for open enrollment requests for those student.

Parents should be aware that open enrollment might result in the loss of athletic eligibility. For further details contact the Superintendent's Office.

Non-Discrimination Policy

It is the policy of the Gilbert Community School not to discriminate on the basis of age, race, color, creed, sex, religion, marital status, ethnic background, national origin, disability, sexual orientation, gender identity, or socioeconomic background in its educational programs, activities, or employment policies as required by Title VI of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, Section 504 of the Federal Rehabilitation Act of 1973 and Section 216.9 of the Iowa Code. The policy of the District shall be to provide educational programs and opportunities for students as needed on the basis of individual needs, interests, abilities and potential.

It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and variety of careers, roles, and lifestyles open to women as well as men in our society. One of the objectives of the total curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society.

Inquiries and grievances regarding compliance with Title IX, Title VI, Section 504, or Section 216.9 should be directed to the district's Equity Coordinator: Carrie Clark, Curriculum Director, Gilbert Central Office, 103 Mathews Drive, Gilbert, Iowa; 50105, 515-232-3740, clarkc@gilbertcsd.org.

Inquiries may also be directed to: Director, Region VII Office of Civil Rights, U.S. Department of Education, 310 W. Wisconsin Ave., Ste. 800, Milwaukee, WI, 53203-2292, 414-291-1111

Public Complaints

(Board Policy 402)

The board recognizes situations may arise in the operation of the school district which are of concern to parents and other members of the school district community. While constructive criticism is welcomed, the board desires to support its employees and their actions to free them from unnecessary, spiteful, or negative criticism and complaints that do not offer advice for improvement or change.

The board firmly believes concerns should be resolved at the lowest organizational level by those individuals closest to the concern. Whenever a complaint or concern is brought to the attention of the board it will be referred to the administration to be resolved. Prior to board action however, the following should be completed:

1. Matters should first be addressed to the teacher or employee.
2. Unsettled matters from above or problems and questions about individual attendance centers should be addressed to the employee's building principal for licensed employees and the superintendent for classified employees.
3. Unsettled matters regarding licensed employees from above or problems and questions concerning the school district should be directed to the superintendent.
4. If a matter cannot be settled satisfactorily by the superintendent, it may then be brought to the board. To bring a concern regarding an employee, the individual may notify the board president in writing, who may bring it to the attention of the entire board, or the item may be placed on the board agenda of a regularly scheduled board meeting in accordance with board policy 214.1.

It is within the discretion of the board to address complaints from the members of the school district community, and the board will only do so if they are in writing, signed, and the complainant has complied with this policy.

Respect for Property

Students who damage or vandalize school property or the property of others will be responsible for replacing the damaged property. Other consequences may also apply based on other policies contained in this handbook.

Students who lose items at school or suspect they have been stolen should report this to the office and fill out a theft report as soon as possible. Students should refrain from bringing valuable items or large amounts of money to school and lock their PE and hallway lockers if such items are brought to school.

Safety Drills

Gilbert Middle School will periodically conduct emergency drills as a regular part of training and preparedness in the school setting. Such drills include fire, tornado, lockdown and evacuation drills. Emergency procedures and proper exit areas are posted in all rooms. Students are expected to remain orderly during a drill or an emergency.

School Cancellations

The cancellation of school for any reason will be announced first using the school alert system as soon as such a decision is made. The district has established a school alert system to provide notice to parents in case school is postponed, cancelled, or dismissed early. Parents are automatically called/emailed upon entering that information at school registration. More information can be found under the "Parents & Students" page of our website.

School Day

The school day starts at 8:05 AM and ends at 3:05 PM. Students are expected to be in their assigned classroom when the school day starts. We strongly recommend arriving at school at least ten minutes prior to the tardy bell (8:05 AM) to ensure adequate time to gather materials and arrive in class on time.

Search and Seizure

(Board Policy 502)

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation, or law has been violated.

The search is in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, will not create a protected student area and will not give rise to an expectation of privacy with respect to the locker, desk, or other facility.

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:

1. Eyewitness observations by employees
2. Information received by reliable sources
3. Suspicious behavior by the student
4. The student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.

Searches - Student Lockers

(Board Policy 502)

Although school lockers and desks 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 and desks are properly maintained. For this reason, lockers and desks are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker or desk. Periodic inspections of all or a random selection of lockers or desks may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches will be confiscated by school officials and may be turned over to law enforcement officials.

The contents of a student's locker or desk (coat, backpack, purse, etc.) may be searched when a school official has 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.

Searches - Person

A student's person 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.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property.

Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

Student Assistance

A number of processes and services are available to help at-risk students, learning disabled students, or students with a physical

or mental impairment. The processes to identify and deliver these services include Response to Intervention (RTI), 504 plans, and Individual Education Plans (IEP). To inquire about these services please contact the building principal, guidance counselor, or any classroom teacher. Upon contact, a detailed explanation of each procedure will be given.

Student Complaints

(Board Policy 502)

Student complaints and grievances regarding board policy or administrative regulations and other matters should be addressed to the student's teacher or another licensed employee, other than the administration, for resolution of the complaint. It is the goal of the board to resolve student complaints at the lowest organizational level. If the complaint cannot be resolved by a licensed employee, the student may discuss the matter with the principal within three-five 5 school days of the employee's decision. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within three-five 5 days after speaking with the principal. If the matter is not satisfactorily resolved by the superintendent, the student may ask to have the matter placed on the board agenda of a regularly scheduled board meeting in compliance with board policy.

Student Directory Information

(Board Policy 506)

Directory information is information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The district may disclose "directory information" to third parties without consent if it has given public notice of the types of information which it has designated as "directory information," the parent's or eligible student's right to restrict the disclosure of such information, and the period of time within which a parent or eligible student has to notify the school in writing that he or she does not want any or all of those types of information designated as "directory information."

Prior to developing a student directory or to giving general information to the public, parents (including parents of students open enrolled out of the school district and parents of children homeschooled in the school district) will be given notice annually of the intent to develop a directory or to give out general information and have the opportunity to deny the inclusion of their child's information in the directory or in the general information about the students. Parents wishing to have their child excluded should notify the building principal in writing of this request.

Student Fees, Fines, and Charges

(Board Policy 503)

The board believes students should respect school district property and assist in its preservation for future use by others. Students may be assessed fines, charges, or fees for the materials needed in a course, for overdue school materials, for participating in activities, or for misuse of school property.

Student Fee Waivers

(Board Policy 503)

The board recognizes that while certain fees charged students are appropriate and authorized, certain students and their families are not financially able to pay the fees. The school district will grant either full waivers, partial waivers or temporary waivers depending upon the circumstances and the student or student's parents' ability to meet the financial criteria.

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the Superintendent's office for a waiver form. This waiver does not carry over from year to year and must be completed annually.

Student Health

(Board Policy 507)

When a student becomes ill or is injured at school, the school district will attempt to notify the student's parents as soon as possible. The school district, while not responsible for medical treatment of an ill or injured student, will have employees present administer emergency or minor first aid if possible. An ill or injured child will be turned over to the care of the parents or qualified medical employees as quickly as possible.

Our primary aim is to prevent accidents through close supervision and teaching safety in the school. However, if an accident should occur, or a child becomes ill at school, the parent/guardian will be notified as soon as possible. For this reason, it is very important for your child's contact/emergency information to be up-to-date and complete.

For the health benefit of your child and the other children that are in contact with them, keep your child home if any of the following conditions exist:

- A temperature of 100 degrees or greater
- Vomiting or diarrhea (within 24 hours)
- Earache lasting more than one day
- Persistent cough, croup or chest congestion
- Labored or painful breathing
- Reddened, mattered, or crusty eyes
- Moist, draining lesions on the lip or skin

Student Health - Dental Screening

The State of Iowa Law requires all Kindergarten and 9th grade students to have a dental screening when entering Iowa Schools. You can access a form from the Gilbert Community School website at www.gilbertcsd.org under the school registration section.

Student Health - Immunization

Iowa law requires that evidence of immunization be presented before any student will be enrolled in the Gilbert Community Schools. Immunizations required include Diphtheria, Pertussis, Tetanus, Polio, Measles, Rubella, Hepatitis B and Varicella. Mumps immunization is encouraged but not required. A certificate documenting these immunizations is to be on file at school for each student attending and may be obtained through your child's medical office. All students registering to attend the Gilbert Community Schools, who have lived in a country other than the USA within the past year, must provide proof of a recent Mantoux TB test.

Student Health - Medication

(Board Policy 507)

GMS is committed to the inclusion of all students in the education program and recognizes that some students may need prescription and nonprescription medication to participate in their educational program. Medication will be administered when the student's parent or guardian (hereafter "parent") provides a signed and dated written statement requesting medication administration and the medication is in the original, labeled container, either as dispensed or in the manufacturer's container. This includes over-the-counter preparations, as well as prescription drugs. Permission forms can be obtained from your student's building office and from the Gilbert Community School website under the school registration section at www.gilbertcsd.org.

When administration of the medication requires ongoing professional health judgment, the licensed health personnel shall develop an individual health plan with the student and the student's parent. Students who have demonstrated competence in administering their own medication may self-administer their medication. A written statement by the student's parents, including student competency in administering their own medication, shall be on file when requesting co-administration of medication. By law, students with asthma or other airway constricting diseases may self-administer their medication upon approval of their parents and prescribing physician regardless of competency.

Student Interpersonal Relations

Public displays of affection on school grounds or at school activities are not appropriate. Students engaging in public displays of affection will be warned. If further issues occur, students may be subject to consequences including detention or suspension.

Student Organization Meetings

(Board Policy 504)

The request for a meeting must be filed with the principal. This is to allow the meetings to be planned on a rotating schedule so as to avoid conflicts and allows publication in the weekly update. At least one sponsor must be present at all meetings. The organization's secretary will submit a copy of the meeting minutes to the office the next day after the meeting.

Student Records

(Board Policy 506)

The board recognizes the importance of maintaining education records and preserving their confidentiality as provided by law. Education records are kept confidential at collection, storage, disclosure and destruction stages. The board secretary is the custodian of education records. Education records may be maintained in the central administration office or administrative office of the student's attendance center.

Parents, eligible students, and other individuals authorized in accordance with law will have a right to access the student's education records upon request without unnecessary delay and in no instance more than fortyfive calendar days after the request is made.

Upon the request of parents or an eligible student, the school district will provide an explanation and interpretation of the education records and a list of the types and locations of education records collected, maintained or used by the school district. If the parents or an eligible student believes the

information in the education records is inaccurate, misleading or violates the privacy of the student, the parents or an eligible student may request that the school district amend the education records.

Technology

(Board Policy 605)

Because technology is a vital part of the school district curriculum, the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means. The school district will monitor the online activities of students and will educate students about appropriate online behavior, including interacting on social networking sites and chat rooms. Students will also be educated on cyberbullying, including awareness and response. Employees will provide age appropriate training for students who use the Internet.

A student handbook is available online that specifies the policy and regulations regarding internet use and students are expected to comply.

Technology - Personal

Personal cell phones, gaming devices, computers, tablets, or music devices should not be used in the building between the hours of 8:05 AM and 3:05 PM with the exception of lunch period. The principal or classroom teacher will grant permission for exceptions to this policy. Cell phones with cameras should never be in used in restrooms, locker rooms, or other similar areas. If a student is in violation of this policy, disciplinary action will be enforced. Students are solely responsible for the care and custody of all personal electronic devices they choose to possess. GMS shall not assume responsibility for loss, damage, destruction, or theft of any electronic device brought to school.

Cell phones with cameras and other portable Handheld Technology Devices capable of storing and/or transmitting and/or receiving images are banned from use for any purpose in locker rooms and restrooms at ALL times. Students will be disciplined for any use of Handheld Technology Devices in school locker rooms or restrooms. At no time are students or visitors authorized to video capture, photograph, or audio record others in the school building, on school property (to include school vehicles), or at school activities (unless recording a public performance, such as a school play, game, concert, contest, etc.), without the consent of a teacher, coach, or school administrator.

Use of personal devices at inappropriate times will result in confiscation of the device and returning the item to the student at the end of the school day. A second offense will result in a parent/guardian meeting and returning the device to the parent/guardian after the meeting.

Technology - School-Provided

(Board Policy 605)

Every student at GMS will be provided with a Chromebook and district email. The use of each will be regularly monitored and no expectation of privacy should be assumed. For more details regarding Chromebook use and care see the 1:1 laptop website on the middle school webpage. When school technology is misused, the following will occur:

- First Offense: Warning and Parent Contact

- Second Offense: Suspension of technology determined by administrator.

After the second offense, the administrator will handle each loss of technology privileges individually based on the type and severity of the offense.

Technology - Repair/Replacement

When school issued Chromebook devices are damaged or lost, the student assumes responsibility for repair and/or replacement of the device in the following manner:

- First accidental incident of damage--the cost is assumed by the school
- First loss or damage beyond repair--the student assumes the cost up to \$100
- Second incident of damage or loss--the student assumes responsibility for the full cost of repair or replacement up to \$249.

The student is responsible for the appropriate care and storage of the school issued Chromebook device both at school and at home. Examples of inappropriate storage and use include the following:

- Leaving the Chromebook unsecured or unattended
- Lending the Chromebook to another individual
- Using your Chromebook in an unsafe environment
- Using your Chromebook in an unsafe manner
- Loss of your Chromebook

This procedure mirrors our textbook replacement procedure. When any school issued device is damaged or lost, report the situation to the principal immediately. In the case of theft, the student, parents, and the district will file a police report in an effort to recover the device. Investigation of these incidents, due process, and appeals will be handled as outlined in the appropriate sections in this handbook.

Transportation - School Bus

(Board Policy 711)

Elementary and middle school students living more than two miles from their designated school attendance centers and high school students living more than three miles from their designated attendance centers are entitled to transportation to and from their attendance center at the expense of the school district.

Students utilizing school transportation will conduct themselves in an orderly manner fitting to their age level and maturity with mutual respect and consideration for the rights of the school vehicle driver and the other passengers. Students who fail to behave in an orderly manner will be subject to disciplinary measures.

All persons riding in school district vehicles will adhere to the following rules. The driver, sponsor or chaperones are to follow the school bus discipline procedure for student violations of this policy. Video cameras may be in operation on the school buses.

1. Bus riders will be at the designated loading point before the bus arrival time.
2. Bus riders will wait until the bus comes to a complete stop before attempting to enter.
3. Riders must not extend arms or heads out of the windows at any time.
4. Aisles must be kept clear at all times.
5. All bus riders will load and unload through the right front

door. The emergency door is for emergencies only.

6. A bus rider will depart from the bus at the designated point unless written permission to get off at a different location is given to the driver.
7. A rider may be assigned a seat by the driver.
8. Riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement.
9. Riders are not permitted to leave their seats while the vehicle is in motion.
10. Waste containers are provided on all buses for bus riders' use.
11. Permission to open windows must be obtained from the driver.
12. Classroom conduct is to be observed by students while riding the bus except for ordinary conversation.
13. The driver is in charge of the students and the vehicle, and the driver is to be obeyed promptly and cheerfully.
14. Students will assist in looking after the safety and comfort of younger students.
15. A bus rider who must cross the roadway to board or depart from the bus will pass in front of the bus (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
16. Students will not throw objects about the vehicle nor out through the windows.
17. Shooting paper wads, squirt guns or other material in the vehicle is not permitted.
18. Students will keep feet off the seats.
19. Roughhousing in the vehicle is prohibited.
20. Students will refrain from crowding or pushing.
21. The use or possession of alcohol, tobacco or look-alike substances is prohibited in the vehicle.
22. The Good Conduct Rule is in effect.

A student reported to an administrator by a bus driver for misconduct will be warned and the incident will be reported to parents. The second report of misconduct will result in the student being suspended from riding privileges for one week. Further infractions will result in progressively more severe penalties.

The board supports the use of video cameras on school buses used for transportation to and from school as well as for field trips, curricular or extracurricular events. The video cameras will be used to monitor student behavior and may be used as evidence in a student disciplinary proceeding. The videotapes are student records subject to school district confidentiality, board policy and administrative regulations.

Transportation - To/From School Activities

Students will be required to ride to and from all school activities, in which they are participants, in school-owned or authorized vehicles with the following exception: Students may be transported to and from such activities by their own parents or guardians or by parents of other students involved in the activity. Parents or guardians of students involved must notify the principal or his/her designee in advance of any such trip. Under no circumstances will student participants be allowed to drive to and from such activities.

Visitor Policy

GMS encourages our community and patrons to visit our facility and participate in learning activities. In order to do so, we ask

that all visitors make arrangements with the principal in advance of a visit to the school. Visitors must sign in at the front office, state the reason for their visit, and obtain a visitor badge. School administration is responsible for the safety, security and learning of the students in the school and may refuse a visit if it disrupts the school day.