

***George-Little Rock  
Community School District***

***Parent-Student Handbook  
2011-2012***

***Revised and Adopted by the G-LR Board of Education  
June 14, 2010***

**GEORGE-LITTLE ROCK COMMUNITY SCHOOL DISTRICT  
PARENT-STUDENT HANDBOOK  
TABLE OF CONTENTS**

**GENERAL SECTION**

<b>OPENING STATEMENTS</b>	<b>PAGE</b>		<b>PAGE</b>
Mission Statement, Educational Goals	6	First Offense (Middle School/High School)	18
Faculty and Staff Assignments	7	Second Offense (Middle School/High School)	18
School Song, Colors and Mascot	8	Third or More Offense (Middle School/High School)	18
District Educational Philosophy	8	Reduction in Penalty	18-19
Equal Education Opportunity	8	Violations Occurring During Ineligibility	19
Jurisdictional Statement	9	Academic Consequences	19
Multi-Cultural/Gender Fair Statement	9	Appeals	19
Nondiscrimination Statement	9	Attending Games & Activities/Functions	19-20
Civil Rights Compliance Inquiries	9	Assemblies	20
Definitions	9-10	Field Trips	20
Inclement Weather	10	School-Sponsored Student Organizations	20
SNOWCAP	10	Student Funds and Fund Raising	20
Evacuation	10	Use of District Facilities by Student Organizations	20
Safety Issues	10	Dances	20
School Fees	10	Student Council	21
Student Fee Schedule	10		
Student and Adult Activity Tickets	10	<b>STUDENT RECORDS</b>	
Refunds	11	Educational Records	21-22
School Lunch Program	11		
Free or Reduced Priced Meals	11-12	<b>STUDENT RIGHTS AND RESPONSIBILITIES</b>	
Insurance Program	12	Board Support for Rights & Responsibilities Policies	22
Textbooks	12	Student Searches	22-23
Emergency Forms	12	Student Lockers and Desks	23
		Interrogations of Students by Outside Agencies	24
<b>STUDENT ASSISTANCE</b>		Exclusion from School Programs	24
Building Assistance Team	12	Initiations, Hazing, Bullying or Harassment	24-25
Special Education Program	12	Care of School Property	25
At-Risk Students	13	Riding Bicycles to School	25
		Student Disciplinary Due Process Rights	25
<b>STUDENT ATTENDANCE</b>		Dress Code	25-26
Student Attendance	13	Zero Tolerance Behaviors	26-27
Attendance and Activities	13	Academic Honesty	27
Truancy - Unexcused Absences Regulation	13-14	Corporal Punishment	27
		Dual Enrollment Students	27
		Student Publications	27
<b>STUDENT HEALTH, WELL-BEING AND SAFETY</b>			
School Day	14	<b>STUDENT SCHOLASTIC ACHIEVEMENT</b>	
Immunizations	15	Grade Reports	28
Dental Requirements	15	Parent-Teacher Conferences	28
Lead Testing	15	Homework	28
Physical Examinations	15	Standardized Tests	28
School Nurse	15	Human Growth and Development	28
Individual Student Health Plan	15	Open Enrollment	28
Administration of Medication	15	Study Hall	28
Student Illness or Injury at School	15-16	Hall Passes	28-29
Communicable and Infectious Diseases	16	Honor Roll and Academic Honors	29
Communicable Disease Chart	16-17		
		<b>MISCELLANEOUS</b>	
<b>STUDENT ACTIVITIES</b>		Telephone Use During the School Day	29
Activity Free Night	17	School Announcements	29
Early Dismissal - No Practice/No Game Rule	17	Visitors	29
Additional Activity Consequences	17	Live Broadcast or Videotaping	29
		Legal Status of Student	29
<b>GOOD STUDENT CONDUCT POLICY</b>		Open Enrollment	29-30
Good Conduct Rule	17-18	Buses and Other School District Vehicles	30
Penalties	18		

Disciplinary Procedures	30
	<b>PAGE</b>
Variation to Regular Routing	31
Travel for Out-of-Town Events	31
Library	31
Citizenship	31
Inspection of Educational Materials	31
Distribution of Materials	31-33
Air Quality	33
Emergency Drills	33
Fire Drill and Safety Information	34
School Bus Fire Plan Guidelines	34
School Bus Tornado Guidelines	34
Emergency Tornado Plan	34
Hazardous Chemical Disclosure	34
Asbestos	35
Asbestos Notice to Parents	35
District Board Policy 104.00	36-42
District Board Policy 502.04	43-44
District Board Policy 605.06 (In Part)	
Internet - Appropriate Use	45-46
District Board Policy 906.05	47
District Board Policy 507.09	48-52

## ELEMENTARY SECTION

Admission/Entrance Requirements	2
Attendance	2
Arrival/Dismissal	2
Walking To and From School	2-3
Breakfast	3
Lunch	3
Playground/Recess Rules - George	3-4
Playground/Recess Rules - Little Rock	4
Character Counts! Behavioral Program	4
Elementary Programs	4-5
Child Custody	5
Healthy Snacks	5
Communications To and From School	5
Address/Telephone Number/e-mail Change	5
Volunteers	5
Promotion-Retention-Acceleration	5
Screenings	6
Parties/Treats/Party Invitations	6
Books and Book Orders	6
Bicycles, Mopeds, Skateboards, Roller Blades/Skates	6
Electronic Devices/Nuisance Items	6
Toys/Nuisance Items	6

## MIDDLE SCHOOL SECTION

	<b>PAGE</b>
Welcome	2
Student Respect for Staff	2
Building Hours for Students	2
Student Attendance	2
Closed Campus	2
Checking out of School	2
Dress Code	2-3
Academic Honesty	3
Progress Reports	3
Homework Completion	3
Homework Alerts	3
The ASAP Program	3
Honor Roll	4
Lunch Period	4
Hallway and Other Common Areas	4
Study Hall	4
Bus Conduct	4
Electronic Devices/Nuisance Items	4
Cell Phones	4-5
Use of Telephone	5
Cheating	5
Penalties for Cheating	5
Tobacco	5
Tardiness	6
Excused Absences	6
Makeup Work	6
Student Conduct	6
Good Student Conduct Rule	6
Behavior	6
Emergency Removal	7
Definitions of Consequences	7
Detention	7
Inappropriate Displays of Affection	7
Guidance Program	7
Student Council	7
Grade Progress Reports	8
Incompletes	8
Semester Test Requirement	8
Adding/Dropping Course	8
Extracurricular Activities	8
Academic Eligibility for Extra-Curricular Activities	8-9
Non-School Team Participation	9
Activity Shuttle Bus	9
Athletics Offered	9
Band and Chorus	9
Suspension Ineligibility	9
Transportation Requirement	9
Sports Participation	9

## HIGH SCHOOL SECTION

	<b>PAGE</b>		<b>PAGE</b>
		Failing Grade Ineligibility	13
Welcome	2		
Student Respect for Staff	2	Transportation Requirement	13
Building Hours for Students	2	Sports Participation	13
Student Attendance	2	Coach or Activity Sponsor Requirement	13
Closed Campus	2	Non-School Team Participation	13
Checking Out of School	2	NCAA Initial-Eligibility Notice	13
Lunch Period	3		
Hallway and Other Common Areas	3		
Study Hall	3		
Bus Conduct	3		
Driving Personal Vehicles to School	4		
Vehicle Operation and Parking Lot Rules	4		
Electronic Devices	4		
Cell Phones	4		
Use of Telephone	4		
Search and Seizure	4-5		
Locker Padlock Request	5		
Dances	5		
Cheating	5		
Penalties for Cheating	6		
Tobacco	6		
Tardiness	6		
Excused Absences	6		
Makeup Work	7		
Student Conduct	7		
Good Student Conduct Rule	7		
Behavior	7		
Detentions	7		
Emergency Removal	7		
Definitions of Consequences	8		
Points for Behavior	8		
Guidance Program	8		
High School Testing	8		
Student Assistance Team	8		
Student Council	9		
Citizenship Recognition	9		
Honors in Scholarship	9		
Graduation with Honors	9		
Honor Points for the All-School GLR Letter	9		
Homecoming and Prom Courts	9		
Honor Roll	10		
National Honor Society	10		
Student Organizations	10		
Students of the Month	10		
Grade Progress Reports	10		
Incompletes	10		
Semester Test Requirement	10		
Adding/Dropping Courses	11		
Course Load	11		
Early Graduation	11		
Graduation Requirements	11		
Articulation Agreements	11		
Post-Secondary Enrollment Options Policy	11-12		
Make-up Credit Opportunities	12		
NovaNET	12		
Alternative High School	12		
Extracurricular Activities	13		
Suspension Ineligibility	13		

George-Little Rock  
Community School District

General Section  
2011-2012

# OPENING STATEMENTS

## **Mission Statement**

The mission of the George-Little Rock School District is to provide quality education by promoting life-long learning.

## **Beliefs**

We believe that:

- All people can learn and succeed
- Every person is a valued participant in the life-long learning process
- Application of knowledge enhances learning
- The basic moral attitudes of the community will be reflected in our educational program
- All people must learn to adapt to change
- All people have worth
- Quality education is the foundation of a productive society
- Education plays a vital role in developing a well-rounded individual
- Education must take place in a safe environment
- High expectations are a must

## **Student Life-Long Learning Goals**

Thinking and Reasoning

1. Understands and applies basic principles of presenting an argument
2. Understands and applies basic principles of logic and reasoning
3. Uses mental processes that are based on identifying similarities and dissimilarities
4. Applies basic trouble-shooting and problem-solving techniques
5. Applies decision-making techniques

## **Working with Others**

1. Contributes to the overall effort of the group
2. Uses conflict-resolution techniques
3. Works well with diverse individuals and in diverse situations
4. Displays effective interpersonal communication skills
5. Demonstrates leadership skills
6. Understands opinions and attitudes of others

## **Self-Regulation**

1. Sets and manages goals
2. Performs self-appraisal
3. Considers risks
4. Demonstrates perseverance
5. Maintains a healthy self-concept
6. Restrains impulsivity

## **Life Work**

1. Makes effective use of basic tools including technology
2. Displays reliability and a basic work ethic
3. Operates effectively within organizations-working with others

## FACULTY & STAFF ASSIGNMENTS

### ADMINISTRATION

Janel Guse  
Superintendent  
Janel Guse  
Elementary & Middle School Principal,  
Curriculum Director  
Michael Munson  
High School & Elementary Principal  
Curt Schilling  
Athletic Director  
Molly Schilling  
Asst. Principal/Dean of Students

### ADMINISTRATIVE SUPPORT

Ruth Ackerman  
High School Secretary  
Eunice Becker  
Superintendent Secretary  
Geraldine Hassebroek  
Little Rock Secretary  
Delinda Kruger  
Business Manager/Board Sec.  
Sue Roseberry  
George Elementary Secretary

### TRANSPORTATION

Lynn Grotluschen, Director  
Barb Grotluschen  
Gary Jager  
Pat Janssen  
Dave Julius  
David Klaahsen  
Jeff Koerselman  
Randy Meester  
Dave Miller  
Jill Netten  
Kennis Peters  
Bert Reitsma  
Jack Stubbe  
Melvin Winter

### CUSTODIAL SERVICES

Dawn Arends, Little Rock  
Bridget Dickmann, George  
Barb Grotluschen, George  
Judy Klaassen, Little Rock

### FOOD SERVICES

Char Bathke, George  
Linda Kannegieter, Little Rock  
Darla DeBoer, George  
Jennie Fugitt, George  
Lisa Klaassen, Little Rock  
Cleone Kruse, George  
KathyAnn Ver Steeg, Little Rock

### GEORGE ELEMENTARY

Kim Chadwick, Reading Recovery/Title I  
Cindy DeWandel, Librarian

Kristi Donaker, Fourth Grade  
Marlene Fluth, First Grade  
Pam Krull, Transitional Kindergarten  
Shari Kruse, Second Grade  
Paula Maxwell, Kindergarten  
Tana Meyer, Special Education  
, K-4 PE  
Joseph Timmer, Instrumental  
Kathy Van Berkum, Third Grade  
Valecia West, K-12 Art, TAG

### LITTLE ROCK ELEMENTARY

Karie Aeikens, Fifth Grade  
Ann Barkel, Second Grade  
Melinda DeLeeuw, Special Education,  
Special Olympics Coach  
Cindy DeWandel, Librarian  
Heather Grafing, Fifth Grade,  
Lissa Harson, First Grade  
Nyla Hellinga, Kindergarten  
Marilyn Johnson, Third Grade  
Sharon Klaahsen, Fourth Grade  
Lynette Kruger, Title I/Reading Rec.  
, PE  
Tim Mauldin, Vocal  
Joseph Timmer, Instrumental  
Melia Winter, Pre-School, K-12 TAG

### MIDDLE SCHOOL

Jill Christensen, F&CS  
Cindy DeWandel, Librarian  
Stan Fluth, Social Studies  
Michael Groen, Math  
Jill Hansen, Language Arts  
John Heyer, Industrial Technology  
Heather Keizer, Language Arts  
Mark Lutmer, PE/Health  
Randall Meester, Science, A.D.,  
Farrah Pohlen, Special Education, Special  
Olympics Coach  
Joseph Timmer, Instrumental

### HIGH SCHOOL

Jill Christensen, F&CS  
Cindy DeWandel, Librarian  
Lori Fiedler, Special Ed.  
Heather Grafing, Girls' BB Coach  
Kristine Hamilton, Social Studies  
Dan Helkenn, Guidance/At-Risk  
Coordinator  
John Heyer, Industrial Technology  
Michele Johnson, Math  
Tim Mauldin, Vocal, Lighting/Sound  
Technician  
Rachelle Munson, Business  
Brooke Murphy, Spanish  
Jenna Noble, Biology/Science, VB Coach  
, PE  
Marcia Rosenboom, English

Brenda Sandbulte, Social Studies,  
English, Drama  
Joseph Timmer, Instrumental  
Jason Van Holland, Ag. Ed., FFA, Math  
Russ Verburg, Physics, Chemistry

### SUPPORT

Deb Bathke  
George Paraprofessional  
Kim Clark  
Little Rock Paraprofessional  
Nadine Dykstra  
George Paraprofessional  
Darcy Eben  
George Paraprofessional  
Darcy Hansmann  
Little Rock Paraprofessional  
Dawn Hayenga  
Little Rock Paraprofessional  
Apryl Henrichs  
Little Rock Paraprofessional  
Pat Janssen  
George Paraprofessional  
Abbie Peters  
Little Rock Paraprofessional/Nurse  
Klarice Rypkema  
Little Rock Paraprofessional  
Shawn Starr, Paraprofessional  
Kim Terhark  
Little Rock Paraprofessional  
Karen Wibben  
George Paraprofessional, Yearbook  
Glee Wiersma  
George Paraprofessional

### OTHER

Jeff Jager, Liaison Officer

# George-Little Rock Community School District

## Home of the Mustangs

School Colors: Red & Black

### School Song

(Notre Dame Victory March)

Come on you Mustangs, Mustangs must win.

Fight to the finish: never give in.

Crash right through that (opponent) line,

Come out a victor every time.

Play it clean and play it well.

We've got a team that we'll never sell.

V-I-C-T-O-R-Y!

Mustangs must win tonight.

M U S T A N G S

### **George-Little Rock Community School District Educational Philosophy**

Members of the Board of Education believe that the George-Little Rock Community School District should provide staff, programs, and facilities of the highest quality it can obtain within the limits of the resources available and that these programs and facilities should reflect the needs and attitudes of the community. The board further feels it is the responsibility of the district to provide maximum learning opportunities for all children of school age within the districts.

Members of the board believe that in order to meet the needs of all students, a variety of programs and opportunities must be provided. In order to serve the needs of all students, programs should be available which (1) are designed to aid in the preparation for college, (2) are designed to serve as a background for post-high school vocational training, (3) are designed to help students become economically self-sufficient on completion of high school, and (4) are designed to provide the basic skills necessary for everyday living. In so far as is administratively and economically feasible, the course of study for each student should be determined by his/her particular combination of needs and abilities.

### **Equal Education Opportunity**

The school district does not discriminate in its education programs or educational activities on the basis of sex, race, religion, color, national origin, sexual orientation, gender identity, marital status or disability. Students are educated in programs which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. The Affirmative Action Coordinator is David Ackerman, Superintendent, and can be reached at 475-3311, 472-2664, or 479-2771. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, 816-268-0550, Fax 816-823-1404 or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, 515-281-5294.

The school district, in its educational program, has a process to assist students experiencing behavior and learning difficulties. The building assistance team is responsible for this process. Representatives from the area education agency may also assist the school district in this process. Parents wanting access to this process should contact the building principal.

### **Jurisdictional Statement**

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

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves student or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while



school was in session or while school was not in session.

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

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

### **Multi-Cultural/Gender Fair Statement**

The George-Little Rock School District shall not discriminate in its educational program activities or employment practices as required by Title VI of the 1964 Civil Rights Act, Title IX of the Educational Amendments.

### **Nondiscrimination of Students with Handicaps or Disability Statement**

The George-Little Rock School District shall not discriminate in its educational program, activities or employment practices as required by the Section 504 Federal Rehabilitation Act of 1973 and the American Disability Act.

Inquiries relating for nondiscrimination compliance:

Mrs. Janel Guse, Principal.  
George-Little Rock Community School  
140 1<sup>st</sup> Avenue, P.O. Box 247  
Little Rock, IA 51243  
712-479-2771

Mr. Michael Munson, Principal (ALTERNATE)  
George-Little Rock Community School  
500 East Indiana Avenue, P.O. Box 6  
George, IA 51237  
712-475-3311

### **Civil Rights Compliance Inquiries**

Inquiries regarding compliance with the statements and legal protection of students related to equal educational opportunity, Title IV, Title IX, Section 504 or ADA may be directed to the building principal or to the superintendent.

### **Definitions**

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

### **Inclement Weather**

When school is canceled because of inclement weather prior to the start of the school day, students and parents are notified over KIWA (1550) Sheldon and KQAD (101.5) Luverne and KELO Television, Channel 11. Every effort will be made to have announcements on the air before 7:00 a.m. Activity practices shall not be held when school is dismissed for inclement weather. The missed day may have to be made up at a later date.

If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means. The superintendent determines whether buses will follow the regular routes. If the buses do not follow the regular routes, they follow emergency routes or the parents are responsible for picking up the students at the student's school.

### **SNOWCAP**

We will once again be using the SNOWCAP program for inclement weather announcements and other school announcements. You may contact the office or check the school website to sign up on your cell phone, e-mail, or both.

**Evacuation**

If students are evacuated to another location due to a threat, parents will be notified and pickup designated. Identification for parents is required and signing students out is imperative.

**Safety Issues**

All classrooms will be locked while classes are in session. **All unauthorized personnel including parents must report to the office during class time.** All staff are directed to question all visitors.

**School Fees**

The school district charges fees for certain items, such as textbook rental. Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), 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 school secretaries at registration for a waiver form. This waiver does not carry over from year to year and must be completed annually.

<b>Student Fee Schedule</b>	<u>High School</u>	<u>Middle School</u>	<u>Elementary</u>	<u>Transitional Kdg.</u>
Textbook Rental/Supplies	\$40.00	\$40.00	\$35.00	\$20.00
Activity Ticket	\$25.00	\$20.00	\$20.00	\$20.00
<b>Band Fees:</b>				
Instrument Rental	\$50.00			
Percussion	\$35.00			

**Student and Adult Activity Tickets**

Activity tickets are available at registration. All high school and middle school are to purchase tickets. Elementary students may purchase the tickets at registration. Elementary students that do not purchase an activity ticket must pay regular prices to attend school district activities. These tickets admit students to home activities but also help fund the cost of the extra-curricular programs. Adult activity tickets are available at \$50.00 for a single and \$80.00 for a couple.

**Refunds**

Students transferring to another school district during the school year will receive a refund based on the proportion of time remaining in the school year. This refund will include textbook rental and lunch tickets only.

All individual fund balances remaining at the end of the school year in the lunch account will be carried forward to the next year. Graduating seniors will receive a lunch refund if their individual account has a fund balance.

**School Lunch Program**

The school lunch program will begin serving meals on August 19. Lunch prices and milk prices are listed below.

**ELEMENTARY  
Grades PS-5**

Breakfast	\$1.10
Single student meal	1.50
Snack (Kindergarten)	10.00
Snack (TK only)	6.00
Extra milk per carton	.35
School Year Milk	63.00
Semester Milk	31.50
School Year Milk (TK only)	37.10
Semester Milk (TK only)	18.55

**MIDDLE SCHOOL  
Grades 6-8**

Breakfast	1.10
Single student meal	1.85
Second sandwich or entree	1.25
Extra milk per carton	.35
School Year Milk	63.00
Semester Milk	31.50

**HIGH SCHOOL  
Grades 9-12**

Single student meal	1.85
Second Meals	2.80
Peanut butter sandwich, chips, ice cream, rolls, bars, cake	.75
Second sandwich (hot dog, hamburger, ham and cheese, etc.)	1.25
Breakfast	1.10
Second Breakfast	1.50
Toast	.25
Juice	.35
Cereal	.50
Extra milk per carton	.35

**ADULT**

Single Lunch	2.80
Breakfast	1.50

Children bringing sack lunches and desiring milk, or students desiring a second half-pint of milk, will need to purchase a second milk according to individual school policy.

**Free Or Reduced Priced Meals**

Parents who feel they may qualify for either free lunches or reduced priced lunches will need to make arrangements in the administration offices at Little Rock or George before free or reduced priced lunches will be granted. A new application form must be completed each year. Application forms will be available at the time of registration. Parents should file an application form prior to the beginning of school. Meal status for students in this program is treated as confidential.

Federal regulations require school districts to audit a certain number of free and reduced priced lunch applications.

**Insurance Program**

Student Health and Accident insurance is available to students at the beginning of the school year. Parents may purchase insurance for their children at their discretion. Parents who would like more information about student health and accident insurance should contact the office. Student athletes must have health and accident insurance in order to participate in intramural or extracurricular athletics. Students must provide written proof of insurance prior to the start of the athletic activity. A form signed by the parents stating that the student is covered is adequate proof of insurance. Student athletes, who do not have and cannot afford insurance, should contact their coach.

Insurance is being provided by Student Assurance Service, Inc. If you do not have insurance or feel your insurance coverage may not fully compensate you in case of injury to your child/ren, you may want to consider the coverage provided through the school.

	<b>Annual Premium</b>
Full-Time Coverage (PK-12)	\$89.00
Full-Time Coverage w/Major Expense Benefit (PK-12)	\$180.00
Full-Time Coverage (7-12)	\$154.00
Full-Time Coverage w/All-Sports Coverage except Football (9-12)	\$245.00
School-Time Coverage (PK-12)	\$16.00
School-Time Coverage (7-12) w/All-Sports Coverage except Football (9-12)	\$81.00
Football (9-12)	\$219.00
Extended Dental (PK-12)	\$9.00

**Textbooks**

Textbooks are the property of the GLR school district and are issued on a loan basis. They will be evaluated when they are issued and when they are returned. Students who mar, damage or lose a textbook will be charged a fine, and the student will pay for the damage. If the book is lost or damaged beyond repair, replacement price is the same if the book were new because the district must pay the full price to replace it.

**Emergency Forms**

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

## **STUDENT ASSISTANCE**

### **Building Assistance Team**

Building assistance teams are available in each building. The building assistance team's primary function is to identify students who are at risk academically, emotionally, or behaviorally. Once identified, a group of teachers and staff will brainstorm a list of possible interventions to be tried to address the situations. Through the process, students may be referred for placement in the special education program, to a guidance counselor or social worker, or to other agencies located outside of the school. After initial discussions are held, parents will be notified as to the plan of action. Parents are encouraged to address concerns about their child's progress with classroom teachers and the building principal.

### **Special Education Program**

A team consisting of regular education teachers, special education staff, administrators and Area Education Agency staff meets monthly to discuss student concerns, progress, and placement. Special education rooms are located in each building within the district to assist those students who have been identified as entitled individuals.

### **At-Risk Students**

An At-Risk student is defined as any student who is at risk of not meeting the goals of the educational program established by the district, not completing a high school education, or not becoming a productive worker. The students may include, but are not limited to, dropouts, potential dropouts, teenage parents, substance users and abusers, low academic achievers, abused and homeless children, youth offenders, economically deprived, culturally isolated, those with student negative changes in performance due to environmental or physical trauma, and those with language barriers, gender barriers, and disabilities. A variety of in-school and out-of-school services may be sought by contacting the building principal or guidance counselor. At-Risk students may be referred to Building Assistance Team.

Students should know that self-discipline is required to do their best work in school. Other aspects of self-discipline includes: cooperating with others, doing work on time, having good attendance, and treating others with dignity and respect. In the event that a student may need help with self-discipline, an at-risk behavior plan will be developed. The "at-risk plan" is shared with the student, parents, and the student's teachers. The at-risk plan is a plan for students to learn the skills necessary to be successful in school. If the first plan fails, a second plan will be developed with the student and the student's parent(s) at a meeting with the guidance counselor and principal. If the second plan fails, the principal may recommend alternative placement or expulsion. The at-risk behavior plan is especially for students with chronic disruptive behaviors found in a variety of settings. Typically these students are considered to be a hindrance to the teaching-learning process causing teachers and students to do less work due to on-going discipline problems. The faculty and administration identify students that may benefit from an at-risk behavior plan.

A liaison officer has been hired to assist work with students who are at-risk. This position is shared with Central Lyon and therefore is a part time position for the George-Little Rock students. This person is available to counsel students who have been identified by the building assistance team or building principals.

## **STUDENT ATTENDANCE**

### **Student Attendance**

Parents/guardians within the school district who have children over age six and under age sixteen by September 15, in proper physical and mental condition to attend school shall have the children attend the school district at the attendance center designated by the board. Students shall attend school in accordance with the school calendar.

The board, in its discretion, may excuse graduating seniors from up to five days of instruction after the school district requirements for graduation have been met. The board may also excuse graduating seniors from making up days missed due to inclement weather if the student has met the school district's graduation requirements.

It is the responsibility of the parent/guardian of a child to provide evidence of the child's mental and physical inability to attend school.

### **Attendance and Activities**

Students are required to be in school the last four class periods of the day to participate or attend practice(s) or performance(s) on the same day. A waiver may be granted by the principal for extenuating circumstances. Students are required to attend school promptly on the day following a performance.

### **Truancy - Unexcused Absences Regulation**

Truancy is defined as the failure to attend school for the minimum numbers of days established in the school calendar. Truancy is the act of being absent from school or classes without a reasonable excuse. Daily, punctual attendance is an integral part of the learning experience and is required of all students to receive the maximum benefit of the educational program. The habit of good

attendance established early is one that helps a person be successful throughout his or her lifetime. More and more, employers, colleges and vocational schools expect good attendance and are checking attendance records for absences and tardiness. They are aware that good and prompt attendance indicates dependability in a student.

The education that goes on in the classroom builds from day to day and as a result, absences always cause some disruptions in the educational progress of the absent student. Students who are absent may not understand what the teacher is currently presenting, and may also become discouraged with the double burden on keeping current and making up missed work. In order to maintain interest and understanding in the instructional program, students should not expect to be absent any more than is absolutely necessary. Irregular attendance or tardiness by students not only inhibits their own studies, but also interferes with the progress of those students who are present and prompt in attendance. Attendance is a shared responsibility that requires cooperation and communication among students, parents and school officials.

A student absence may be excused or unexcused. The type of absence, whether excused or unexcused, shall be determined by the building principals. Unexcused absences will result in some consequence that shall include one or more of the following:

- |                     |  |
|---------------------|--|
| verbal reprimand    | referral to the Lyon County Sheriff's Office |
| demerit             | suspension                                   |
| loss of credit      | expulsion                                    |
| probation contracts |  |

The building principal will notify parents when students have accumulated six (6) absences. A meeting will be held when a student absence has accumulated eight (8) absences. The purpose for the meeting will be to determine the reason for the absence, to stress the importance of school attendance, and to develop a plan that would enable the student to attend school on a regular basis.

A high school student who is absent from any class in excess of ten (10) times per semester may be dropped from that course and they may receive no credit.

If medical or bereavement circumstances arise after a student has reached his/her allowable limits, additional absences may be granted by the principal if the request is made prior to the absence. Medical absences may require a doctor's verification.

When sickness or family obligation necessitates an absence, parents shall notify the school in advance or at the time of the event with a telephone call, a note or a personal conversation with the building principal or an office secretary. If the school has not been contacted by 9:00 A.M., the school will attempt to call on the day of the absence. When a student has missed school, the parent shall contact the school by telephone, with a note, or in person stating the reason for the absence. Upon the student's return to school, the parent is to send a note with the student stating the reason for the absence.

Where an absence is planned, make-up work shall be finished before the absence occurs. Students are to notify teachers at least five (5) days prior to the scheduled absence. Teachers shall provide the student with the make-up work at least three (3) days prior to the scheduled absence. This provision encourages teachers and students work together to assure that all make-up work is completed in a timely fashion with maximum credit allowed. Activities that cannot be made up ahead of the absence will be permitted time as set forth in this policy to complete the work, i.e., speeches, labs, etc.

Students absent for partial days must also report to the office upon their return to school. This will prevent students from being counted absent for the full day. Students absent for a partial day shall require the parent to contact the building principal's office to explain the reason for the absence. Parent contact with the school may be by telephone, a note, or in person.

Students are to report to the office prior to leaving the building for ANY reason. To leave the building and school grounds, a student must submit to the building principal or secretary, a written note explaining the reason to leave school property. The parent may also contact school officials by telephone or in person.

## **STUDENT HEALTH, WELL-BEING AND SAFETY**

### **School Day**

Students are not to arrive at school before 8:00 a.m. and are expected to leave the school grounds within ten minutes of dismissal unless other arrangements have been made between the school and parents.

### **Immunizations**

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health Immunization Certificate signed by a health care provider stating that the student has received the immunizations required by law. **Students without the proper certificate are not allowed to attend school until they receive the immunizations or the student makes arrangements with the principal.** Only for specific medical issues, religious purposes, or homelessness are students exempted from the immunization requirements. Students are required to pass a TB test prior to attending school. The Iowa Legislature has just passed a bill making it mandatory for students attending kindergarten to have the varicella vaccine to prevent chicken pox, if they haven't already had the chicken pox. Parents who have questions should

contact the office.

### **Dental Requirements**

The state department now requires all kindergarten, 9<sup>th</sup> and new students from out of state, to have a dental screening on file with the school.

### **Lead Testing**

Lead tests are now required for students entering kindergarten.

### **Physical Examinations**

Parents are encouraged to have their children receive periodic physical examinations. All kindergartners must have a physical on file in the office before attending school.

Students participating in athletics are required to provide a school district physical examination form signed by the student's doctor stating the student is physically fit to perform in athletics prior to the start of the sport. Failure to provide proof of a physical examination makes the student ineligible. Students who cannot afford the cost of the physical examination should contact the coach of their sport.

### **School Nurse**

The school nurse is Mrs. Mel DeJong, RN. She can be contacted through the school offices. The district has a contract with Health Services of Lyon County (712-472-4081) that enables Mrs. DeJong to provide health services for our children.

### **Individual Student Health Plan**

If a student has health concerns or continuous medical problems, a health care plan may be developed by the school nurse.

### **Administration of Medication**

Students may need to take prescription or non-prescription medication during school hours. Prescription medication will not be administered without written authorization that is signed and dated from the parent and the medication must be in the original container which is labeled by the pharmacy or the manufacturer with the name of the child, name of the medication, the time of the day in which it is to be given, the dosage and the duration given.

Non-prescription medication will not be administered without written authorization that is signed and dated from the parent and the medication must be in the original container, the time of the day in which it is to be given, the dosage and the duration given.

Medication is held in a locked cabinet and administered by those trained to dispense medication. Students may carry medication only with the approval of the parents and building principal of the student's attendance center. Emergency protocol for medication-related reactions will be in place.

### **Student Illness or Injury at School**

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

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

### **Communicable and Infectious Diseases**

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

## Communicable Disease Chart

Concise descriptions and recommendations for exclusion of cases from school.

<b>DISEASE</b> <b>*Immunization is available</b>	<b>Usual Interval Between Exposure and 1<sup>st</sup> Symptoms of Disease</b>	<b>Main Symptoms</b>	<b>Minimum Exclusion From School</b>
<b>Chickenpox</b>	13 to 17 days	Mild Symptoms and fever. Pocks are "blisterly". Develop scabs, most on covered part of body.	7 days from onset of pocks or until pocks become dry.
<b>Conjunctivitis (Pink Eye)</b>	24-72 Hours	Tearing, redness and puffy lids, eye discharge	Until treatment begins or physician approves readmission.
<b>Erythema Infectiosum (5th Disease)</b>	4-20 Days	Usual age 5 to 14 years - unusual in adults. Brief prodrome of low-grade fever followed by Erythema (slapped cheek) appearance on cheeks, lace-like rash on extremities lasting a few days to 3 weeks. Rash seems to recur	After diagnosis no exclusion from school
<b>German Measles (Rubella)</b>	14 to 23 Days	Usually mild. Enlarged glands in neck and behind ears. Brief red rash	4 days from onset of rash. Keep away from pregnant women
<b>Haemophilus Meningitis</b>	2 to 4 days	Fever, vomiting, lethargy, stiff neck and back	Until physician permits return
<b>Hepatitis A</b>	Variable - 15 to 50 days (avg. 28 to 30)	Abdominal pain, nausea, usually fever. Skin and eyes may or may not turn yellow.	14 days from onset of clinical disease and at least 7 days from onset of jaundice
<b>Impetigo</b>	1 to 3 days	Inflamed sores, with pus	48 hours after antibiotic therapy started or until physician permits return
<b>Measles*</b>	10 days to fever; 14 days to rash	Begins with fever, conjunctivitis, runny nose, cough, then blotchy red rash	4 days from onset of rash
<b>Meningococcal Meningitis</b>	2 to 10 days (commonly 3 to 4 days)	Headache, nausea, stiff neck, fever	Until physician permits return
<b>Mumps*</b>	12 to 25 days (commonly 18 days)	Fever, swelling and tenderness of glands at angle of jaw	9 days after onset of swollen glands or until swelling disappears
<b>Pediculosis (Head/Body Lice)</b>	7 days for eggs to hatch	Lice and nits (eggs) in hair	24 hours after adequate treatment to kill lice and nits
<b>Ringworm of Scalp</b>	10 to 14 days	Scaly patch, usually ring shaped on scalp	No exclusion from school. Exclude from gymnasium, swimming pools, contact sports
<b>Scabies</b>	2 to 6 weeks initial exposure; 1 to 4 days re-exposure	Tiny burrows in skin caused by mites	Until 24 hours after treatment
<b>Scarlet Fever Scarlatina Strep Throat</b>	1 to 3 days	Sudden onset, vomiting, sore throat, fever, later fine rash (not on face) Rash usually only with first infection	24 hours after antibiotics started and no fever
<b>Whooping Cough (Pertussis)</b>	6 to 20 days	Head cold, slight fever, cough, characteristic whoop after about 2 weeks	5 days after start of antibiotic treatment

Written permission from the health officer, school physician or attending physician is required for readmittance following any disease which requires exclusion from school.

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

## STUDENT ACTIVITIES

### Activity Free Night

Wednesday is designated as activity free night. School activities are prohibited after 6:30 p.m. to avoid conflicts with family and non-school functions. Exceptions to this rule include homecoming and tournaments scheduled by state associations.

### Early Dismissal - No Practice/No Game Rule

When it is necessary for school officials to dismiss school early due to inclement weather or other emergency conditions, practice sessions related to extra-curricular activities shall not be held. As soon as all students have exited from the building, the buildings will be secured.

If an athletic contest is scheduled on a day school is dismissed for the above reasons, the decision to play said contest will be determined by the administration in consultation with the administration from the opponent school. When school is not in session or when school is dismissed early due to inclement weather, practice sessions will NOT be held. The buildings will be closed.

### Additional Activity Consequences

Students serving in-school or out-of-school suspensions are ineligible for performance and practice(s) during the suspension period.

## GOOD STUDENT CONDUCT POLICY

### Good Conduct Rule

To retain eligibility for participation in George-Little Rock Middle School and High School extracurricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community.

Any student who, after a hearing at which the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the student's side, is found to have violated the school's Good Conduct Rule will be deemed ineligible for a period of time, as described below. A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- possession, use or purchase of tobacco products, regardless of the student's age;
- possession, use or purchase of alcoholic beverages, including beer and wine (having the odor of alcohol on one's breath is evidence of "use"; "possession" has been defined by the Iowa Supreme Court as being within reach of or in "close proximity to" the contraband [e.g., alcohol or other drugs]), or being in attendance at a function or party where the student knows or has reason to know that alcohol or other drugs are being consumed illegally by minors and failing to leave despite having a reasonable opportunity to do so);
- possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs;
- engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing, violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
- exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), serious hazing or harassment of others. NOTE: This could include group conduct!

If a student transfers in from another Iowa school or school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school, the student shall be ineligible *if the administration determines that there is general knowledge in our school district of the fact of the student's misconduct or violation in the previous district.*

### Penalties

Any student who, after a hearing before the administration, is found to have violated the Good Conduct Rule during the school year or summer, is subject to a loss of eligibility as follows:

#### First Offense Within the Student's Middle or High School Career

Up to six (6) weeks of ineligibility (For "mere presence" violations, see item 5 under "Reduction in Penalty.")

#### Second Offense Within Student's Middle or High School Career

Up to twelve (12) weeks of ineligibility. (For "mere presence" violations, see item 5, "Reduction in Penalty.")

#### Third or More Offense Within the Student's Middle or High School Career

Up to fifty-two (52) calendar weeks of ineligibility. (For "mere presence" violations, see item 5 under "Reduction of Penalty" section below).



1. The period of ineligibility attaches immediately upon a finding of a violation if the student is eligible for and currently engaged in an extracurricular activity and, if not, or if not completed during the current activity, is begun or carried over to the time the student seeks to go out for the next activity or contest.
2. However, if the period of time between a violation and an activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation.
3. An ineligible student shall attend all practices or rehearsals but may not “suit up” nor perform/participate.
4. If a student drops out of an activity prior to completion of the ineligibility period, the full penalty or the remainder of the penalty, at the principal’s discretion, will attach when the student next seeks to go out for an activity.
5. If a student violates the Good Conduct Rule while ineligible due to an earlier violation, the penalty for the subsequent offense will attach at the completion of the earlier penalty.
6. The amount of ineligibility time served for missing one-time events such as a play or judging contest will be determined by the principal.
7. Students previously involved in speech or drama may expend two (2) weeks of ineligibility during these seasons with the balance of ineligibility being served in the next activity.

### **Reduction in Penalty**

1. Evaluation and Treatment: A student who has a second violation of the alcohol or drug provision of the Good Conduct Rule may elect to seek an evaluation and, if recommended, treatment from a recognized substance abuse facility at the student’s or student’s family’s expense. If the student seeks the evaluation and agrees to waive confidentiality to allow the evaluating facility to report back to the superintendent or designee regarding recommendations for treatment or follow-up care, the student’s penalty for the second violation may be reduced by three (3) weeks (or by 25%). This reduction is not available for first or third violations.
2. 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 a finding of guilt by the administration, the student’s penalty may be reduced by two (2) weeks (or one-third) for a first violation, three (3) weeks (or one-fourth) for a second violation, or three (3) months (one-fourth) for a third violation within the student’s high school career.
3. Items 1 and 2 of this section may not be combined.
4. A student who has been found to have violated one or both of the provisions described above prohibiting conduct that would be grounds for arrest or citation, or conduct that is grossly inappropriate or offensive, may seek to reduce the penalty by entering into a Behavior Agreement. The Agreement shall be in writing and shall include, but not be limited to, an oral apology for the student’s behavior to affected parties, restitution where appropriate, and a presentation before students in the elementary and middle schools regarding the inappropriateness of the student’s behavior. The degree of reduction of the penalty in such situations shall rest with the administrator, but in no event shall the reduction exceed one-third of the penalty.
5. A student who violates the “ere presence” provision of this policy shall serve no more than one-half of the established penalty for the first, second, or third/subsequent violation.
6. School Service: The penalty may be reduced by one-third for satisfactory completion of school service under the supervision of the principal and/or the principal’s designee.
  - 1<sup>st</sup> violation: 15 hours of school service
  - 2<sup>nd</sup> violation: 25 hours of school service
  - 3<sup>rd</sup> violation: 40 hours of school service

The service option requires parent consent in writing. The school service shall be completed prior to the student being eligible to participate in school activities. The principal will establish the

schedule for time to be served.

7. Students who have fulfilled the requirements following their first violation and thereafter remain violation free for fifteen (15) consecutive months, start over with a clear record. This opportunity applies only once during a student's career.

### **Violations Occurring During Ineligibility**

If a student is ineligible at the time of a violation of the Good Conduct Rule, the penalty for the violation will not begin until the student regains eligibility. **EXAMPLE:** A student academically ineligible for a quarter (or semester) is found to have been in possession of tobacco, a Good Conduct Rule Violation. When the student is again academically eligible, the penalty attaches. **EXAMPLE:** A student violated the Good Conduct Rule and is ruled ineligible for three weeks. While ineligible, the student again violates the Good Conduct Rule. The second penalty attaches when the first penalty is completed.

### **Academic Consequences**

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

### **Appeals**

Any student who is found by the administration to have violated the Good Conduct Rule may obtain review of this determination to the superintendent by contacting the superintendent within three (3) days of being advised of the violation. The penalty will be in effect until reversed.

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 within five calendar days of receiving the written finding of the superintendent. 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: the student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the handbook rule or 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.

### **Attending Games & Activities/Functions**

The conduct of a student during an activity reflects the support the student gives and the respect they have for fellow students and for the school. Rules for behavior includes:

1. Students are to remain seated at activities, except when it is permissible to stand or leave one's seat.
2. At athletic events, students are to sit with their parents/guardian or in the designated section for students.
3. Remove hats, stand and show respect during the National Anthem and the school song. We encourage sportsmanship, with the realization that one also must know how to win or lose.
4. Elementary students must be supervised by a parent or an adult designee.
5. Treat players, coaches and officials with respect; boisterous or obnoxious behavior will result in removal from the school until further notice.

### **Assemblies**

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

### **Field Trips**

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

While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones and guides with respect and courtesy. Prior to attending a field trip, students must return a note signed by the students' parents.

### **School-Sponsored Student Organizations**

School-sponsored student organizations are those which are recognized by the school district and board. School-sponsored student organizations includes:

Character Counts!	Swing Choir	Student Council
National Honor Society	Jazz Band	FFA

Participation in school-sponsored student organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation may be suspended or canceled for violating an individual coach's or sponsor's rules as well as for violation of school district policies, rules or regulations.

### **Student Funds and Fund Raising**

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

Students may not solicit funds from teachers, employees or other students during the school day. Students who violate this rule are asked to stop. Violations of this rule may result in future fund raising activities being denied.

### **Use of District Facilities by Student Organizations**

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

### **Dances**

School-sponsored dances and social events must be approved by the principal at least two weeks prior to the dance or activity. Students who leave a dance are not allowed to reenter the dance. Non-students are allowed to attend dances at the high school by being pre-approved by the principal. Non-students are not allowed at the middle school dances. School district policies, rules and regulations apply to students as well as non-students at school dances. Students and non-students violating school district policies, rules or

regulations are asked to leave the dance and school grounds. (See the high school handbook for grades 9-12 rules).

### **Student Council**

The student council provides for student activities, serves as a training experience for student leaders, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school district affairs and helps solve problems that may arise. Members of the council are student representatives who have direct access to the administration. (See the high school section for grades 9-12 rules).

## **STUDENT RECORDS**

### **Educational Records**

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

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.

Parents or eligible students should submit a written request to the school principal (or appropriate school official) that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- The right to request the amendment of student's education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights.

Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to hearing regarding their request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official

committee, such as a disciplinary or grievance committee or student building team, or assisting another school official in performing his or her tasks.

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

The right to inform the school district that the parent does not want directory information, as defined below, to be released. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing to the principal prior to the beginning of the school year. The objection needs to be renewed annually.

Name, address, telephone listing, date and place of birth, e-mail address, grade level, enrollment status, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school or institution attended by the student, photograph and likeness and other similar information.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-5920.

The school district may share any information with the parties contained in a student's permanent record which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication, information contained in the permanent record may be disclosed by the school district to the parties without parental consent or court order. Information contained in a student's permanent record may be disclosed by the school district to the parties after adjudication only with parental consent or a court order. Information shared pursuant to the agreement shall be used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family. Information shared under the agreement is not admissible in any court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian. Information obtained from others shall not be used for the basis of disciplinary action of the student. This agreement only governs a school district's ability to share information and the purposes for which that information can be used.

The purpose for the sharing of information prior to a student's adjudication is to improve school safety, reduce alcohol and illegal drug use, reduce truancy, reduce in-school and out-of-school suspensions, and to support alternatives to in-school and out-of-school suspensions and expulsions which provide structured and well supervised educational programs supplemented by coordinated and appropriate services designed to correct behaviors that lead to truancy, suspension, and expulsions and to support students in successfully completing their education.

The party requesting the information will contact the principal of the building in which the student is currently enrolled or was enrolled. The principal will forward the records within 10 business days of the request.

Confidential information shared between the parties and the school district shall remain confidential and

shall not be shared with any other person, unless otherwise provided by law. Information shared under the agreement is not admissible in any court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian nor can it be used as the basis for disciplinary action of the student.

Student records not identified as permanent records by Iowa Code may be destroyed three years after the student's last attendance date in the school district. Students, parents or guardians may request the items considered as nonpermanent records to be mailed to their address by contacting the principal.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **Board Support for Student Rights and Responsibilities Policies**

The Board of Education shall support the district policies that fall within the realm of student rights and responsibilities. This shall include student attendance policies, good conduct policies, co-curricular activities policies, and all other student-related policies.

### **Student Searches**

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

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

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

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

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

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

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

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

The Lyon County Sheriff's Department periodically takes a drug dog through the school facilities. The Parent-Student Handbook is the students' and parents' annual notice that a drug dog will periodically sniff for drugs both inside the school and outside the school on school district property.

### **Student Lockers and Desks**

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

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

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

### **Interrogations of Students by Outside Agencies**

A student may not be interviewed during the school day or periods of extra-curricular activities unless the principal or another delegated staff member is present when possible.

If police officers or other officials request an interview for any issue other than child abuse, an attempt shall be made to contact the student's parents or legal guardian and to have one of them present during the interview. If the topic of the interview is child abuse and the investigator determines that the child should be interviewed independently of his/her parent(s) and the school is the most appropriate setting for the interview, school officials will allow the investigation without contacting the parents. It shall be the responsibility of the investigator in abuse cases to determine who will be present during the interview.

No student may be taken from school without the consent of the building principal and without a proper warrant. In all cases, the welfare of the child and the protection of his/her constitutional rights shall be the principal's first consideration.

### **Exclusion From School Programs**

The Board recognizes the existence of various religious beliefs and acknowledges the American tradition of separation of church and state. Parents who wish to have their child excluded from a school program because of religious beliefs must inform the principal in writing. The principal shall determine an alternative activity or study for the students.

### **Initiations, Hazing, Bullying or Harassment**

Harassment, bullying and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Students who feel that they have been harassed or bullied should:

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
  - Tell a teacher, counselor or principal; and
  - Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
    - what, when and where it happened;
    - who was involved;

- exactly what was said or what the harasser or bully did;
- witnesses to the harassment or bullying;
- what the student said or did, either at the time or later;
- how the student felt; and
- how the harasser or bullying responded.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of 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 includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

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

Sexual harassment includes, but is not limited to:

- verbal, physical or written harassment or abuse;
- pressure for sexual activity
- repeated remarks to a person with sexual or demeaning implications; and
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats

Harassment or bullying based upon factors other than sex includes, but is not limited to:

- verbal, physical, or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, job, etc; and
- demeaning jokes, stories or activities.

### **Care of School Property**

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

### **Riding Bicycles to School**

Students riding bikes and mopeds at George need to approach the school on East Ohio Avenue on the right side and park in the bike racks or on the cement pad with the bike racks. Students should leave in the same order.

### **Student Disciplinary Due Process Rights**

A student involved in an altercation or activity that results in a disciplinary consequence will have an opportunity to explain the circumstances of the event. The building principal will provide an opportunity for the student to give an explanation of the events of the accusation. During this time, the student shall be told the basis for the accusation and shall be given an explanation of the evidence. The student shall be given an opportunity during the hearing to present his/her side of the story if the student denies the charge. The hearing may be held immediately following the notification of the alleged misconduct or immediately after an investigation. If the disciplinary action results in suspension or expulsion, the principal shall notify the student and attempt to notify his/her parents regarding the decision within three days of the completed investigation. This notice shall be given in writing and/or by telephone contact. The written reason for the decision to suspend from a program or activity, shall be mailed to the parent's address explaining the conditions of the suspension and the reason(s) thereof. The student and his/her parents or guardians may appeal the principal's decision by requesting a complaint hearing according to school board policy.

Refer to Board Policy Code No. 104.00 at the end of the general section of the student handbook for filing a complaint. Complete the complaint form within five days of the principal's written notice if unsatisfied with the decision for disciplinary action

### **Dress Code**

There is a strong connection between academic performance, student appearance and student conduct. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and that does not disrupt the school or educational environment in any way. Under certain circumstances or during certain classes or activities, a stricter dress code may be appropriate and students must comply with the stricter requirement.

The following is a list of inappropriate clothing for classroom attire during the normal operation of the school day, unless required for a specific class or activity.

- Clothing or accessories that advertise or promote items that are illegal to minors, such as alcohol, tobacco, or other drugs are prohibited. Any clothing or accessories with either pictures or words that infer, suggest, hint or imply lewd or sexual content, are prohibited.
- Clothing that is inappropriate to the environment (area or weather) should not be worn. For safety reasons, flip-flops



and sandals are inappropriate for the playground. No shoes with cleats are allowed indoors. In the elementary and middle school, shorts can only be worn during August, September, October, April and May if the weather permits.

- Hats, caps, head wear of any kind, sunglasses, chains, and/or gang-related clothing is prohibited, unless the principal gives specific approval.
- Pants in which underwear is showing are inappropriate. Pants that are too big also pose a safety issue in vocational areas.
- Spaghetti straps, midriff tops, muscle shirts, short shorts or skirts as well as low cut tops or extremely tight clothing is inappropriate. The bottom hem of the shorts/skirt must reach the student's fingertips when the arm is extended by the side. Tops must reach the top of a student's pants or skirt when sitting or standing. Undergarments must not be exposed or visible.

Dress that is disruptive to the learning environment, but is not specifically mentioned in the Parent/Student Handbook, is inappropriate. If dressed inappropriately, students will be told to change clothing.

**If there are any doubts about the appropriateness of the attire, don't wear it.**

NOTE: The development of these guidelines is the result of the combined efforts of the high school principal and representatives of parents, students, classroom teachers and support staff.

### **Zero Tolerance Behaviors**

The following zero tolerance behaviors may result in suspension. Law enforcement may be contacted when deemed appropriate by the principal. Consequences become more severe for chronic disruptive behaviors or seriously confrontational behaviors. Such consequences may include the principal's recommendations to the board of education for long-term suspension for the remainder of the school year or expulsion.

1. Assault, fighting, or physical aggressiveness—including spitting on others in anger, where psychological or physical harm is intended is prohibited. Assault includes any act to seriously frighten another person's sense of security.
2. Theft, or vandalism of school property including items rented or on loan to the school.
3. Insubordination, defined as the refusal of a student to obey a school rule, regulation, or reasonable request of a school employee, student supervisor, coach, activity sponsor, or administrator.
4. Extortion, defined as obtaining money, property, or service of any sort by reason of threat.
5. Possession, use, distribution, or under the influence of alcohol, or possession, use, distribution, or under the influence of illegal drugs (excluding tobacco), on school property, or while attending a school event, either home or away, and while riding in school vehicles is prohibited. Also see section on extracurricular eligibility titled, "The Good Conduct Rule." The Good Conduct Rule applies to these behaviors on and off the school grounds year-round.
6. Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products or look-a-like substances. Drug dogs may be used from time to time to assist school officials in the enforcement of our substance abuse program.
7. Possession, use, or distribution of tobacco products on school property or while attending a school event, either home or away, and while riding in school vehicles is prohibited. Also see section on extracurricular eligibility titled, "the Good Conduct Rule." The Good Conduct Rule applies to these behaviors on and off the school ground year-round.
8. Demeaning verbal disrespect, profanity, swearing in school, on school grounds, or at school events, home or away, found to be seriously offensive to others including the principal, which occurred orally or in writing, shall not be tolerated.
9. School district facilities are not an appropriate place for weapons or dangerous objects and look-a-likes. Weapons and other dangerous objects and look-a-likes shall be confiscated from students. **STUDENTS BRINGING FIREARMS ON SCHOOL PROPERTY WILL BE EXPELLED FROM SCHOOL FOR TWELVE MONTHS ACCORDING TO FEDERAL LAW.**
10. Students possessing firearms on school grounds or while attending school home events, or school

away events, shall be expelled for not less than one year. Firearms include but are not limited to: hand guns, revolvers, pistols, rifles, shot guns, or other similar devices designed to deliver a projectile capable of inflicting harm to people or property. A list of weapons includes, though not limited to, guns, real or fake, knives. A waiver may be secured from the superintendent allowing firearms on school property for educational or safety demonstrations by law enforcement, armed services, or officially sanctioned state/federal hunter safety groups. Death threats and/or bomb threats shall result in suspension or expulsion. Parents shall be notified. Police may be notified.

11. Knives, laser pointing devices, metal objects, chains, projectile devices, explosive devices including fire works, cigarettes and lighters and matches (used to threaten others), or other objects that cause concern for the psychological or physical well-being of others shall be confiscated and be due cause for immediate out-of-school suspension. Threatening to use such tools as weapons found to be disruptive to the school, including death threats, shall result in out-of-school suspension. In both cases, a recommendation for long-term-suspension or expulsion shall be considered by the administration and law enforcement shall be contacted.
12. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical behaviors of a sexual context. Sexual harassment includes, but is not limited to, (1) verbal, physical, or written harassment, (2) pressure for sexual activity, (3) repeated remarks to a person with sexual or demeaning implications, and (4) suggesting or demanding sexual involvement accompanied with implied or explicit threats, and inappropriate physical contact. See the Sexual Harassment/Abuse section of the handbook for more information. Consequences shall include up to five days of OSS pending determination by the principal; whereas, at least one member admits being a victim as defined above, and there is a preponderance of evidence leading to guilt of an individual, or group of individuals. Repeated verbal or physical harassment may include consequences similar to those for sexual harassment.

### **Academic Honesty**

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, copying from other sources or similar cheating is not tolerated. Students supplying work so it can be copied will be disciplined the same as those doing the copying. In addition to the discipline outlined in this handbook, discipline may include the loss of class credit.

### **Corporal Punishment**

Corporal punishment is defined as the intentional physical punishment of a student. Reasonable physical force should be commensurate with the circumstances of the situation. No employee is prohibited from using reasonable and necessary force, not designed or intended to cause pain, in order to:

1. prevent an act that threatens physical harm to any person,
2. for purposes of self-defense,
3. protection of property in Iowa Code, section 704.4 or 704.5,
4. to remove a disruptive pupil from a school premise or school event,
5. to prevent self-infliction of harm, and
6. to protect the safety of others. Corporal punishment is prohibited if the conditions described above are not present in any situation.

### **Dual Enrollment Students**

Home school or home school assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the building principal. (See the High School section for college dual enrollment information).

### **Student Publications**

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

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

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

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

## **STUDENT SCHOLASTIC ACHIEVEMENT**

### **Grade Reports**

Students receive progress reports in the form of report cards at the end of each quarter and semester. Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance.

Students who receive an incomplete in a class must complete the class within two weeks after the start of the next quarter. Extensions may be granted by the teacher with the permission of the principal. Failure to finish an incomplete may result in a failing grade and loss of credit.

### **Parent-Teacher Conferences**

Parent-Teacher Conferences will be held in the fall and in the spring. Parents are encouraged to attend these conferences. If you cannot attend on these days please contact the school to make arrangements to talk to your child's teacher(s). Open communication makes the educational process better.

Parents or legal guardians who wish to confer with a teacher must make an appointment through the school office for a conference with the teacher during his/her planning period. The parent or legal guardian or teacher may request the presence of the principal at the conference.

### **Homework**

The school encourages and requires as homework those extra-class activities and assignments which may properly be considered as extensions and enrichment of the regular classroom instructional program. The purpose of homework assigned and encouraged will include: research and exploratory activities, sharing and discussing ideas, reviewing and summarizing materials studied, becoming acquainted with the school and public libraries and other sources of reference material, organizing the thoughts and thinking processes of pupils in preparation for classroom activities and making up incomplete course or subject assignments. Homework shall have a purpose. It shall not be busy work nor used as a punitive device. Students are expected to complete homework on time. Failure to complete homework may result in loss of class credit and a failing grade in the class.

### **Standardized Tests**

Students are given standardized tests annually. These tests are used to determine academic progress for individual students, for groups of students and for the school district. All students are tested unless an Individual Educational Plan (IEP) states that the student will participate in an Alternate Assessment. Multiple Assessments will be administered in the spring. The high school students take the Iowa Tests of Educational Development in the fall. The middle school and elementary students will take the Iowa Tests of Basic Skills in the fall.

### **Human Growth and Development**

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and excuse their child from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction.

### **Open Enrollment**

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Students wishing to open enroll to another school district must apply for open enrollment by March 1 of the school year preceding the school year in which they wish to open enroll unless there is good cause as defined by the law in which case there is no deadline. Open enrollment may result in loss of athletic eligibility for students open enrolling. Students interested in open enrolling out of the school district must contact the Superintendent for information and forms.

### **Study Hall**

Students must bring enough work to occupy them for the entire study hall. Students are only allowed to leave with the permission of the study hall monitor and with a hall pass. (See the High School section for grades 9-12 rules).

### **Hall Passes**

High school and middle school students are not permitted in the hall during class period unless a teacher accompanies them or they have an appropriate hall pass from an authorized staff person.

Staff should rarely issue student hall passes. Students, if they plan well, have ample time to go to the restroom, water fountain, etc., during the break between classes.

**Honor Roll and Academic Honors**

The school district honors students who excel academically. Honor rolls shall be published quarterly for grades 6-8. High school honor roll students shall be published at the end of each semester.

## MISCELLANEOUS

### Telephone Use During The School Day

Students are generally allowed to use the telephone only in cases of emergencies or illness. Messages for students will be taken in the office. Please make arrangements for after school activities prior to coming to school. Students are asked to get permission before using the telephone. Students are to use the telephone in the office. Classroom telephones are not for student use.

### School Announcements

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

### Visitors

The school policy is to accept only those visitors who have legitimate business reasons for being on school grounds. Guests and visitors are required to obtain a visitor's pass from the school office. This pass must be returned to the office upon leaving campus. Visitors must leave the school building as soon as their business is completed. Students enrolled in alternative school, and those students serving OSS, are included in this policy.

As a general rule, students on holiday or absent from another school system are not allowed to visit during school hours. Any student wishing to bring a guest or visitor to school must get clearance from the principal or acting principal at least 24 hours in advance of the desired visit. Again, it will be rare for such occasions to be approved.

**Note: Parents are always welcome! Simply check in with our office.**

### Live Broadcast or Videotaping

Individuals may broadcast or videotape public school district events, including open board meetings, as long as it does not interfere with or disrupt the school district event and it does not create an undue burden in adapting the buildings and sites to accommodate the request.

It is within the discretion of the superintendent to determine whether the request is unduly burdensome and whether the broadcast or videotaping will interfere with or disrupt the school district event.

Videotaping of classroom activities will be allowed at the discretion of the superintendent. Parents will be notified prior to videotaping of classroom activities.

It is the responsibility of the superintendent to develop administrative regulations outlining the procedures for making the request and the rules for operation if the request is granted.

### Legal Status of Student

If a student's legal status, such as the student's name or the student's custodial arrangement, should change during the school year, the parent or guardian must notify the school district. Court documents must be provided if the school is to enforce no contact orders, make name changes or provide for a change in custodial arrangements. The school district needs to know when these changes occur to ensure that the school district has a current student record.

### Open Enrollment

Parents/guardians considering the use of the open enrollment option to enroll their child/ren in another public district in the state of Iowa should be aware of the following dates:

March 1	Last date for regular open enrollment requests for the 2008-09 school year.
September 15	Last date for open enrollment requests for entering kindergarten students.

Parents/guardians of open enrollment students' whose income falls below 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend.

### Buses and Other School District Vehicles

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

Video cameras are in use on some school buses for the safety of the students riding the bus. The content of the video tapes may be used to discipline students. Students are not informed when the video cameras are on or not in use.

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

school district policies, rules and regulations for student violations.

1. Riders must be at the designated loading point before the arrival time.
2. Riders must wait until the vehicle 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 cleared at all times.
5. Riders shall load and unload through the right front door. The emergency door is for emergencies only.
6. Riders will depart from the vehicle at the designated point unless written permission to get off at a different location is given to the driver.
7. Riders may be assigned a seat by the driver.
8. Riders who damage seats or other equipment will reimburse the school 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 vehicles for 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 vehicle except for ordinary conversation.
13. The driver is in charge of the riders and the vehicle, and the driver is to be obeyed promptly and cheerfully.
14. Riders should assist in looking after the safety and comfort of younger riders.
15. Riders who must cross the roadway to board or depart from the vehicle must pass in front of the vehicle (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
16. Riders must not throw objects about the vehicle nor out the windows.
17. Shooting paper wads, squirt guns or other material in the vehicle is not permitted.
18. Riders must keep their feet off the seats.
19. Roughhousing on the vehicle is prohibited.
20. Riders must refrain from crowding or pushing.
21. The use or possession of alcohol, tobacco or look-a-like substances is prohibited in the vehicle.
22. All food and drink containers must remain closed.
23. The Good Conduct Rule is in effect.

### **Disciplinary Procedures**

A student who misbehaves on a bus will be recorded in the bus driver's student disciplinary log. If the driver prepares a Bus Conduct Form, it is submitted to the principal. The principal will visit with the student. Depending on the severity of the infraction, the principal may visit with the parent. The principal may take any of the following courses of action:

1. Assign seats
2. Detention
3. Suspension of riding privileges
  - a. 3 days
  - b. 10 days
  - c. Long term suspension
4. The school may exclude a child from riding on the bus if his/her conduct becomes abusive or detrimental to the welfare of other students.

### **Variation to Regular Routing**

Students will be picked up and delivered to a regular station. Variations from the student's regular station will be granted only upon written request to the building principal or by a written notice from the driver. Students riding activity buses will be picked up and delivered to established stops according to district

policy and state law.

### **Travel For Out-Of-Town Events**

Students riding a school bus to an out-of-town event must return on the bus unless the parent notified the sponsor and signs a release to gain permission for the student to ride with the student's parent(s).

### **Library**

The GLR High School Library is a place that belongs to everyone: students, teachers, and staff. There are rules about how students act in the library in order to help make it a pleasant and useful place for everyone to visit.

1. No food or drink in the library.
2. Be courteous and considerate of others. Speak in a quiet voice.
3. Take care of shared materials and shared space.
  1. Return materials on time.
  2. Return and push in chairs.
  3. Keep feet off the furniture.
4. Students will not be checked-out from the library to any room other than the room they came from.
5. Students will not be checked out from the library to go to the office.
6. When on the computers, observe the Acceptable Use Agreement.

If a student has trouble following the rules and expected behaviors, the teacher or librarian will remind him/her of them once. If the student still has trouble following library rules, he/she will be asked to leave.



## **Citizenship**

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

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

## **Inspection of Educational Materials**

Parents and other members of the school district community may view the instructional materials used by students. Copies may be obtained according to board policy. Test and assessment materials are only available for inspection with the consent of the superintendent. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the superintendent.

## **Distribution of Materials**

The board recognizes that students, employees, parents or citizens may want to distribute materials within the school district that are non-curricular. Non-curricular materials to be distributed must be approved by the building principal and meet certain standards prior to their distribution.

### **I. Guidelines**

Students have the right to exercise freedom of speech. This includes the right to distribute, at reasonable times and places, unofficial written material, petitions, buttons, badges or other insignia, except expression which:

- a. Is obscene to minors;
- b. Is libelous;
- c. Contains indecent, vulgar, profane or lewd language;
- d. Advertises any product or service not permitted to minors by law;
- e. Constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, gender, disability, age or ethnic origin);
- f. Presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Distribution on school premises of material in categories (a) through (d) to any student is prohibited. Distribution on school premises of material in categories (e) and (f) to a substantial number of students is prohibited.

### **II. Procedures**

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

- a. Name and phone number of the person submitting request and if a student, the home room number;
- b. Date/s and time/s of day of intended display or distribution;
- c. Location where material will be displayed or distributed;
- d. The grade/s of students to whom the display or distribution is intended.

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

If the person submitting the request does not receive a response within twenty-four hours of submission, the person shall contact the building principal's office to verify that the lack of response was not due to an inability to locate the person. If the person has made this verification and there is no response to the request, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

If the person is dissatisfied with the decision of the principal, the person may submit a written request to appeal to the superintendent. If the person does not receive a response within three school days of submitting the appeal, the person shall contact the superintendent to verify that the lack of response is not due to an inability to locate the person. If the person has made this verification and there is no response to the appeal, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

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

Permission to distribute material does not imply approval of its contents by either the school district, the board, the administration or the individual reviewing the material submitted.

### III. Time, place and manner of distribution.

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

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

### IV. Definitions.

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

1. "Obscene to minors" is defined as:
  - a. The average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
  - b. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and
  - c. The material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.
2. "Minor" means any person under the age of eighteen.
3. "Material and substantial disruption" of a normal school activity is defined as follows:
  - a. Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
  - b. Where the normal school activity is voluntary in nature (including, with limitation, school athletic events, school plays and concerts, and lunch periods), "material and substantial disruption" is defined as student rioting, unlawful seizures of property, widespread shouting or boisterous demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecasted including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

4. "School activities" means any activity of students sponsored by the school and includes, by way of example, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and in-school lunch periods.
5. "Unofficial" written material includes all written material except school newspapers, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school.

6. Examples include leaflets, brochures, flyers, petitions, placards and underground newspapers, whether written by students or others.
7. “Libelous” is a false and unprivileged statement about a specific individual that tends to harm the individual’s reputation or to lower him/her in the esteem of the community.
8. “Distribution” means circulation or dissemination of written material by means of handing out free copies, selling or offering copies for sale and accepting donations for copies. It includes displaying written material in areas of the school which are generally frequented by students.

V. Disciplinary action.

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

**Air Quality**

Good indoor air quality contributes to a favorable learning environment for students, performance of teachers and staff and a sense of comfort, health and well-being for all school occupants. These combine to assist a school in its core mission - educating children. If there is a concern regarding indoor air quality, the concern should be directed to the superintendent immediately.

**Emergency Drills**

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

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

**Fire Drill and Safety Information**

Fire extinguishers and fire alarms are located throughout the buildings. Instructions for fire extinguishers shall be posted by each fire extinguisher. Fire drill escape routes are located in each school supplement attached to this general handbook and posted in all classrooms. Specific instructions for tornado drills are found in each school supplement to this general handbook and posted in each classroom.

**School Bus Fire Plan Guidelines**

Plans for a school bus fire should consider the following:

- A. Primary considerations of the bus operator
  1. Parking safely
  2. Evacuating students and moving them to a safe place and distance—hurriedly
  3. Reporting the fire to appropriate school authority
    - a. To notify the fire department of nature of the fire
    - b. Requesting ambulance service, if needed
    - c. Requesting reserve bus, if needed
    - d. Other
  4. Giving first aid, if needed
  5. Whether the operator should fight the fire; where and under what conditions
  6. Extinguishing the fire
- B. Secondary matters may now be dealt with
  1. Is there a need to move the bus to a safer area
  2. Depending upon its final location and weather conditions, should pupils be reloaded

- to
- await relief bus or mechanic
- 3. Final check for belongings left behind in the emergency evacuation
- 4. Pupil discomforts

### **School Bus Tornado Guidelines (Tornado While Aboard Bus)**

The bus operator should avoid being caught unaware of the possibility of tornado by:

- A. Keeping abreast of weather forecasts at all times during the tornado season
  - 1. Keeping his/her radio receiver on
  - 2. Asking student to observe skies
- B. A decision should be made by the bus operator at each predetermined “safe area” as to whether to stop, or to proceed to the next:
  - 1. Culvert, bridge, ravine, or other area (be aware of danger of flash floods)
  - 2. Home, church, or business place with a good basement (having obtained prior approval to stop there with a bus load of children)
- C. If a tornado funnel is sighted, consider
  - 1. Turning back
  - 2. Taking right angles to the tornado path
  - 3. If above cannot be accomplished, stopping the bus and evacuating the children into a ditch
    - at least 100 feet away and upwind from the bus

### **Emergency Tornado Plan**

George-Little Rock School has a specific plan to follow in the event that a tornado is heading towards George or Little Rock.

Tornado Watch: When weather conditions are such as to make formation of tornadoes highly possible.

Tornado Warning: Announced when tornado or funnel clouds have been sighted. The actual direction, speed and areas in the tornado path will be monitored on the local radio stations with weather radios.

### **Hazardous Chemical Disclosure**

The Board of Education has adopted a hazardous chemical disclosure policy. This was primarily established for the protection of the employees. Community members may request information about chemicals being used in the schools. Generally, students do not have access to hazardous chemicals. However, in certain courses (for example, chemistry, biology, physics) hazardous chemicals may be present.

## **Asbestos**

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools.

Asbestos has been used as a building material for many years. It is a naturally occurring mineral that is mined primarily in Canada, South Africa and Russia. The properties of asbestos make it an ideal material for insulating, sound absorption, decorative plasters, fire proofing and a variety of miscellaneous uses. There have been over 3,000 different products manufactured using asbestos. The Environmental Protection Agency (EPA) began action to limit its uses in 1973. Most of the asbestos products used as building materials were banned by 1978.

The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis record form the basis of the asbestos management plan.

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

### **Asbestos Notice to Parents**

In accordance with EPA regulations, the school buildings in the George-Little Rock Community School District have been inspected for friable (easily crumbled) materials which contain asbestos. Friable asbestos-containing material may cause health problems. The school districts conduct an inspection of all asbestos materials every six months.

The EPA conducted an asbestos inspection of the George and Little Rock sites in 2010. All materials containing asbestos were found to be encapsulated. This is to notify school patrons that asbestos is present in the George-Little Rock Community School District as follows:

#### **GEORGE SITE**

##### **ELEMENTARY BUILDING**

Floor Tile Safe unless sanded.  
Floor tile in the multi-purpose room was removed in June 1995.  
New non-asbestos tile was installed.

##### **HIGH SCHOOL BUILDING**

Floor Tile Safe unless sanded. Floor in hallway and foyer area of 1955 construction was removed in June 2001.

Acoustical Ceilings Rooms 112 & 113 & adjacent hallway - encapsulated - no problems at this time.  
Vibration isolators Vocational Agricultural Shop non-friable  
All rooms and hallways have new texture over asbestos plaster.

#### **LITTLE ROCK SITE**

**ELEMENTARY BUILDING**

Floor Tile                      Safe unless dry sanded

**MIDDLE SCHOOL BUILDING**

Floor Tile                      Safe unless dry sanded  
Stage Lights                    No problem at this time  
Substrate Plaster Ceiling      No problem at this time  
of 1957 Addition                Hallway tile was removed in June 2001

The asbestos records are on file in the central office in George and Little Rock. These records are available for public viewing Monday through Friday, 8:00 a.m. to 4:00 p.m.

## SCHOOL DISTRICT

### Series 100

Policy Title Anti-Bullying/Harassment

Code No.

104.00

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If, after an investigation, a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If, after an investigation, a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following:

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

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes, but is not limited to, communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Harassment and bullying may include, but not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;

## SCHOOL DISTRICT

### Series 100

Policy Title Anti-Bullying/Harassment (Page Two)

Code No. 104.00

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

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

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

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal or designee will be responsible for handling all complaints by students alleging bullying or harassment. The building principal or designee will be responsible for handling all complaints by employees alleging bullying or harassment.



**SCHOOL DISTRICT**

**Series 100**

Policy Title Anti-Bullying/Harassment (Page Three) Code No.  
104.00

It is also the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy.

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook;
- Inclusion in the employee handbook;
- Inclusion in the registration materials;
- Inclusion on the school or school district's web site;
- and a copy shall be made to a person at the central administrative office at 500 E. Indiana Ave., George, IA 51237.

**Legal References:**

- 20 U.S.C. §§ 1221-1234i (2004).
- 29 U.S.C. § 794 (1994).
- 42 U.S.C. §§ 2000d-2000d-7 (2004).
- 42 U.S.C. §§ 12001 *et. seq.* (2004).
- Senate File 61, 1<sup>st</sup> Regular Session, 82<sup>nd</sup> General Assembly, (2007).
- Iowa Code §§ 216.9; 280.3 (2007).
- 281 I.A.C. 12.3(6).

**Cross References:**

- 502.00 Student Rights and Responsibilities
- 503.00 Student Discipline
- 506.00 Student Records

Date of Adoption: August 13, 2007 (Revised)

(Replaces 502.10)

Related Administrative Rules and Regulations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES**

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
  - Tell a teacher, counselor, or principal; and
  - write down exactly what happened, keep a copy and give another copy to the teacher, counselor, or principal including:
    - what, when and where it happened;
    - who was involved;
    - exactly what was said or what the harasser did;
    - witnesses to the harassment;
    - what the student said or did, either at the time or later;
    - how the student felt; and
    - how the harasser responded.

### **COMPLAINT PROCEDURE**

A student who believes that the individual has been harassed or bullied will notify the building principal, the designated investigator. The alternate investigator is the building principal (not in their building). The investigator may request that the individual complete the Anti-Bullying/Harassment Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint.

### **INVESTIGATION PROCEDURE**

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

### **RESOLUTION OF THE COMPLAINT**

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline.

Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

**POINTS TO REMEMBER IN THE INVESTIGATION**

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

**CONFLICTS**

If the investigator is a witness to the incident, the alternate investigator shall investigate.

**ANTI-BULLYING/HARASSMENT COMPLAINT FORM**

Name of complainant: \_\_\_\_\_

Position of complainant: \_\_\_\_\_

Date of complaint: \_\_\_\_\_

Name of alleged harasser or bully: \_\_\_\_\_

Date and place of incident or incidents: \_\_\_\_\_

\_\_\_\_\_

Description of misconduct: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of witnesses (if any): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Evidence of harassment or bullying, i.e., letters, photos, etc. (attach evidence if possible): \_\_\_\_\_

\_\_\_\_\_

Any other information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ANTI-BULLYING/HARASSMENT WITNESS DISCLOSURE FORM**

Name of witness: \_\_\_\_\_

Position of witness: \_\_\_\_\_

Date of testimony, interview: \_\_\_\_\_

Description of incident witnessed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any other information: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## STUDENTS

### Series 500

Policy Title Student Complaints and Grievances Code 502.04 No.

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 (3) days of the employee's decision. If the matter cannot be resolved by the principal, the students may discuss it with the superintendent within fifteen (15) 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.

Students and parents of students in the George-Little Rock Community shall have the right to file a formal complaint alleging discrimination under federal and state regulations requiring non-discrimination in programs and employment.

#### **Level I - Immediate Supervisor**

(Informal and optional - may be bypassed by the grievant)

A student or parent of a student with a complaint of discrimination based upon their gender, race, national origin, religion, marital status or disability are encouraged to discuss it with the instructor, counselor, supervisor, building administrator, program administrator or personally contact person directly involved.

#### **Level II - Compliance Officer**

If the grievance is not resolved at Level I and the grievant wishes to pursue the grievance, the grievant may formalize it by filing a complaint in writing on a Grievance Filing form, which may be obtained from the Compliance Officer. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal written complaint at Level II must be within 15 calendar days from the date of the event giving rise to the grievance; or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Compliance Officer. A minor student may be accompanied at that meeting by a parent or guardian. The Compliance Officer shall investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent to the involved parties within a reasonable time after receipt of the complaint. In all cases, the written report will be filed with all parties within thirty (30) days of the completion of the investigation.

If, in cases of disability grievances at the elementary and secondary level, the issue is not resolved through the grievance process, rather, the parents have a right to an impartial hearing to resolve the issue.

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, the U.S. Department of Education, Office of Civil Rights, the Equal Employment Opportunity Commission, or the Iowa Department of Education for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging discrimination.

**STUDENTS**

**Series 500**

Policy Title Student Complaints and Grievances (Page Two) Code No. 502.04

**Legal Reference:**

Iowa Code § 279.8 (2009).

**Cross Reference:**

- 210.08 Board Meeting Agenda
- 215.00 Public Participation in Board Meetings
- 307.00 Communication Channels
- 502.00 Student Rights and Responsibilities
- 504.03 Student Publications

Date of Adoption: March 16, 2010 (Revised)

Related Administrative Rules and Regulations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**GEORGE-LITTLE ROCK COMMUNITY SCHOOL DISTRICT**  
**Part of Board Policy Code No. 605.06**  
**(Adopted February 11, 2008)**

**Internet - Appropriate Use**

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.

Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students. If a student already has an electronic mail address, the student may with the permission of the supervising teacher, be permitted to use the address to send and receive mail at school.

The Internet can provide a vast collection of educational resources for students and employees. It is a global network which makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that may not be of educational value. Student Internet records and access records are confidential records treated like other student records. Students Internet activities will be monitored by the school district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. The school district will use technology protection measure to protect students from inappropriate access.

Employees and students will be instructed on the appropriate use of the Internet. Parents will be required to sign a permission form to allow their students to access the Internet. Students will sign a form acknowledging they have read and understand the Internet Acceptable Use policy and regulations, that they will comply with the policy and regulations and understand the consequences for violation of the policy or regulations.



**GEORGE-LITTLE ROCK COMMUNITY SCHOOL DISTRICT  
Part of Board Policy Code No. 605.06**

**INTERNET APPROPRIATE USE VIOLATION NOTICE**

Student: \_\_\_\_\_

Date: \_\_\_\_\_

Teacher: \_\_\_\_\_

Students who access restricted items on the Internet are subject to the appropriate action described in the school's discipline policy or student handbook or to the following consequences:

**First Offense:**

The student will lose Internet access for three (3) weeks.

**Second Offense:**

The student will lose Internet access for nine (9) weeks.

**Third Offense:**

The student will lose Internet access for the remainder of the year and a minimum of 18 weeks, subject to carry-over into the following year.

**Fourth Offense:**

The student will permanently lose Internet access AND will lose all other computer network privileges for a minimum of 18 weeks, subject to carry-over into the following year. Any necessary typing that cannot be done at home will need to be done on a stand-alone computer in a designated area subject to teacher approval. Documents will need to be saved on 3.5 in. diskettes.

The above are minimum consequences and may be more severe should the violation warrant. Such decisions will be made by the administration. Violations of state and federal laws will be handled by the proper authorities.

**SCHOOL DISTRICT - COMMUNITY RELATIONS**

**Series 900**

Policy Title Citizen Complaints

Code  
906.05

No.

The Board recognizes that situations may arise in the operation of the school which are of concern to parents or the public. The Board believes strongly that all concerns shall be resolved at the lowest possible level of decisions making by the individuals closest to the concern. The concerns are best dealt with through communication with appropriate staff members and school officials, such as faculty, the principals, the superintendent, and the board.

The following guidelines are suggested as the proper procedure to be followed by persons with questions or complaints:

1. Matters concerning individual students, a teacher, or other employees should first be addressed to the teacher or employee.
2. Unsettled matters from (1) above or a problem and questions concerning individual schools should be directed to the building principal, or employee's immediate supervisor.
3. Unsettled matters from (2) above or problems and questions concerning the school system should be directed to the Superintendent.
4. When a complaint requiring attention is received by the board or a board member it will be referred to the superintendent. After all of the channels have been exhausted, the complainant may appeal to the board by requesting a place on the board agenda or during the public audience portion of the board meeting. If the complainant appeals to the board, the appeal will be in writing, signed and explain the process followed by the complainant prior to the appeal of the board. (See policy 213.00 Regulation)

**Legal Reference:** (Code of Iowa)

Date of Adoption: April 9, 2007 (Revised)

Related Administrative Rules and Regulations: \_\_\_\_\_  
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## STUDENTS

### Series 500

Policy Title Wellness Code No. 507.09

The board promotes healthy students by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. The school district supports a healthy environment where students learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of students. Improved health optimizes student performance potential.

The school district provides a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The entire school environment, not just the classroom, shall be aligned with healthy school district goals to positively influence a student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity.

The school district supports and promotes proper dietary habits contributing to students' health status and academic performance. Foods available on school grounds and at school-sponsored activities during the instructional day should meet or exceed the school district nutrition standards. Foods should be served with consideration toward nutritional integrity, variety, appeal, taste, safety and packaging to ensure high-quality meals.

The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price meals. Toward this end, the school district may utilize electronic identification and payment systems and promote the availability of meals to all students.

The school district will develop a local wellness policy committee comprised of parents, leaders in food/exercise authority and employees. The local wellness policy committee will develop a plan to implement and measure the local wellness policy and monitor the effectiveness of the policy. The committee will designate an individual to monitor implementation and evaluation the implementation of the policy. The committee will report annually to the board regarding the effectiveness of this policy.

#### Wellness Goals

The school district will provide nutrition education and engage in nutrition promotion that:

- is offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;
- is part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences and elective subjects;
- includes enjoyable, developmentally appropriate, culturally relevant participatory activities, such as contests, promotions, taste-testing, farm visits and school gardens;
- promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, healthy food preparation methods and health-enhancing nutrition practices;
- emphasizes caloric balance between food intake and physical activity;
- links with meal programs, other foods and nutrition-related community services; and
- includes training for teachers and other staff.

#### Daily Physical Exercise

The school district will provide physical education that:

- is for all students in grades TK-12 for the entire school year;
- is taught by a certified teacher;

## STUDENTS

### Series 500

Policy Title Wellness (Page Two) Code No.  
507.09

- includes students with disabilities, students with special health-care needs may be provided in alternative educational settings; and,
- engages students in moderate to vigorous activity during at least 50 percent of physical education class time.

#### Daily Recess

Elementary schools should provide recess for students that:

- is at least 20 minutes a day;
- is preferably outdoors; and,
- encourages moderate to vigorous physical activity verbally and through the provision of space and equipment.

When activities such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, schools should give students periodic breaks during which they are encouraged to stand and be moderately active.

#### Integrating Physical Activity into Classroom Settings

For students to receive the nationally recommended amount of daily physical activity and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond the physical education class. Toward that end, the school district will:

- offer classroom health education that complements physical education by reinforcing the knowledge and self-management skills needed to maintain a physically activity lifestyle and to reduce time spent on sedentary activities.

#### Communication with Parents

The school district will encourage parents' efforts to provide a healthy diet and daily physical activity for their children. The school district will:

- send home nutrition information and encourage parents to eat lunch with their children; and
- include sharing information about physical activity and physical education through newsletters, special events or physical education homework.

#### Food Marketing in Schools

School-based marketing will be consistent with nutrition education and health promotion. The school district will:

- provide healthy food and beverage choices.

#### Staff Wellness

The school district values the health and well-being of every staff member and encourages members to maintain a healthy lifestyle.

#### School Meals

Meals served through the National School Lunch and Breakfast Programs will:

- be appealing and attractive to children;
- be served in clean and pleasant settings;
- meet, at a minimum, nutrition requirements established by local, state and federal law;
- offer a variety of fruits and vegetables;
- offer choices including serving low-fat (1%) and fat-free milk and nutritionally equivalent non-dairy

alternatives (as defined by the USDA); and,

## **STUDENTS**

### **Series 500**

Policy Title Wellness (Page Three) Code No.  
507.09

- be aware of increasing serving of products that are whole grain.

Schools should:

- engage students and parents, through taste-tests of new entrees and surveys, in selecting foods offered through the meal programs in order to identify new, healthful and appealing food choices; and

#### **Breakfast**

To ensure that all children have breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn, schools will:

- operate the breakfast program, to the extent possible;
- arrange bus schedules and utilize methods to serve breakfasts that encourage participation;
- notify parents and students of the availability of the School Breakfast Program, where available; and,
- encourage parents to provide a healthy breakfast for their children through newsletter articles, take-home materials or other means.

#### **Free and Reduced-Priced Meals**

The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price meals. Toward this end, the school district may:

- utilize electronic identification and payment systems; and,
- promote the availability of meals to all students.

#### **Meal Times and Scheduling**

The school district:

- will provide students with at least 10 minutes to eat after sitting down for breakfast and 15 minutes after sitting down for lunch;
- should schedule meal periods at appropriate times, e.g., lunch should be scheduled between 10:45 a.m. and 1:00 p.m; should not schedule tutoring, club or organizational meetings or activities during mealtimes, unless students may eat during such activities;

#### **Qualifications of Food Service Staff**

Qualified nutrition professionals will administer the meal programs. As part of the school district's responsibility to operate a food service program, the school district will:

- provide continuing professional development for all nutrition professionals; and,
- provide staff development programs that include appropriate certification and/or training programs for child nutrition directors, nutrition managers and cafeteria workers, according to their levels of responsibility.

#### **Sharing of Foods**

The school district discourages students from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.

#### **Foods Sold Outside the Meal (e.g. vending, a la carte, sales)**

*Elementary Schools:* The food service program will approve and provide all food and beverage sales to students in elementary schools. To this end:

- food in elementary schools should be sold as balanced meals, given young children's limited nutrition skills; and,

## STUDENTS

### Series 500

Policy Title Wellness (Page Four) Code No.  
507.09

- foods and beverages sold individually should be limited to milk and juice.

*Secondary Schools:* In middle/junior high and high schools, all foods and beverages sold individually outside the reimbursable meal programs, (vending machines, student stores or fund-raising activities) during the school day, or through programs for students after the school day, will provide healthy choices for students to include water, juice and milk and will include a choice of healthy snacks..

#### **Fund-raising Activities**

To support children's health and school nutrition-education efforts, school fund-raising activities will not involve food or will use only foods that meet the above standards for foods and beverages sold individually. The school district encourages fund-raising activities that promote physical activity. The school district will make available a list of ideas for acceptable fund-raising activities.

#### **Snacks**

Snacks served during the school day or in after-school care or enrichment programs will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. Schools will assess if and when to offer snacks based on time of meals, children's nutritional needs, children's ages and other considerations. The school district will disseminate a list of healthful snack items to teachers, after-school program personnel and parents.

#### **Rewards**

The school district will not use foods or beverages, especially those that do not meet the nutrition standards for foods and beverages sold individually, as rewards for academic performance or good behavior, and will not withhold food or beverages (including food served through meals) as a punishment.

#### **Celebrations**

Schools should evaluate their celebrations practices that involve food during the school day. The school district will disseminate a list of healthy party ideas to parents and teachers.

#### **School-Sponsored Events**

Foods and beverages offered or sold at school-sponsored events outside the school day will meet the nutrition standards for meals or for foods and beverages sold individually.

#### **Food Safety**

All foods made available on campus adhere to food safety and securing guidelines.

1. All foods made available on campus comply with the state and local food safety and sanitation regulations. Hazard Analysis and Critical Control Points (HACCP) plans and guidelines are implemented to prevent food illness in schools; and,
2. for the safety and security of the food and facility, access to the food service operations are limited to child nutrition staff and authorized personnel.

#### **Monitoring**

The superintendent will ensure compliance with established school district-wide nutrition and physical

activity wellness policies.

**STUDENTS**

**Series 500**

Policy Title Wellness (Page Five)

Code  
No. 507.09

In each school:

- 3. the principal will ensure compliance with those policies in the school and will report on the school’s compliance to the superintendent; and,
- 4. food service staff, at the school or school district level, will ensure compliance with nutrition policies within food service areas and will report on this matter to the superintendent or principal.

**Policy Review**

To help with the initial development of the school district wellness policies, each school in the school district will conduct a baseline assessment of the schools existing nutrition and physical activity environments and practices. The results of those school-by-school assessments will be compiled at the school district level to identify and prioritize needs.

Assessments will be repeated every five years to help review policy compliance, assess progress and determine areas in need of improvement. As part of that review, the school district will review the nutrition and physical activity policies and practices and the provision of an environment that supports healthy eating and physical activity. The school district will revise the wellness policies and develop work plans to facilitate their implementation.

**Legal Reference:**

Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 *et seq.* (2005).

Child Nutrition Act of 1966, 42 U.S.C. 1771 *et. seq.*

**Cross Reference:**

504.06 Student Activity Program

710.00 School Food Services

Date of Adoption: April 10, 2006



Related Administrative Rules and Regulations: \_\_\_\_\_

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**END OF GENERAL SECTION**