



**GEORGE - LITTLE ROCK**

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**MUSTANGS**

*George-Little Rock  
Community School District*

*Parent-Student Handbook  
2020-2021*

*Adopted by the G-LR Board of Education  
June 16, 2020*

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# George-Little Rock Community School District

General Section  
2020-2021



## OPENING STATEMENTS

### **Mission Statement**

The mission of the George-Little Rock School District is to provide quality education by promoting lifelong 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

Thomas Luxford, Superintendent  
Karie Aeikens, Elementary Principal  
Steven Green, Middle School & High School Principal

Cathy Bonestroo, Business Manager/Board Secretary

### ADMINISTRATIVE SUPPORT

Ruth Ackerman, High School Secretary  
Geraldine Hassebroek, Elem. Secretary/FS  
Crystal DeBoer, Middle School/Principal Secretary/FS  
Darcy Hansmann, District Office Secretary

Tyler Glanzer, Activities Director  
Reid Geerdes, Liaison Officer  
Mitch Lupkes, Technology Coordinator  
Michele Johnson, Instructional Coach

### TRANSPORTATION

Jeremy Sprock, Transportation Director  
Jim McConnell, Transportation Coordinator

Dave Julius  
Bert Reitsma  
Pat Janssen

David Klaahsen  
Paul Van Briesen

### CUSTODIAL SERVICES

Dawn Arends, Building & Grounds, Little Rock  
Tyler Plotz, Building & Grounds

Carola Vivian, Little Rock  
Bridget Dickmann, George

Rosmi Mairu, George

### FOOD SERVICE

Colleen Trei, Food Service Director  
Delores Krull, Little Rock

Tammie Drown, George  
Rosalie Arends, Little Rock

### GEORGE – LITTLE ROCK ELEMENTARY

Michelle McDowell, Preschool  
Lissa Harson, TK  
Stacie VerSteeg, Kindergarten  
Shari Kruse, First Grade  
Shannon Klooster, Second Grade  
Charles Stai, Second Grade  
Kristi Donaker, Third Grade

Amanda Storm, Third Grade  
Sharon Klaahsen, Fourth Grade  
Eric Schafer, Fifth Grade  
Kim Dykstra, Sp. Ed./Title  
Frances Burd, Sp. Ed./Title  
Nyla Hellinga, ELL

Mark Lutmer, PE  
Valecia West, Art, TAG  
Tim Mauldin, Vocal Music  
Nicole Lewis, Instrumental  
Dan Helkenn, Guidance  
Tina Sherrill-Range, Media Director

### MIDDLE SCHOOL

Sherri Stratman, F&CS  
Bethany Specht, Social Studies  
Tim Mauldin, Vocal Music  
Jessica Ubben, Vo Ag, FFA  
Amanda Trei, Special Ed. / Title

Tyler Glanzer, Math  
Landon Ahlers, Science  
Nicole Lewis, Instrumental  
Dan Helkenn, Guidance  
Amy Stump, Spanish

Ashley Klaassen, Language Arts  
Jeff Kruger, Industrial Tech.  
Valecia West, Art, TAG  
Nyla Hellinga, ELL/Title  
Brian Luenberger, PE

### HIGH SCHOOL

Sherri Stratman, F&CS  
Kristine Hamilton, Social Studies  
Amy Schmidt, Business  
Tim Mauldin, Vocal, Lighting/Sound Tech.  
Jessica Ubben, VoAg, FFA  
Brenda Sandbulte, Social Studies, English  
Nicole Lewis, Instrumental

Bryan Paulsen, Special Education  
Dan Helkenn, Guidance/At-Risk  
Kristi Luxford, English  
Mitzi Wynia, Biology/Science  
Jeff Kruger, Industrial. Tech  
Amy Stump, Spanish  
Russ Verburg, Physics, Chemistry

Tyler Glanzer, Math  
Thomas Vigdal, Math  
Brian Luenberger, PE  
Valecia West, K-12 Art, TAG  
Nyla Hellinga, ELL  
Tina Sherrill, Media Director/TAG

### SUPPORT/PARAPROFESSIONAL

Darcy Eben  
Trisha Hengeveld  
Pat Janssen  
Karen Wibben  
Kris VerSteeg

Jill Netten  
Apryl Henrichs  
Kim Terhark  
Wanda Sonne  
Hannah Engelkes

Josie Klingenberg  
Sherry Mitchell  
Samantha Everhart  
Susue Cazares  
Angie Johnson

## **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 district.

Members of the board believe that 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 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 race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs. 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 the Superintendent and can be reached at 475-3311 or 479-2771.

**Iowa Nondiscrimination Statement** – “It is the policy of George-Little Rock School District not to discriminate on the basis of race, creed, color, age, sex, sexual orientation, gender identity, national origin, disability, marital status, socioeconomic status, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.6, 216.7 and 216.9. There is a grievance procedure for processing complaints of discrimination. If you have any questions or grievances related to compliance with this policy by George-Little Rock School District, please contact Reid Geerdes, Equity Coordinator, George-Little Rock Community School, 500 E. Indiana Ave., George, IA 51237; Phone number 712-475-3311, email: [rgeerdes@george-littlerock.org](mailto:rgeerdes@george-littlerock.org), the Iowa Civil Rights Commission, Grimes State Office Building, 400 E. 14th St., Des Moines, IA 50319- 1004; phone number 515-281-4121, 800-457-4416; website: <https://icrc.iowa.gov/>.

To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call 1(866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact the USDA through the Federal Relay Service at 1(800)877- 8339 or 1(800)845-6136 (Spanish). USDA is an equal opportunity provider and employer.

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 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 so that all may be safe within the school environment. 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.

### **Multicultural/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. Inquiries relating to Title IX contact: Karie Aeikens, Title IX Coordinator, PO Box 307; 134 1<sup>st</sup> Ave., Little Rock, Iowa 51243, 712-479-2771.

## **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 to 504:

Mr. Steven Green, Principal  
George-Little Rock Community School  
500 East Indiana Avenue, P.O. Box 6  
George, IA 51237  
712-475-3311

Inquiries relating to American Disability Act:

Mr. Reid Geerdes, Liaison Officer  
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” includes 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 cancels because of inclement weather prior to the start of the school day, students and parents will be notified over KIWA (1550) Sheldon and KQAD (101.5) Luverne and Television Stations; KELO, KTIV, KSFY, KMEG, KCAU, and the GLR website. Every effort will be made to have announcements on the air before 7:00 a.m. Activity practices will not be held when school dismisses for inclement weather. The missed day may have to be made up at a later date.

If school dismisses because of inclement weather after the school day has begun, parents will be 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/hard surface routes, or the parents are responsible for picking up the students at the student’s school.

## **JMC Notifications**

We will be using the JMC 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.

## **Crisis Planning**

During an emergency, it is a natural instinct for families to want to rush to their child. George-Little Rock Community School District shares the same instinct – to protect and safeguard our children. Our procedures and plans guide our response to a wide range of crisis situations.

Here are a few ways parents and members of the community can help us effectively respond to a crisis:

- Remain calm, follow procedures, and cooperate with school and public safety officials.
- Please do not go to the school. Traffic may block emergency responders from getting to the scene or transporting injured students or staff to emergency medical facilities.
- Please do not call the school. It is essential to keep phone lines open so school officials can make outgoing emergency calls.
- Remain close to the phone or computer. We will send accurate information and instructions to your contact information.
- Tune in to local television or radio stations. (KIWA Radio, KELO-TV, KTIV-TV, KSFY-TV, KMEG-TV, KCAU-TV)
- Check district social media sites for possible updates. These include Facebook and Twitter
- Understand that the district may require families to pick up their children at a reunification site, other than their school, if students are evacuated due to a threat. In this case, please bring your photo ID. The district will communicate the location of the reunification site through the channels provided above. 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 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 instructions on how to complete 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	\$30.00	\$25.00	\$25.00	\$25.00
<b>Band Fees: We do not provide refunds for students who choose to drop band at mid-semester.</b>				
Instrument Rental	\$50.00			
Percussion	\$35.00			

### Student and Adult Activity Tickets

Activity tickets are available at registration. 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 extracurricular programs. Adult activity tickets are available at \$60.00 for a single and \$100.00 for a couple. All activity tickets that have been purchased need to be shown to the person collecting money for the event, or they will need to pay to get into the event.

### 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 account has a fund balance.

### **School Lunch Program**

The school lunch program will begin serving meals on August 24. Meal prices and milk prices are listed below.

#### **ELEMENTARY Grades PS-5**

Breakfast	\$1.45
Single student meal	\$2.45
Extra milk per carton	\$ .35
School Year Milk	\$63.00
Semester Milk	\$31.50

#### **MIDDLE SCHOOL Grades 6-8**

Breakfast	\$ 1.45
Single student meal	\$ 2.75
Second sandwich or entree	\$ 1.25
Extra milk per carton	\$ .35

#### **HIGH SCHOOL Grades 9-12**

Breakfast	\$ 1.45
Single student meal	\$ 2.75
Second sandwich or entrée	\$ 1.25
Second Meals	\$ 3.85
Second Breakfast	\$ 1.95

A list of ala carte items will be available upon request. We will also have an ala carte list on our website.

#### **ADULT**

Single Lunch	\$ 3.85
Breakfast	\$ 1.95

Students bringing lunches from home and desiring milk, or students desiring a second half-pint of milk, will need to purchase 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 any time throughout the year. Parents should file an application form before the beginning of school on their JMC Parent Portal. Meal status for students in this program will be

treated as confidential.

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

### **Payment of Meals Policy**

In accordance with state and federal law, the George-Little Rock School adopts the following policy to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

Students and staff have the use of a meal account. When the balance reaches zero, a student may charge no more than \$37.50 to this account. When an account reaches this limit, a student shall not be allowed to charge further meals or a la carte items until the negative account balance is paid. Accounts with any negative balances, will not be allowed any second or extra options.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received.

Employees may charge on their account for meals but may charge no more than \$35.00 to this account. When an account reaches this limit, an employee shall not be allowed to charge further meals or a la carte items until the negative account balance is paid.

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with the student's parent or guardian to resolve the matter of unpaid charges. Parents or guardians will be notified of an outstanding negative balance once the student owes five meals or more. Parents and guardians will be notified by the JMC automated e-mail and calling system. Negative balances of more than \$37.50, will be turned over to the superintendent or designee for collection and a formal letter will be sent at this time along with an application for free and reduced meals. If not resolved with the letter, a meeting with the parent will be scheduled, and a resolution will be determined and if no resolution is made, other options may include: collection agencies, small claims court, or any other legal method permitted by law to collect the unpaid debt.

Limited funds may be available to assist with food service accounts dependent upon donations. Please complete the Food Service Meal Fund Assistance Form to be considered for the funds. Contact your building secretary for more information.

The policy and supporting information regarding meal charges shall be provided in writing to:

- All households at or before the start of each school year;
- Students and families who transfer into the district, at time of transfer: and
- All staff responsible for enforcing any aspect of the policy.

Records of how and when the policy and supporting information was communicated to household and staff will be retained.

The superintendent may develop an administrative process to implement this policy.

### **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>
School Time Coverage (PK-12), no sports coverage grades 7-12	\$16
Full Time Coverage (PK-12), no sports coverage grades 7-12	\$99
School Time Coverage (PK-12) and Sports Coverage (7-12), not including football (9-12)	\$91
Full-Time Coverage (PK-12) and Sports Coverage (7-12), not including football (9-12)	\$174
Football Coverage (9-12)	\$250
Extended Dental Coverage (PK-12)	\$9

### **Textbooks**

Textbooks are the property of the G-LR school district and issued on a loan basis. They are evaluated when they are issued and returned. Students who mar, damage, or lose a textbook are charged a fine, and the student will pay for the damage. If the book is lost or damaged beyond repair, the 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 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 are 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 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 the Building Assistance Team.

Students should know that self-discipline is required to do their best work in school. Other aspects of self-discipline include: cooperating with others, doing work on time, having good attendance, and treating others with dignity and respect. If a student may need help with self-discipline, an at-risk behavior plan will be developed. The "at-risk plan" will be 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 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.

Our liaison officer will assist with students who need at-risk services. 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 a 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. The principal may grant a waiver 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 of 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 necessary. Irregular attendance or tardiness by students not only inhibits their 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	loss of credit
demerit	suspension	probation contracts
expulsion		

The building principal, liaison officer, or guidance counselor will notify parents via telephone or mail, when students have accumulated seven (7) absences per semester.

When a student has been absent from school/class ten (10) times during a semester, the principal, liaison officer, or guidance counselor will inform the county attorney of the student's status. They will also notify the student and parent of the excessive absences and schedule a meeting with the parents. Sanctions may be initiated.

Any instructional time lost beyond 10 days missed, will be required to be made up on the student's time, outside of the regular school day.

If the student reaches 15 days absent, the County Attorney will be involved with mediation.

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 7:45 a.m. and are expected to leave the school grounds within ten minutes of dismissal unless other arrangements are made between the school and parents.

### **Immunizations**

Before 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 immunization 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 before attending school. The Iowa Legislature has 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 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 before 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**

A nurse is provided through a district contract with Health Services of Lyon County (712-472-4081). They also may be contacted through the school offices.

Below is a list of guidelines for George-Little Rock Community School. The school has procedures in place for sending and keeping children home from school when they are ill. We follow these procedures to make sure that children are given an adequate amount of time and rest to get well before returning to school. This also prevents the spread of illness to others. Good attendance is important for success, but we also want to protect the health of other students, families and staff. Please do your part to know when your child should attend school or stay home. Students with the following symptoms should remain home or may be sent home from school:

- Fever: Keep your child home for a temperature of 100° F or above. The child's temperature must remain below 100° for 24 hours without the use of fever-reducing medications such as acetaminophen (Tylenol) or ibuprofen (Motrin, Advil).
- Vomiting: The child should be free of symptoms for 24 hours before returning to school.
- Diarrhea: (two or more liquid stools in a 24-hour period) The child should be free of symptoms for 24 hours before returning to school.
- Persistent symptoms: Signs of illness that could disrupt the student's learning and/or pose a risk of illness to others. Examples include extreme nasal congestion, reddened eyes, sore throat, uncontrolled cough, headaches not responding to medication, lack of appetite or extreme fatigue.
- Rash: A contagious rash or a new, unexplained skin eruption/rash.
- Communicable illnesses: An illness for which you have been advised to keep your child out of school until cleared to return by your child's doctor.
- Any other health condition that is of concern for the child's health and well-being and/or that of others in the school building.
- Any health condition in which the school staff do not feel comfortable in managing or the monitoring of a student. A school representative or the school nurse may contact you if your child becomes ill with the above symptoms when at school. If a parent/guardian cannot be reached, other individuals listed as an emergency contact for the student, will be notified. For the child's safety, students will be released to only those adults whose names appear as an emergency contact or someone specified by the parent/guardian in the event they are unable to pick the child up. Please plan ahead for how your child will be cared for if they need to remain home from school or are sent home from school due to illness.

To help minimize the spread of illness among students:

- Report communicable diseases to the school immediately. Examples include influenza or chicken pox.
- Remind your child about good handwashing, especially after using the toilet or before eating.
- Encourage good cough hygiene, cover the nose and mouth when coughing or sneezing.
- Follow the guidelines above for staying home when ill.

## **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.

## **HAWK-I Insurance for Children**

Parents can apply for low-or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children, birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescriptions, immunizations,

physical therapy, vision care, speech therapy, and hospital services, to name a few. Parents are urged to call 1-800-257-8563 (toll-free) or go to the web site at; [dhs.iowa.gov/hawki](http://dhs.iowa.gov/hawki) for more information.

### Administration of Medication

Students may need to take prescription or nonprescription medication during school hours. Prescription medication will not be administered without written authorization that is signed and dated from the parent. 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. 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 is 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 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 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 chickenpox.

### Communicable Disease Chart (Chart updated and revised June 2012)

Concise descriptions and recommendations for the exclusion of cases from school.

<b>DISEASE *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</b>	4-20 Days	Usual age 5 to 14 years - unusual in	After diagnosis no

<b>Infectiosum (5th Disease)</b>		adults. Starts with 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	exclusion from school
<b>German Measles* (Rubella)</b>	14 to 23 Days	Usually mild. Enlarged glands in neck and behind ears. Brief red rash	7 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 (average 28 to 30 days)	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	No exclusion from school.
<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>	7 to 10 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 re-admittance 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 to be excused from the screening. The grade levels included in the screening are determined annually. Parents are notified before 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 6:00 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 extracurricular 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.

### **IAHSAA/IGHSAU Rules: I) Eligibility Rules: 36.15(2)**

(1) Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. Grading period, graduation requirements, and any interim periods of ineligibility are determined by local policy. For purposes of this subrule, "grading period" shall mean the period of time at the end of which a student in grades 9 through 12 receives a final grade and course credit is awarded for passing grades.

(2) If at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a contestant for 30 consecutive calendar days.

d. A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's individualized education program.

e. A student who meets all other qualifications may be eligible to participate in interscholastic athletics for a maximum of eight consecutive semesters upon entering the ninth grade for the first time.

However, a student who engages in athletics during the summer following eighth grade is also eligible to compete during the summer following twelfth grade. Extenuating circumstances, such as health, may be the basis for an appeal to the executive board which may extend the eligibility of a student



when the executive board finds that the interests of the student and interscholastic athletics will be benefited.

f. All member schools shall provide appropriate interventions and necessary academic supports for students who fail or who are at risk to fail and shall report to the department regarding those interventions on the comprehensive school improvement plan.

g. A student is academically eligible upon entering the ninth grade.

h. A student is not eligible to participate in an interscholastic sport if the student has, in that same sport, participated in a contest with or against, or trained with, a National Collegiate Athletic Association (NCAA), National Junior College Athletic Association (NJCAA), National Association of Intercollegiate Athletics (NAIA), or other collegiate governing organization's sanctioned team. A student may not participate with or against high school graduates if the graduates represent a collegiate institution or if the event is sanctioned or sponsored by a collegiate institution. Nothing in this subrule shall preclude a student from participating in a onetime tryout with or against members of a college team with permission from the member school's administration and the respective collegiate institution's athletic administration.

i. No student shall be eligible to participate in any given interscholastic athletic sport if the student has engaged in that sport professionally.

j. The local superintendent of schools, with the approval of the local board of education, may give permission to a dropout student to participate in athletics upon return to school if the student is otherwise eligible under these rules.

k. Remediation of a failing grade by way of summer school or other means shall not affect the student's ineligibility. All failing grades shall be reported to any school to which the student transfers.

### **George-Little Rock Good Conduct Policy**

As representatives of the school, students involved in extracurricular and cocurricular activities have a responsibility to demonstrate good conduct both in and out of school at all times throughout the calendar year, whether school is in session or not. Activity participants not only represent themselves as individuals, but also represent the school and community. Participation in extracurricular and co-curricular activities is considered a privilege. Students who wish to retain the privilege of participating in extracurricular and cocurricular activities must conduct themselves in accordance with this policy.

#### **Offense/Violation**

- Possession, use, or purchase of tobacco products or look a-like tobacco products such as, but not limited to, ecigarettes, 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");
- Being in attendance at a function, party, or vehicle where the student knows or has reason to know that alcohol or other drugs are present or 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;
- Any conviction of a felony or serious misdemeanor (as defined by Iowa law) or placement on probation.

## **Mere Presence**

If a student finds him or herself in a situation where alcohol or other drugs are present or being consumed illegally by minors, the student's options are:

1. Leave immediately. An **intention** to leave is not a defense. Nor is being the "designated driver."
2. Apply "reverse" peer pressure to convince the persons responsible for bringing the contraband substances to leave the party and take the drugs/alcohol with them.
3. Otherwise get rid of the offending substances. (Flush or pour, but do not consume!)
4. Stay and risk loss of eligibility for extracurricular and co-curricular activities.

## **Activity**

The sport, extracurricular, or co-curricular the student is participating in. Examples of activities include but are not limited to: volleyball, cross country, FFA, musical, choir, basketball, cheerleading, speech, softball, etc.

## **Event**

1. Any public performance or interscholastic competition on the school calendar, with the exception of meetings, preseason inner squad scrimmages, preseason band parent night.
2. Any performance in which an admission fee is charged
3. Any scheduled events where a school team, group, or club travels outside the school district

## **Self-Report**

1. A report (in person or by phone/ email) made to the principal or athletic director by the student in violation within 72 hours of the occurrence of the violation or alleged violation
2. If student fails to self-report within 72 hours, the ineligibility will be doubled (ex. 9 weeks become 18 weeks, 3 events become 6 events)

## **Penalty**

Any student who commits an offense as defined above will be considered to be in violation of the GLR Good Conduct policy. Students who violate this policy will not be allowed to participate in events as follows:

### **1<sup>st</sup> Offense:**

Ineligible for events outlined in chart A (see below) that occur during a 9-week (63 calendar days) period. The 9-week period begins with the first event the student would normally be involved in.

### **2<sup>nd</sup> Offense:**

Ineligible for events outlined in chart A (see below) that occur during an 18-week (126 calendar days) period. The 18-week period begins with the first event the student would normally be competing or performing in.

### **3<sup>rd</sup> Offense:**

Ineligible for all events as defined above for 365 calendar days. Ex. all scheduled football games and football playoff games, all musical performances, all 20 basketball games and postseason, etc.

## **Penalties for students not in activities:**

### **1<sup>st</sup> Offense:**

3 Days of ISS – No IPass but can be earned back through community service  
Detention atmosphere – no phone or laptop, chromebook only for google classroom

Parent/Guardian Contacted

2<sup>nd</sup> Offense

6 Days of ISS, No IPass (cannot be earned back)

Parent/Guardian Contacted and a face-to-face meeting will take place

3<sup>rd</sup> Offense

2 Days of OSS, 6 Days of ISS, No IPass

Parent/Guardian Contacted and face-to-face meeting will take place

Ineligible for Prom, Homecoming Activities

### 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 25%. This reduction is not available for first or third violations.
2. Students, who have fulfilled the requirements following their first violation and thereafter remain violation free for fifteen consecutive months, start over with a clear record. This opportunity applies only once during a student's high school 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.*

### Student Good Conduct Related Rules

Students who have violated the Good Conduct policy in grades 7 & 8 shall have their record expunged at the start of high school, grade 9. A Good Conduct violation in 9th grade shall be recorded as a 1st offense regardless of the student's record in junior high (grades 7 & 8).

- A. If student denies commission of the offense and is later convicted in court, the denial counts as a first offense and the conviction counts as a second offense (or 2<sup>nd</sup> and 3<sup>rd</sup> offense if applicable). The 2<sup>nd</sup> offense (or 3<sup>rd</sup> offense if applicable) will be enforced.
- B. Students involved in multiple levels (9th, JV, varsity) in a sport during the same season, the student is ineligible for the listed number of events (see Chart A below) for each level of the sport. Example: Student A plays JV and varsity football. The student is ineligible for 2 JV games and 2 varsity games.
- C. If a student is not involved in activities at the time of the Good Conduct violation, the penalty carries over for 1 calendar year and applies to the first activity the student is involved in within that calendar year.
- D. Students that are injured and are not able to participate in an event due to the injury cannot use the injury time to serve ineligibility. Likewise, students that are ineligible for academic reasons (30 days for failing a class) cannot use that time towards Good Conduct ineligibility. The ineligibility period is placed on hold until the student can resume normal activity.

- E. G-LR will not allow students to participate in an activity for the sole purpose of fulfilling a Good Conduct violation, with the exception of the 9th grade year, a student must have been in the activity for the entire season the previous year for the student's period of ineligibility to apply. A student may not begin an activity midseason/year for the sole purpose of avoiding consequences in his or her favored area(s) of participation.
- F. Students are expected to complete the entire activity season in order to fulfill the Good Conduct violation requirement. If they quit the activity before the season is completed, they will be required to serve the entire consequence over.
- G. The start of a season is defined as beginning on the date of the first event of that activity. The student must finish a season in good standing with the coach/sponsor for the ineligibility to qualify.
- H. Students lose work release or late start/early release privileges, beginning on the date of the 1st event of ineligibility, for:
- 1st offense, 2 weeks
  - 2nd offense, 4 weeks
  - 3rd offense, remainder of school year
- I. Students who transfer in from another school district and the student is currently serving a period of ineligibility for a violation of the previous school district's Good Conduct policy, the student shall be ineligible at George-Little Rock for the remainder of the ineligibility period as defined by the previous school.
- J. Further penalties may be imposed by the coach/advisor of the activity.
- K. All students are governed by these regulations from the last day of school of their 8th grade year through their senior year (if a senior graduate participates in school related activities the following summer, these regulations apply for the duration of the activity). All offenses will accumulate from one offense to the next throughout the student's 9-12 school years. If, for example, a 9<sup>th</sup> grade student was guilty of using tobacco (first offense) and then in 11<sup>th</sup> grade is guilty of using alcohol, this would constitute a second offense. The Good Conduct policy remains in effect throughout the calendar year (365 days).
- L. FFA Clarifications  
The events under FFA to serve as ineligibility events include, but not limited to State Leadership Conference, the FFA Banquet, any national level events/competitions, any fairs where the student is competing under GLR FFA, etc. Multiple day events such as State Leadership Conference still count as one event. FFA meetings and activities held at meetings, or classroom activities do not count towards ineligibility.  
Also, as stated in the GLR FFA officer application, the student realizes that if he/she is found to be in violation of the school's good conduct code (as outlined in the school handbook) he/she will be removed from office for the remainder of his/her term, as well as participation from any FFA activities which falls under the school's decision.

### **NHS (National Honor Society)**

Students who are a member of the George-Little Rock National Honor Society (NHS) and have violated the Good Conduct Policy will be removed from membership in the George-Little Rock NHS at the time of the violation.

Students who have violated the Good Conduct Policy but are not yet a member of the George-Little Rock NHS will have a waiting period of at least 12 months from the date when the Good Conduct Policy is enforced before the student can seek NHS faculty council consideration for NHS membership. The membership consideration process is only available one time per school year (February) and only two times for each student while they are in high school (February of their sophomore year and February of their junior year). Therefore, the 12-month waiting period would have to be completed before the February consideration time frame of either the student's sophomore

or junior year in order to be considered for George-Little Rock NHS membership. No other membership consideration times are available for any student including students with a Good Conduct violation.

Students who were removed from the George-Little Rock NHS as a sophomore because of a Good Conduct Policy violation, may seek re-consideration for NHS membership as a junior, only if their 12-month waiting period has been completed before the February NHS faculty council membership consideration time frame their junior year. If that 12-month waiting period has not been completed for the student, there will be no other opportunity to be re-considered for NHS membership.

### CHART A

Ineligible for the following events during a 9-week period (1<sup>st</sup> offense) or 18 weeks (2<sup>nd</sup> offense)

<b>Activity</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
Football	2 Games	4 Games	365 Days
Football Cheerleading	2 Games	4 Games	365 Days
Cross Country	2 Meets	4 Meets	365 Days
Volleyball	3 Matches	6 Matches	365 Days
Basketball	4 Games	8 Games	365 Days
Basketball Cheerleading	2 Games	4 Games	365 Days
Wrestling	8 Matches	16 Matches	365 Days
Wrestling Cheerleading	2 Events	4 Events	365 Days
Track	2 Meets	4 Meets	365 Days
Golf	2 Meets	4 Meets	365 Days
Baseball	4 Games	8 Games	365 Days
Softball	2 Performances	4 Performances	365 Days

### CHART B

Ineligible for the following events during a 9-week period (1<sup>st</sup> offense) or 18 weeks (2<sup>nd</sup> offense)

<b>Activity</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
Marching Band	2 Performances	4 Performances	365 Days
Concert/Pep Band	2 Performances	4 Performances	365 Days
Jazz Band	1 Performance	2 Performances	365 Days
Mixed/Women's Choir	1 Performance	2 Performances	365 Days
Jazz/Swing Choir	1 Performance	2 Performances	365 Days
Honor Choir/Band and/or All-State Choir/Band and/or Solo/Ensemble Contest and/or State Large Group Contest	Ineligible	Ineligible	365 Days
FFA	4 Events – State and National Conference considered 1 event each – officers are removed for remainder of term	8 Events – officers are removed from office for remainder of term	365 Days – officers are removed from office for remainder of term

Speech (Large Group and Individual)	1 Event	2 Events	365 Days
Fall Musical/Spring Play	1 Night of Performance missed	2 Nights of Performance missed	365 Days
Elected Positions (Student Council, Homecoming Royalty, Prom servers, etc.)	Removed from any current office/position for remainder of school year	Removed from any current office/position for remainder of school year	Removed from any current office/position for remainder of school year

**GLR Hazing Policy:**

Hazing is an intentional or reckless act(s) involving forced activity which endangers the physical health or safety of a student for the purpose of initiation or admission into, or acceptance by a class, or affiliation with any group or organization connected to the school. Prohibited acts include, but are not limited to, activity meant to embarrass or humiliate a student, any brutality of a physical nature such as whipping, forced confinement, or any activity which endangers the health/safety of the student.

“Forced activity” means any activity which is a condition of initiation, affiliation, or admission into any group or school organization or acceptance by a class, regardless of a student’s willingness to participate.

This prohibition applies to hazing activities on school grounds, school transportation, and at all school events (home or away). The school may enforce this policy to hazing acts done away from school if there is a direct and immediate connection to and effect on the students or the school environment. Student(s) who engage in hazing will be suspended from school for up to ten days as well as suspended from any school activity in which connection to the hazing occurred, where applicable. Students who engage in severe acts of hazing may be brought before the school board for an expulsion hearing. Length of the suspension will be determined by the principal and will be based on the severity of the act(s). The activity suspension may be for the entire season of that activity, but no less than two weeks. During the suspension, the student is not allowed to practice or be affiliated with the activity in anyway (no games, no travel with team, etc.).

**Appeals Process**

Any participant and/or the participant’s parent/guardian may appeal the guilt/innocence of a code violation placed upon the student. This procedure will be followed in the event that the student and/or the student’s parent/guardian wish to pursue the matter. Parties desiring to do so must notify the school principal, in writing, of their desire to meet with the co-curricular council, within three (3) working days (not school days) of notification of a violation. Students will not be allowed to participate in their current sport until the final decision is rendered. The appeals council will listen to the parties involved within three (3) working days of notice of appeal and then render a decision.

The school board, in its approval of the code of conduct, will recognize the appeals council appointed by the principal. The council will consist of four (4) people, the Athletic Director, a coach or teacher (not connected with the student’s current sport/activity), a staff member and a school board member. The council, with the exception of the Athletic Director, will serve a two (2) year term. The principal will assign substitutes when a member of the council asks to be removed for matters of conflict of interest. The co-curricular council meeting will be conducted by the Athletic Director. Three (3) out of four (4) council votes are needed to overturn any ruling made by the governing body. In the event of a tie the appeal is denied. The principal then informs the student and parent/guardian of the council’s decision within twenty-four (24) hours. This shall be the final appeal step and the decision is not appealable to the school board.

NOTE: the teacher or coach/advisor of the participant involved may represent the participant as a

non-voting member.

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.

### **Athletic Code of Conduct:**

#### **Daily Attendance:**

Any student-athlete absent from school the day of scheduled game or practice session will not be allowed to participate in that game or practice. A student must be in school from 5<sup>th</sup>-8<sup>th</sup> periods in order to participate.

#### **Students in “Good Standing”:**

All athletes must be a student in “good standing” in order to participate in athletics. “Good standing” is defined but not limited to:

- Adherence to school rules that regulate behavior and attendance
- Respectful behavior towards all members of the school community

A student is considered not to be in good standing during the season of play/activity if he/she has a suspension, detention or cuts class. A student found not to be in good standing may be denied the privilege of participating in an interscholastic sport or extra-curricular activity.

#### **Academic Duty:**

Students will plan their time so that they will devote sufficient energy to their studies to ensure grades representing their true abilities.

#### **Taunting:**

Taunting, either as an active team member or as a spectator, at a sporting event is forbidden and may lead to suspension or elimination from the team.

#### **Student Conduct**

The board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school premises. Appropriate classroom behavior allows teachers to communicate more effectively with students.

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

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive;

or conduct which interrupts the maintenance of the disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

### **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 include:

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 include: Character Counts, Swing Choir, Student Council, National Honor Society, Jazz Band, FFA, and STEM/Robotics.

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 fundraising 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 section 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) afford 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 calendar 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 a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- \* 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 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 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 ten (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 non-permanent records to be mailed to their address by contacting the principal.

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 can be made at the following address. 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.

## **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 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 is 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

emergencies 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 the 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 ensuring 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 contain 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 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.;
- 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. Bikes should be parked on the northwest side of the building at Little Rock.

### **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 explain 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, headwear 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 administration 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 the 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 the 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: handguns, revolvers, pistols, rifles, shotguns, 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 fireworks, 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. The threatening use of 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 the 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 and is prohibited. 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 accomplish the following:

1. To quell a disturbance or prevent an act that threatens physical harm to any person
2. To obtain possession of a weapon or other dangerous object within a pupil's control
3. For the purposes of self-defense or defense of others as provided for in Iowa Code section 704.3.
4. For the protection of property as provided in Iowa Code, section 704.4 or 704.5
5. To remove a disruptive pupil from class or any area of a school premises or from school sponsored activities off school premises
6. To protect a student from the self-infliction of harm
7. To protect the safety of others

Using incidental, minor, or reasonable physical contact to maintain order and control

### **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.

### **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. The 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. Iowa Assessments are administered to students in grades 2-11 and the NCRC for seniors 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.

## **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 an 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! Please 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 the videotaping of classroom activities.

### **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**

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parent's 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 a 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.

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 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. If a student is late for the bus, the family will have to provide transportation for the student to school.
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 clear 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 a 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. Rough-housing 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 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).

### **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.

### **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 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.
  - a. Return materials on time.
  - b. Return and push in chairs.
  - c. 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 of 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.

### **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 the 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 the distribution of the written material is appropriate. Permission to distribute material does not imply approval of its contents by 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, the 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 lockdown drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms.

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

#### **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 the 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 a 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 busload 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 the 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**

### **DISTRICT OFFICE BUILDING**

Floor Tile	Safe unless sanded. Floor tile in the multi-purpose room was removed in June 1995. New non-asbestos tile was installed.
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### **MIDDLE SCHOOL & HIGH SCHOOL BUILDING**

Floor Tile	Safe unless sanded. Floor in hallway and foyer area of 1955 construction was removed in June 2001.
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Acoustical Ceilings	Rooms 112 & 113 & adjacent hallway - encapsulated - no problems at this time.
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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
Stage Lights	No problem at this time
Substrate Plaster Ceiling	No problem at this time
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 pm

## SCHOOL DISTRICT

### Series 100

Policy Title: Anti-Bullying/Harassment

Code No. 104.00

Page 1 of 3

The George – Little Rock Community School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state and local policy, and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

#### **Definitions**

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

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

#### **Filing a Complaint**

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent’s designee. An alternate will be designated in the event it is claimed that the superintendent or superintendent’s designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

## **Investigation**

The school district will promptly and reasonably investigate allegations of bullying or harassment. The superintendent or the superintendent's designee (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The superintendent or the superintendent's designee shall also be responsible for developing procedures regarding this policy.

## **Decision**

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include 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, which may include exclusion from school grounds.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the policy adopted pursuant to this section, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. 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.

## **Publication of 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;
- A copy shall be made to a person at the central administrative office at 500 E. Indiana Ave., George, IA 51237.

**SCHOOL DISTRICT**

**Series 100**

Policy Title Anti-Bullying/Harassment

Code No. 104.00  
Page 3 of 3

**Legal References:**

20 U.S.C. §§ 1221-1234i  
29 U.S.C. § 794  
42 U.S.C. §§ 2000d-2000d-7  
42 U.S.C. §§ 12101 *et. seq.*  
Iowa Code §§ 216.9; 280.28; 280.3  
281 I.A.C. 12.3(6).  
Morse v. Frederick, 551 S.Ct. 393 (2007).

**Cross References:**

102.00 Equal Educational Opportunity  
502.00 Student Rights and Responsibilities  
503.00 Student Discipline  
506.00 Student Records

**Approved** January 21, 2019

**Reviewed** January 21, 2019

**Revised** January 21, 2019

**COMPLAINT FORM**  
(Discrimination, Anti-Bullying, and Anti-Harassment)

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

Name of Complainant: \_\_\_\_\_

Are you filling out this form for yourself or someone else (please identify the individual if you are submitting on behalf of someone else):  
 \_\_\_\_\_  
 \_\_\_\_\_

Who or what entity do you believe discriminated against, harassed, or bullied you (or someone else)?  
 \_\_\_\_\_

Date and place of alleged incident(s):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	

In the space below, please describe what happened and why you believe that you or someone else has been discriminated against, harassed, or bullied. Please be as specific as possible and attach additional pages if necessary.

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

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

Signature: \_\_\_\_\_

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

## WITNESS DISCLOSURE FORM

Name of Witness: \_\_\_\_\_

Date of interview: \_\_\_\_\_

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

Name of Complainant (include whether the Complainant is a student or employee):  
\_\_\_\_\_  
\_\_\_\_\_Date and place of alleged incident(s):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color		
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed		

Description of incident witnessed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_Additional information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Signature: \_\_\_\_\_

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



DISPOSITION OF COMPLAINT FORM

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

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

Name of Complainant (include whether the Complainant is a student or employee):  
 \_\_\_\_\_  
 \_\_\_\_\_

Date and place of alleged incident(s):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Name of Respondent (include whether the Respondent is a student or employee):  
 \_\_\_\_\_  
 \_\_\_\_\_

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color		
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed		

Summary of Investigation: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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 No. 502.04

Student complaints and grievances regarding board policy or administrative regulations and other matters should be addressed to the student's teacher or other 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.

**Legal Reference:**

Iowa Code § 279.8 (2011)

**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: May 13, 2013 (Revised)

**George-Little Rock Community School District**  
**Part of Board Policy Code No. 605.06**  
**Revised and Adopted May 13, 2014**

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, including sites that include obscenity, child pornography or are harmful to minors.

The school district will monitor the online activities of students and will educate students about appropriate online behavior, including interacting on social networking sites and chat rooms. Students will also be educated on cyberbullying, including awareness and response. Employees will provide age appropriate training for students who use the Internet. The training provided will be designed to promote the school district's commitment to:

- \* The standards and acceptable use of Internet services as set forth in the Internet Safety Policy;
- \* Student safety with regard to:
  - safety on the Internet;
  - appropriate behavior while on online, on social networking Web sites, and in chat rooms, and cyberbullying awareness and response.
- \* Compliance with the E-rate requirements of the Children's Internet Protection Act.

EBoard Policy 605.06 - Internet - Appropriate Use (Revised 06/12) 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.

In compliance with federal law, this policy will be maintained at least five years beyond the termination of funding under the Children's Internet Protection Act (CIPA) or E-rate.

(Board Policy 605.06 - Internet - Appropriate Use (Revised 06/12))

**George-Little Rock Community School District  
Part of Board Policy Code No. 605.06  
Revised and Adopted May 13, 2014**

**INTERNET APPROPRIATE USE VIOLATION NOTICE (G-LR Specific)**

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

Board Policy 605.06 - Internet - Appropriate Use (Revised 06/12)

# SCHOOL DISTRICT - COMMUNITY RELATIONS

## Series 900

Policy Title Citizen Complaints

Code No. 906.05

The Board recognizes that situations may arise in the operation of the school which is 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: May 14, 2012 (Revised)

Related Administrative Rules and Regulations:

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## Students Series 500

Policy Title: Wellness Policy

Code No. 507.09

The George-Little Rock Community School District Board of Education is committed to the optimal developments of every student. The board believes for students to have the opportunity to achieve personal, academic, developmental, and social success, there needs to be a positive, safe, and health-promoting learning environment at every level, in every setting.

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. In accordance with law and this belief, the board commits to the following:

The school district will identify at least one goal in each of the following areas:

- **Nutrition Education and Promotion:** Schools will provide nutrition education and engage in nutrition promotion that helps students develop lifelong healthy eating behaviors.
  - The **GOAL** for addressing nutrition education and nutrition promotion includes promoting fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, and healthy foods.
- **Physical Activity:** Schools will provide students and staff with age and grade appropriate opportunities to engage in physical activity that meet the Iowa Healthy Kids Act.
  - The **GOAL** for addressing physical activity includes promoting the benefits of a physically active lifestyle and help students develop skills to engage in lifelong healthy habits.
- **Other School Based Activities and Promote Wellness:** As appropriate, schools will support students, staff, and parents' efforts to maintain a healthy lifestyle.
  - The **GOAL** for addressing other school-based activities that promote student wellness include permitting students to bring and carry water bottles filled with water throughout the day.

The following nutritional guidelines for food available on school campuses will be adhered to:

- Meals served through the National School Lunch and School Breakfast Program will be appealing and meet, at a minimum, nutrition requirements established by state and federal law;
- Schools providing access to healthy foods outside the reimbursable meal programs before school, during school and thirty minutes after school shall meet the United States Department of Agriculture ("USDA") Smart Snacks in Schools nutrition standards, at a minimum. This includes such items as those sold through a la carte lines, vending machines, student run stores, and fundraising activities;
- Snacks provided to students during the school day without charge (e.g., class parties) will meet standards set by the district in accordance law. The district will provide parents a list of foods and beverages that meet nutrition standards for classroom snacks and celebrations; and
- Schools will only allow marketing and advertising of foods and beverages that meet the Smart Snacks in school nutritional standards on campus during the school day.

The superintendent or superintendent's designee shall implement and ensure compliance with the policy by:

- Reviewing the policy at least every three years and recommending updates as appropriate for board approval;
- Implementing a process for permitting parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, administrators and the public to participate in the development, implementation, and periodic review and update of the policy;
- Making the policy and updated assessment of the implementation available to the public (e.g., posting on the website, newsletters, etc.) This information shall include the extent to which the schools are in policy; and
- Developing administrative regulations, which shall include specific wellness goals and indicators for measurement of progress consistent with law and district policy.

**END OF WELLNESS POLICY**  
**END OF GENERAL SECTION**