



**GEORGE - LITTLE ROCK**  

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**MUSTANGS**

*George-Little Rock  
Community School District*

*Parent-Student Handbook  
2024-2025*

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*Adopted by the G-LR Board of Education*  
**June 17, 2024**

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# **General Section**



# George-Little Rock Community School District

General Section  
2024-2025

## **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

Amanda Miller, Superintendent  
Karie Aeikens, Elementary Principal  
Tyler Glanzer, Middle School & High School Principal /  
Activities Director

### SCHOOL BUSINESS OFFICIAL

Cathy Bonestroo, SBO/Business Manager/Board Secretary

### ADMINISTRATIVE SUPPORT

Crystal deBoer, Elementary Secretary/Food Service  
Darcy Hansmann, MS/HS Secretary  
Doreen Timmerman, District Office Secretary

Reid Geerdes, Liaison Officer  
Mitch Lupkes, Technology Coordinator  
Michele Johnson, Instructional Coach

### TRANSPORTATION

Lainn Menning, Transportation Director  
Jim McConnell, Transportation Coordinator  
Doris Kragt

Lee Hilbrands  
Bert Reitsma

David Klaahsen  
Paul Van Briesen

### CUSTODIAL SERVICES

\_\_\_\_\_, Shared Building & Grounds Director  
Sam Everhart, Part-Time Custodian, MS/HS

Jodi DeGroot, Building & Grounds, Elementary  
Ken Roseberry, Grounds MS/HS

### FOOD SERVICE

Tammie Drown, Food Service Director  
Linda Kannegieter, Elem. Building  
Kim Vander Plaats, Admin. Building

Heather Doeden, Elem. Building  
Katherine Sternke, Admin. Building

### GEORGE – LITTLE ROCK ELEMENTARY

Michelle McDowell, Preschool  
Lissa Harson, TK  
Stacie VerSteeg, Kindergarten  
Kim Dykstra, Kindergarten  
Shari Kruse, First Grade  
Courtney Leloux, First Grade  
Shannon Klooster, Second Grade  
Karissa Beldt, Second Grade

Kristi Donaker, Third Grade  
Sharon Klaahsen, Fourth Grade  
Bethany DeBoer, Fourth Grade  
Jessica Rens, Fifth Grade  
Amanda Storm, Fifth Grade  
Ethan Van Briesen, Sixth Grade  
Kayla Terhark, Sixth Grade  
Nyla Hellinga, ELL

Melanie Harson, Sp. Ed  
Frances Burd, Sp. Ed./Title  
Mark Lutmer, PE  
Valecia West, Art, TAG  
Tim Mauldin, Vocal Music  
Alan Holloway, Instrumental  
Dan Helkenn, Guidance  
Angie Sewell, Media Director

### MIDDLE SCHOOL/HIGH SCHOOL

Sherri Stratman, F&CS/TAG, Health  
Melissa Schroeder, Soc. Studies/Pers. Finan.  
Tim Mauldin, Vocal Music/Sound Tech  
Miranda Kats, Vo Ag, FFA  
Lexi Olivera, Special Ed/Lang Arts  
Angie Sewell, Media Director  
Payton Mauldin, Language Arts  
\_\_\_\_\_. Spanish

Johnathon Schmidt, Math  
Mac McDowell, Science  
Alan Holloway, Instrumental Music  
Dan Helkenn, Guidance/At Risk  
Brian Luenberger, PE  
Matt Dykstra, Special Ed.  
Megan Fastert, Ind. Tech/Bus.

Mark Lutmer, Health  
Ben McCray, Math  
Valecia West, Art, TAG  
Nyla Hellinga, ELL  
Kris Hamilton, Soc. Studies  
Mitch Lupkes, Business  
\_\_\_\_\_, Science

### SUPPORT/PARAPROFESSIONAL

Brittany Duncanson  
Pam Grave  
Emily Runge  
Wanda Wubben

Samantha Everhart  
Josie Klingenberg  
Kim Terhark  
Avery Zylstra

Dawn Gisolf  
Claire Kramer  
Karen Wibben

## **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 Community 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 216.7 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 Community School District, please contact Equity Coordinator, George-Little Rock Community School, 309 S. Lincoln St. Ste.1, George, IA 51237; phone number 712-475-3311, email: [equitycoordinator@george-littlerock.org](mailto:equitycoordinator@george-littlerock.org). 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/guardians 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/guardians 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.

### **Policy Coordinators**

Equity Coordinator/Title VI  
Title IX Coordinator  
Independent Investigator of Abuse and Harassment  
At-Risk Coordinator  
Homeless Liaison  
ADA/504 Coordinator  
Preschool Director  
Special Education Director  
Migrant Liaison  
Foster Liaison  
Affirmative Action Coordinator

Amanda Miller  
Karie Aeikens  
Karie Aeikens/Tyler Glanzer  
Dan Helkenn/Reid Geerdes  
Dan Helkenn  
Tyler Glanzer  
Karie Aeikens  
Karie Aeikens  
Nyla Hellinga  
Reid Geerdes  
Amanda Miller

### **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/guardians will be notified over KIWA (1550) Sheldon and KQAD (101.5) Luverne Radio Stations Per Announcements: KIWA -105.3; K101 -101.1; KIHK -106.9; KNWC -96.5; KUOO -103.9 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/guardians 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/guardians 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 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/guardians 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/guardians 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/guardians 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/guardians 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
Band Fees: <b>We do not provide refunds for students who choose to drop band at mid-semester.</b>				
Instrument Rental	\$50.00			
Percussion	\$35.00			

Textbook Rental/Supplies fees will be charged at full price until January 1<sup>st</sup>. At that time only half of fee will be charged.

### **Student and Adult Activity Tickets**

Activity tickets are available at registration. Students may purchase the tickets at registration. 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 23. Meal prices and milk prices are listed below.

#### **ELEMENTARY Grades PS-6**

Breakfast	\$ 1.70
Single student meal	\$ 2.65
Extra milk per carton	\$ 0.40
School Year Milk	\$ 72.00
Semester Milk	\$ 36.00

#### **MIDDLE SCHOOL Grades 7-8**

Breakfast	\$ 1.70
Single student meal	\$ 2.95
Second sandwich or entree	\$ 1.50
Extra milk per carton	\$ 0.40

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

Breakfast	\$ 1.70
Single student meal	\$ 2.95
Second sandwich or entrée	\$ 1.50
Second Meals	\$ 4.85
Second Breakfast	\$ 2.05
Extra milk per carton	\$ 0.40

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	\$ 4.85
Breakfast	\$ 2.05

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

### **Free or Reduced Priced Meals**

Parents/guardians who feel they may qualify for either free lunches or reduced-priced lunches will need to make arrangements in the secretaries 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 and JMC Parent Portal. Parents/guardians 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 will not be allowed any second or extra options.

Students shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases.

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/guardian 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/guardians may purchase insurance for their children at their discretion. Parents/guardians 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/guardians 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.

## **STUDENT ASSISTANCE**

### **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 programs 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/guardians, 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.

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/guardians, 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)/guardian(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 principals.

## **STUDENT ATTENDANCE**

### **Student Attendance**

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

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

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

### **Attendance and Activities**

Students are required to be in school the last four class periods of the day to participate or attend practice(s) or performance(s) on the same day. 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/guardians, 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 | ● loss of credit      |
| ● demerit          | County Sherriff's      | ● suspension          |
| ● expulsion        | Office                 | ● probation contracts |

The buiding principal, liason officer, or guidance counselor may notify parents/guardians 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 may inform the county attorney of the student's status. They may also notify the student and parent/guardian of the excessive absences and schedule a meeting with the parents/guardians. Sanctions may be initiated.

Any instructional time lost beyond 10 days missed, may 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 may 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/guardians 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/guardian shall contact the school by telephone, with a note, or in person stating the reason for the absence.

Where an absence is planned, make-up work may 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/guardian to contact the building principal's or secretary's office to explain the reason for the absence. Parent/guardian 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/guardian 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 7:30 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/guardians.

### **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. Parents/guardians who have questions should contact the office.

### **Dental Requirements**

The state department now requires all kindergarten, 9<sup>th</sup>, grade to have a dental screening on file with the school.

### **Lead Testing**

Lead tests are required for students entering kindergarten.

### **Physical Examinations**

Parents/guardians 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 common child illnesses 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; however, 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. Please notify the school office if your child is ill and will be staying at 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 101° F or above. The child's temperature must remain below 101° 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.
- **Influenza:** Students may return to school when fever free for 24 hours without the use of fever-reducing medications, and when symptoms have subsided.
- **Rash:** A contagious rash or a new, unexplained skin eruption/rash may return to school 24 hours after treatment has started or noted not to be contagious per the child's doctor.
- **Strep Throat:** Student may return to school once on antibiotic therapy for 24 hours.
- **Impetigo:** Student may return to school 24 hours after starting treatment and blisters are covered.
- **Pink Eye (Conjunctivitis):** (No exclusion) Student may return to school 24 hours after starting antibiotic therapy.
- **Communicable Illnesses:** (No exclusion) An illness for which you have been advised to keep your child out of school until cleared to return by your child's doctor.
- **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, uncontrolled cough, headaches not responding to medication, dizziness, lack of appetite or extreme fatigue.
- Any other health condition that is of concern for the child's health and well-being and/or that of others in the school setting.
- 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 while at school. If a parent/guardian cannot be reached, other individuals listed on the health form for the student will be notified. For the child's safety, students will only be released to 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.

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 to perform good hand hygiene and cover their cough.

### 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/guardians 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/guardians are urged to call 1-800-257-8563 (toll-free) or go to the web site at; [dhs.iowa.gov/hawki](https://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/guardian and physician. 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/guardian. 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/guardians and student's physician. 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/guardians according to the information in JMC. 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/guardians. 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/guardians 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</b> *Immunization is available	<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 "blistery". Develop scabs, most on covered part of body.	Until pocks become dry.
<b>Conjunctivitis (Pink Eye)</b>	24-72 Hours	Tearing, redness and puffy lids, eye discharge	No exclusion
<b>Erythema Infectiosum (5th Disease)</b>	4-20 Days	Usual age 5 to 14 years - unusual in 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	After diagnosis no exclusion from school
<b>German Measles* (Rubella)</b>	14 to 23 Days	Usually mild. Enlarged glands in neck and behind ears. Brief red rash	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	24 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, 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. Students are automatically screened unless the parent/guardian submits a note asking the student to be excused from the screening

## **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/IGHS AU Rules: I) Eligibility Rules: 36.15(2)**

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.

- a. 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.
- b. 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.
- c. 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.
- d. 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.
- e. A student is academically eligible upon entering the ninth grade.
- f. 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.
- g. No student shall be eligible to participate in any given interscholastic athletic sport if the student has engaged in that sport professionally.
- h. 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.
- i. 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 co-curricular 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 co-curricular 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, e-cigarettes, 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/guardian 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).

1. 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.

2. 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.
3. 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.
4. 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.
5. GLR 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.
6. 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.
7. 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.
8. 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
9. 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.
10. Further penalties may be imposed by the coach/advisor of the activity.
11. 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).
12. 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)

Activity	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
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 Games	4 Games	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)

Activity	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
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	8 Events – officers are removed from office for remainder	365 Days – officers are removed from office for remainder

	each – officers are removed for remainder of term	of term	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/guardian 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.

Administration reserves the right to approve or deny a student of a field trip if deemed necessary.

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/guardians.

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

School-sponsored student organizations are those which are recognized by the school district and board. School-sponsored student organizations include: Swing Choir, Student Council, National Honor Society, FCCLA, DECA, Skills USA, Jazz Band, and FFA.

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

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

Students may raise funds for school activities upon approval of the principal at least two weeks prior to the fund-raising event or the start of a fund-raising campaign. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must have the approval of the principal prior to spending the money raised. Classes who wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift. Students may not solicit funds from teachers, employees or other students during the school day. Students who violate this rule are asked to stop. Violations of this rule may result in future 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/guardians 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/guardians 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/guardian 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/guardian or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights. Parents/guardians 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 and 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/guardian 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/guardian 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/guardian 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/guardian does not want directory information, as defined below, to be released. Any student over the age of eighteen or parent/guardian 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/guardians 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/guardians 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'/guardians 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) /guardians and the school is the most appropriate setting for the interview, school officials will allow the investigation without contacting the parents/guardians. 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/guardians 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 on the north side of the MS/HS building or on the west side of the Central Office Building. 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/guardians 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/guardian'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, 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. 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 or given GLR apparel to use for the rest of the day.

**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/guardians, 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/guardians 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/guardians 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 may require as homework those extra-class activities and assignments which may properly be considered as extensions and enrichment of the regular classroom instructional program, 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. ISASP's are administered to students in grades 3-11 and the NCRC for seniors in the spring.

### **Human Growth and Development**

The school district provides students with instruction in human growth and development. Parents/guardians may review the human growth and development curriculum prior to its use and excuse their child from human growth and development instruction. Parents/guardians 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. Middle school and 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/guardians 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/guardians 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/guardian's request. 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.

The school district will annually provide the following notice to students and parents/guardians:

The George-Little Rock Community School District Board of Directors has authorized the use of recording devices on school district buses. The recording devices will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents/guardians are hereby notified that the content of the recording may be used in a student disciplinary proceeding. The content of the recording are confidential student records and will be retained with other student records. Recordings will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents/guardians may request to view the recording of their child if the recordings are used in a disciplinary proceeding involving their child.

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**

Student's misbehavior on the bus may be referred to the building principal. The principal will visit with the student. Depending on the severity of the infraction, the principal may visit with the parent/guardian. The principal may take any of the following courses of action:

1. Assign seats
2. Detention
3. Prepare a Bus Conduct Form
4. Suspension of riding privileges
  - a. 3 days
  - b. 10 days
  - c. Long term suspension

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/guardian notified the sponsor and signs a release to gain permission for the student to ride with the student's parent(s) /guardians.

### **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.

- a. No food or drink in the library.
- b. Be courteous and considerate of others. Speak in a quiet voice.
- c. 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.
- d. Students will not be checked out from the library to any room other than the room they came from.
- e. Students will not be checked out of the library to go to the office.
- f. 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/guardians 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/guardians, 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.

### **1. 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.

### **2. 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.

### 3. 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

### 4. Definitions.

- a. The following definitions apply to the following terms used in this policy: "Obscene to minors" is defined as:
  - i. 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;
  - ii. 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
  - iii. The material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.
- b. "Minor" means any person under the age of eighteen.
- c. "Material and substantial disruption" of a normal school activity is defined as follows:
  - i. 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.

- ii. 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.

- d. 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.
- e. 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.
- f. Examples include leaflets, brochures, flyers, petitions, placards, and underground newspapers, whether written by students or others.
- g. “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.
- h. “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.

#### 5. 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:

1. Primary considerations of the bus operator
  - a. Parking safely
  - b. Evacuating students and moving them to a safe place and distance–hurriedly
  - c. Reporting the fire to the appropriate school authority
    - I. To notify the fire department of nature of the fire
    - II. Requesting ambulance service, if needed
    - III. Requesting reserve bus, if needed
    - IV. Other
  - d. Giving first aid, if needed
  - e. Whether the operator should fight the fire; where and under what conditions
  - f. Extinguishing the fire
2. Secondary matters may now be dealt with
  - a. Is there a need to move the bus to a safer area
  - b. Depending upon its final location and weather conditions, should pupils be reloaded to await relief bus or mechanic
  - c. Final check for belongings left behind in the emergency evacuation
  - d. 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:

1. Keeping abreast of weather forecasts at all times during the tornado season
  - a. Keeping his/her radio receiver on
  - b. Asking student to observe skies
2. 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:
  - a. Culvert, bridge, ravine, or other area (be aware of danger of flash floods)
  - b. Home, church, or business place with a good basement (having obtained prior approval to stop there with a busload of children)
3. If a tornado funnel is sighted, consider
  - a. Turning back
  - b. Taking right angles to the tornado path
  - c. 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/Guardians**

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

**LITTLE ROCK SITE**

**ELEMENTARY BUILDING**

Floor Tile	Safe unless dry sanded
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

## **BOARD OF DIRECTORS Series 200**

Policy Title: Public Complaints

<https://george-littlerock.org/school-board/policies/series-200-policies-board-of-directors/>  
Refer to Policy 213.01

## **SCHOOL DISTRICT**

### **Series 100**

Policy Title: Anti-Bullying/Harassment

<https://george-littlerock.org/school-board/policies/series-100-policies/>  
(Refer to Policy 104.00)

### **Series 100**

Policy Title: Anti-Bullying/Anti-Harassment Investigation Procedures

<https://george-littlerock.org/school-board/policies/series-100-policies/>  
(Refer to Policy 104R.1)

### **COMPLAINT FORM**

(Discrimination, Anti-Bullying and Anti-Harassment)

<https://george-littlerock.org/school-board/policies/series-100-policies/>  
(Refer to Policy 104.E1)

### **WITNESS DISCLOSURE FORM**

<https://george-littlerock.org/school-board/policies/series-100-policies/>  
(Refer to Policy No. 104.E2)

### **DISPOSITION OF COMPLAINT FORM**

<https://george-littlerock.org/school-board/policies/series-100-policies/>  
(Refer to Policy No. 104.E3)

## **STUDENTS Series 500**

Policy Title Student Complaints and Grievances

<https://george-littlerock.org/school-board/policies/series-500-student/>  
(Refer to Policy 502.04)

**EDUCATION PROGRAM  
Series 600**

Policy Title \_\_\_\_\_ Internet - Appropriate Use

<https://george-littlerock.org/school-board/policies/series-600-education-program/>  
(Refer to Policy 605.06)

**INTERNET - APPROPRIATE USE REGULATION**

<https://george-littlerock.org/school-board/policies/series-600-education-program/>  
(Refer to Policy 605.06R1)

**INTERNET ACCESS PERMISSION LETTER TO PARENTS**

<https://george-littlerock.org/school-board/policies/series-600-education-program/>  
(Refer to Policy 605.06E1)

**INTERNET APPROPRIATE USE VIOLATION NOTICE**

<https://george-littlerock.org/school-board/policies/series-600-education-program/>  
Refer to Policy 605.6E2

**SCHOOL DISTRICT - COMMUNITY RELATIONS**

**Series 900**

Policy Title \_\_\_\_\_ Citizen Complaints \_\_\_\_\_

<https://george-littlerock.org/school-board/policies/series-900-policies/>  
(Refer to Policy 906.05)

**Students  
Series 500**

Policy Title: Wellness Policy

<https://george-littlerock.org/school-board/policies/series-500-student/>  
(Refer to Policy 507.09)

**605.03**

**EDUCATION PROGRAM**

**Series 600**

Policy Title \_\_\_\_\_ Objection to Instructional *and Library* Materials \_\_\_\_\_  
<https://george-littlerock.org/school-board/policies/series-600-education-program/>  
(Refer to Policy 605.03)

# **Preschool Section**





George-Little Rock  
Community School District

Pre-School Section 2024-2025

**George-Little Rock Preschool  
134 1<sup>st</sup> Ave.  
Little Rock, IA 51243  
712-479-2771  
FAX: 712-479-2770**

## **Mission Statement**

The mission of the George-Little Rock Preschool is to provide a quality education for lifelong learning.

## **Purpose**

Philosophy: 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
- \* 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

## **Board Policy**

All GLR board policies are available on the school website and in the District Office.

## **General Information**

### **Calendar:**

Preschool will observe the George-Little Rock Community School District's academic calendar, except beginning one week later and ending one week earlier.

### **Hours of Operation:**

The George-Little Rock Preschool, located in the GLR Elementary Building, offers an AM and PM session. The AM session will run from 8:15 to 11:30 am and the PM session runs from 12:30 to 3:15 pm on Monday, Tuesday, Thursday, and Friday of each week during the academic school year.

### **Emergency Closing and Late Starts:**

- \* If the George-Little Rock CSD cancels school before the school day begins, preschool will also be canceled.
- \* In case of early closings, preschool will also close, with students being transported home in the usual format. There will be no afternoon preschool on these days.
- \* If the George-Little Rock CSD has a late start, morning preschool will be cancelled.
- \* Announcements are generally made on:
  - a. KIWA Radio (1550), KQAD Radio (101.5)
  - b. KELO-TV, KTIV-TV, KSFY-TV, KMEG-TV, KCAU-TV
  - c. JMC is the service where you can register to receive school announcements and cancellations via text message or email. If you would like to register, contact the school office.

### **Fire, Tornado, and Other Emergencies:**

Emergency plans for fire and tornado are written and posted by each main classroom door. Emergency plan procedures are practiced quarterly.

### **Lost or Abducted Child:**

In the event that staff is unable to locate a child, or the child is thought to be abducted from school, the following procedures will be followed:

- \* Lyon County Sheriff's Office will be contacted.

- \* A cursory or initial search will be conducted.
- \* The parents/guardians will be contacted.
- \* A thorough search of the school and grounds will be conducted.

#### **Medical Emergency:**

In the event of a medical emergency, the George-Little Rock CSD's staff is authorized to obtain emergency medical and dental care even if the staff is unable to contact parents/guardians. During an emergency, the staff is authorized to contact the listed emergency contacts on the child's release information.

#### **Attendance Records:**

Regular attendance by students is essential for students to obtain the maximum opportunities for the education program. Parents/guardians and students alike are encouraged to ensure an absence from school is a necessary absence. Students who arrive late to school or who leave early from school should be signed in or out of the office.

#### **Parent/Guardian Teacher Conferences:**

Family members are provided information, either verbally or in writing, about their child's development and learning on at least a quarterly basis. Teachers, families, NW AEA consultants, and relevant specialists have regular opportunities to participate in two-way communication conferences to discuss each child's progress, accomplishments, and difficulties in the classroom and at home. This is also an opportunity for families and teachers to plan learning activities together.

#### **Discipline:**

The staff will provide positive guidance to children at preschool. This includes conflict resolution strategies, setting well-defined limits, and using logical and natural consequences.

#### **Suspension or Expulsion:**

Appropriate classroom behavior allows teachers to communicate more effectively with students. Improper 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. 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 at school, in school vehicles, or engaged in school activities. Misconduct may result in suspension or expulsion from school. The suspension is defined as the removal of the student from the classroom either in-school or out-of-school. The suspension is the decision of the building administrator or designee. Expulsion is defined as the removal of a student from the school environment for a violation of school board policy. Only the GLR Board of Education can expel a student.

#### **Legal framework for exclusionary discipline in early childhood settings:**

First, the parents/guardians of a child in a publicly funded early childhood program are constitutionally entitled to notice and an opportunity to be heard before any expulsion or lengthy removal (removal of more than ten days). See, e.g., *Goss v. Lopez* (U.S. Supreme Court, 1975). These are the same disciplinary protections in place for children in grades kindergarten through twelve receive.

Second, children with disabilities in early childhood programs are entitled to additional protections when they are removed from their educational program for disciplinary reasons. These protections are required by the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973.

Third, early childhood programs must implement disciplinary removals in a nondiscriminatory manner. Suspensions and expulsions of children administered in a discriminatory manner may violate federal civil rights laws. Discipline practices should not disproportionately impact any group of children. For example, for young children with disabilities (or for whom a disability has not been ruled out), the program is obligated to consider the implications of the child's behavioral

needs, and the effects of the use of disciplinary removals when ensuring the provision of FAPE. Failure to make behavioral supports available throughout a continuum of placements, including in regular education settings, could result in an inappropriately restrictive placement and denial of placement in the Least Restrictive Environment (IDEA, 300.114(a)(1)).

**Parent/Guardian Participation:**

Parents/guardians are invited to observe and participate in the classroom at any time, including field trips, classroom celebrations, and other activities. Parents/guardians will be provided information about preschool activities in the newsletter.

**Child's Possessions:**

School supplies will be provided to students. Weather appropriate clothing is required.

**Smoking:**

Smoking shall not be allowed in any school area or facility vehicle. The school grounds are also posted as smoke-free.

**Observation of Holidays:**

Holidays, celebrations, and other activities may be observed at school and will be communicated through the weekly newsletter.

**Mandatory Child Abuse Reporting:**

All employees of the George-Little Rock CSD are mandatory reporters of child abuse and neglect, as required by Iowa law.

**Enrollment**

Enrollment is open to any child who turns 4 by September 15 of the current school year. Twenty (20) students are allowed in each preschool room. To sign up for Preschool, the following enrollment forms are needed:

- \* Registration Form
- \* Information Forms
- \* Home Language Survey/Student Race & Ethnicity Reporting Form
- \* Migrant Form
- \* Immunization Form
- \* Original Birth Certificate for viewing by office secretary or principal

**Parents/guardians will still need to register their child/ren in JMC when registration opens in August.**

**Guidelines:**

- Parents/guardians will have the opportunity to bring their child to either the AM or PM session on a first come, first serve basis according to date of receipt of enrollment papers.
- To help keep the class sizes equal, once a session reaches 20 students, the remaining students will be assigned to the other session.
- Transportation will be provided to and from licensed daycare centers.

**Financial Responsibilities:**

Four-year-old preschool is provided free of charge to any child who is four years old by September 15 of the current school year.

## **Curriculum**

**Essential Characteristics:**

The George-Little Rock Preschool provides programs that are age and interest appropriate for all children. Staff utilizes Creative Curriculum to meet the needs of students:

Our mission is to provide a nurturing, safe environment to support learning for families and students. Our focus is on age appropriateness, individual appropriateness, and social appropriateness. The physical environment is safe, healthy, and provides a variety of activities, toys, centers, and materials so students can become actively involved.

Staff and assistants have specialized training in early childhood development and appropriate programming.

Curriculum goals and objectives guide staff's ongoing assessment of children's progress, allowing them to individualize learning for each child. The curriculum guides the development of a daily schedule that is structured, flexible, and responsive to students' needs. The schedule provides time and support for transitions, indoor and outdoor activities, and quiet and active time.

**Field Trips:**

Field trips will be planned from time to time to augment student learning. The trips may be walking trips or may require transportation to destinations. A field trip consent form and/or field trip permission slips may be sent for trips off campus. Additional information regarding field trips will be sent in the weekly newsletter.

**Supervision:**

Children will be supervised at all times. Teaching staff supervises children primarily by sight. Supervision for short intervals by sound is permissible, as long as teachers frequently check on children who are out of sight (e.g., those who can toilet independently).

## **Assessment**

**Identifying Children's Interests and Needs:**

Staff members observe children for strengths, interests, and needs on an ongoing basis to determine individual curriculum planning. Students will be assessed by a familiar adult in a quiet space. Assessments include the Gold Assessment, IGDIS, and a parent/guardian survey. Teaching teams meet at least bi-weekly to interpret and use assessment results to align curriculum and teaching practices to the interests and needs of individual students. Teachers will communicate student's strengths and weaknesses to families through Parent/Guardian-Teacher Conferences, Gold Assessment results, IGDIS results, and daily work sent home in Friday folders weekly.

**Assessment Plan:**

The GLR Preschool Assessment Plan consists of:

- IGDIS – given 3 times per year; Fall, Winter, Spring
- GOLD- given 3 times per year; Fall, Winter, Spring

**Family Involvement:**

The George-Little Rock Preschools strive to focus on relationships between staff and families. We strive to nurture a culture of respect and trust. Families are an integral part of the educational planning process and encouraged to contribute to the assessment of the child's growth and development by completing the annual survey, attending conferences, attending family nights, and communicating often through the class FaceBook page, email, text, or phone.

**Family Communication:**

- \* A home visit is completed before the beginning of preschool each fall.
- \* The preschools welcome parents/guardians at any time.
- \* Information may be emailed or posted on the website daily.
- \* Folders are sent home each Friday to share student work and activities.
- \* Weekly newsletters are sent to parents/guardians in the Friday Folder.
- \* Monthly calendars are sent home.
- \* Parent/Guardian-Teacher Conferences are scheduled two times each year.

**Confidentiality:**

All information regarding children and families of the George-Little Rock Preschools is regarded as confidential. Requests for release of information to other agencies will be honored only if made in writing and with the

permission of the parent/guardian. Student records must remain in a locked filing cabinet in the office all times. Staff requesting to review a student's file must do so in the office and sign a log sheet with the date and reason for review.

**Family Involvement:**

The George-Little Rock Preschools strive to focus on relationships between staff and families. We strive to nurture a culture of respect and trust. Families are encouraged to be active in the decision-making process for program improvement. Active participation includes taking part in the annual survey, attending field trips, and attending family nights.

**Family Communication:**

- \* A home visit is completed before the beginning of preschool each fall.
- \* GLR Preschool welcomes parents/guardians at any time.
- \* Information may be emailed or posted on the classroom social media page.
- \* Folders are sent home each Friday to share student work and activities.
- \* Weekly newsletters are sent to parents/guardians in the Friday Folder.
- \* Parent/Guardian-Teacher Conferences are scheduled two times each year.

**Confidentiality:**

All information regarding children and families of the George-Little Rock Preschools is regarded as confidential. Requests for release of information to other agencies will be honored only if made in writing and with the permission of the parent/guardian.

## **Health**

**Special Nutritional Needs:**

Students with food allergies or special nutritional needs shall provide an individualized health plan created by a physician.

**Sick Child:**

If students are going to be absent from school due to illness, please contact the school offices. If students run a temperature above 101.0 or higher, they are to stay home from school. For a specific list of communicable diseases, symptoms, and recommendations, log on to: <https://idph.iowa.gov/CADE/reportable-diseases>

**Cleaning and Sanitation:**

One of the most critical steps in reducing the spread of infectious diseases is cleaning and sanitizing surfaces that could possibly pose a risk. Household bleach with water is recommended and may be used to clean preschool surfaces. A cleaning and sanitation frequency table will be completed each month by the preschool director and posted in the preschool rooms. The following are the standard procedures for maintaining a healthful environment:

- \* Surfaces that may come into contact with potentially infectious body fluids must be disposable or made of a material that can be sanitized.
- \* Staff use barriers and techniques that minimize contact of mucous membranes or of openings in skin with potentially infectious body fluids and reduce the spread of infectious disease.
- \* When spills of body fluids occur, staff clean them up immediately with detergent followed by water rinsing.
- \* After cleaning, staff sanitize nonporous surfaces by using the procedure for sanitizing designated surfaces described in the Cleaning and Sanitizing Frequency Table.
- \* Staff clean rugs and carpeting by blotting, spot cleaning with a detergent-disinfectant, shampooing, or steam cleaning.

- \* Staff dispose of contaminated materials and diapers in a plastic bag with a secure tie that is placed in a closed container.

#### **Administration of Medication:**

Staff administers both prescription and over-the-counter medications to a child only if the child's record documents that the parent/guardian has given the school written permission. The child's record includes instructions from a licensed health care provider. Any staff that administers medication has specific training. A written medication administration record shall be on file including:

- \* Student's name
- \* Date
- \* Prescriber or person authorizing the administration
- \* Medication
- \* Medication dose
- \* Administration time
- \* Administration method
- \* Any unusual circumstances, actions, or omissions

Medications are labeled with the child's first and last names, the date that either the prescription was filled or the recommendation of the dose. All medication is kept in a locked container.

#### **Accident and Incident Reporting:**

Accidents or incidents resulting in injury to a child shall be reported on the day of the incident, in writing. Parents/guardians will be notified of these incidents. A copy of the report will be kept in the office.

#### **First Aid:**

Teachers and associates who work in the preschool are certified in Pediatric First Aid and CPR. First aid kits are maintained in the preschool classrooms. An inventory is completed on the first aid kits each month. First aid kits are also taken out to recess and on all preschool outings.

#### **Staff Training:**

All staff shall be oriented to and demonstrate knowledge of infant and child CPR and Pediatric First Aid, including the management of a blocked airway and rescue breathing, child abuse detection, prevention and reporting, Occupational Safety and Health Administration (OSHA), recognizing and responding to infectious illnesses, and handling ill children appropriately.

#### **Outdoor Play:**

The outdoor playgrounds are inspected/reviewed monthly by the preschool director and preschool teacher.

Children of all ages have daily opportunities for outdoor play (when weather, air quality, and environmental safety conditions do not pose a health risk). When outdoor play is not an option because of conditions, similar indoor activities will be provided.

To protect against cold, heat, sun, and insects, children may be required to wear appropriate weather clothing like snow pants, boots, hats, and mittens, or may be required to play in the shade.

#### **Diapering and Toileting Procedures:**

It is strongly encouraged to have children toilet trained before entering preschool, but for children who are unable to use the toilet consistently, the preschool ensures that:

Staff uses disposable diapers or pull-ups only unless a medical reason prevents the use (health provider document required).

- For children who need a cloth diaper, the diaper has an absorbent inner lining completely contained within an outer covering made of waterproof material that prevents the escape of feces and urine. Both the diaper and outer covering will be changed as a unit.
- Cloth diapers and clothing that has been soiled by feces or urine are placed in a plastic bag (without rinsing or avoidable handling) and sent home that day for laundering.

- Staff will check children for signs that diapers or pull-ups are wet or contain feces at least every two hours.
- Diapers are changed when wet or soiled.
- Staff changes children's diapers or soiled underwear in the designated changing areas and not elsewhere in the facility.
- Each changing area is separated by a partial wall or is located at least three feet from other areas children use.
- For preschool children, it is preferable to change the child's diaper with child in standing position. A child will never be unattended during a diaper/pull up change.
- In the changing area, staff post and follow changing procedures.
- Containers that hold soiled diapers and diapering materials have a lid that opens and closes tightly and is hands free to open.
- Containers are kept closed and not accessible to children.

#### **Hand Washing Policies and Procedures:**

Hand washing is periodically taught and monitored at preschool. Students may be assisted if need be. Adults and students will do frequent hand washing to reduce the transmission of diseases to themselves and others.

#### **Water Play:**

Precautions are taken to ensure that communal water play does not spread infectious disease. No child should drink the water. Children with sores on their hands should not play in the water. Fresh water will be used.

#### **Snacks:**

Snacks will be provided to the preschool students. Snacks will be prepared, served, and stored in accordance with the U.S. Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) guidelines.

#### **Lunch:**

We do not participate in the CACFP program; therefore, we do not serve meals because the hours of service are from 8:15 – 11:30 am and 12:30– 3:15 pm.

#### **Oral Health Policies:**

A dental check is recommended before beginning preschool and required prior to the start of kindergarten.

#### **Animal and Pet Policy:**

Live animals will not be allowed in the classroom except under special circumstances and only for an educational purpose. All interactions between children and animals must be respectful, and staff must instruct children on safe behavior.

#### **Biting Policy:**

Even in the best childcare center, periodic outbreaks of biting occur among infants, toddlers and sometimes preschoolers and occasionally older children. This is an unavoidable consequence of grouping young children together. When it happens, it can be scary and very frustrating for children, parents/guardians, and teachers. Understanding the reason for biting is the first step to changing a child's behavior. Children bite for a variety of reasons: teething, simple sensory exploration, cause and effect, imitation, crowding, seeking attention, frustration, and stress. Childcare group situations are difficult: dealing with others constantly around, sharing attention and toys, and too much or too little stimulation are all very difficult for children. Biting is not something to blame on children, their parents/guardians or their teachers. When biting breaks out, a high-quality childcare program immediately takes action, not to blame the biters but to change the environment and help children improve their behavior.



It is essential that the caregivers remain calm and in control of their emotions when biting occurs. Staff should not show anger or frustration towards the child. The caregiver should calmly respond to the child, letting them know that biting is not ok. In addition, the following steps will be taken.

1. The teacher will remove the child from the situation and focus caring attention on the child who was bitten.
2. Encourage the biter to help take care of the child that was bitten (hold an ice pack, comfort the child).
3. The caregiver should talk to the child who bit (if able to communicate) and talk about different strategies that the child can use next time (give them appropriate words-if able) instead of biting. This should be done in a short, simple way.

It is crucial to explore the reasons for biting when it occurs. Staff needs to work with parents/guardians to gather information about the child's behavior and begin observations to determine the reasons for biting. Examples of some triggers would be: communication deficits, transitions, hunger, lack of sleep, need for oral stimulation or teething pain. Once triggers are identified, staff can work on prevention strategies and start teaching replacement skills. Below are some examples of how the teacher will begin this assessment.

1. The teacher will examine the context in which the biting is occurring and look for patterns. The teacher will use the Center Action Plan for documentation and ask the following questions:
  - Was the space too crowded
  - Were there too few toys
  - Was there too little to do or too much waiting
  - Was the child who bit getting the attention and care he/she deserved at other times, other than when he/she was biting
2. The teacher will change the environment, routines or activities if necessary
3. The teacher will work with the child who is biting to resolve conflicts and frustrations in more appropriate manners, including using words, if they are capable of them.
4. The teacher will observe the child, to get an idea of why and when they are likely to bite.
5. The teacher will identify children likely to be bitten and make special efforts to reduce their chance of being bitten.
6. The teacher, parent/guardian, and administration will meet regularly to regulate an action plan and to measure the outcome of these changes.



## **Preschool Protocols**

- A schedule needs to be turned in to the Preschool teacher a week in advance if your child's pick up/drop off information changes weekly.
- If your daycare will be closed for the day when your child is scheduled to go there, please call the office or the Preschool teacher before class is scheduled to begin, to let them know of the changes.

If we are questioning where your child needs to be dropped off after dismissal time, the student will stay in the office until they are picked up. Every effort will be made to contact the parent/guardian or one of the contacts that were provided.

## **Preschool Drop Off/Pick Up**

### **Morning Drop Off:**

#### **George Students**

- Meet in the lunchroom located in the GLR District Central Office Building between 7:25 – 7:45 am. Shuttle Buses will leave promptly at 7:50 am. Breakfast will be offered.

#### **Little Rock Students**

- Meet in the gym at the GLR Elementary Building between 7:25 – 8:05 am. Breakfast will be offered in the lunchroom.

### **Morning Dismissal:**

11:30 AM

#### **George Students**

- The preschool shuttle bus will transport George students back to their daycare or to the Central Office Building, under the red canopy, at approximately 12:00 pm.

#### **Little Rock Students**

- Parents/guardians may pick up their students at the south doors of the GLR Elementary Building at 11:30 am. Daycare students will be transported to their daycare.

### **Afternoon Drop Off:**

#### **George Students**

- Students should arrive at the Central Office Building under the red canopy by 12:00 pm for transportation to preschool. Daycare students will be picked up from their daycare at approximately 11:55 am.

#### **Little Rock Students**

- Students may be brought to the west doors of the GLR Elementary Building between 12:15 – 12:30 pm (not earlier). Daycare students will be picked up from their daycares at approximately 12:25 pm.

### **Afternoon Dismissal:**

3:15 PM

#### **George**

- Students will ride the afternoon shuttle bus back to their daycare or the Central Office Building with other elementary students, arriving approximately at 3:35 pm.

#### **Little Rock**

- Daycare students will be transported to their daycare at 3:00 pm. Parents/guardians may pick their child up at the south doors of the GLR Elementary Building at 3:15 pm.

**Iowa Nondiscrimination Statement** – “It is the policy of George-Little Rock Community 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 216.7 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 Community School District, please contact Equity Coordinator, George-Little Rock Community School, 309 S. Lincoln St., George, IA 51237; phone number 712-475-3311, email: [equitycoordinator@george-littlerock.org](mailto:equitycoordinator@george-littlerock.org) 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.

Parents/guardians of students who attend a public-school district receiving Title I funds have the right to inquire and receive information about the qualifications of their child's teachers. Should a child be taught by a non-highly qualified teacher for a period of four or more consecutive weeks, parents/guardians will be notified.

## **END OF PRESCHOOL FAMILY HANDBOOK**



# **Elementary Section**



# George-Little Rock Community School District

## Elementary Section 2024-2025

# George-Little Rock

## COMMUNITY SCHOOLS

The mission of the George-Little Rock School District is to provide quality education for lifelong learning.

We welcome you to the George-Little Rock Family. You will find dedicated and committed staff who have a servant attitude. We are excited to work with your student and look forward to the upcoming year. As a building, we use Character Counts to create a strong culture and climate in our thriving school community.

We want for all of our families and our students to share common beliefs that support the Character Counts model. We want all of our students to be responsible and respectful community members, willing to embrace challenges when presented to them and to grow as a learner. It is important that you are willing to support your child and encourage them to take risks in regard to their learning, and mistakes may occur along the way, which is okay.

The George-Little Rock Elementary School would like for you to join us on this journey in the upcoming school year and remember to build that relationship with your student's teacher. Lastly, we want you to support your student, both academically and socially. Everything you need to be great is already inside you!



### **Admission/Entrance Requirements**

Children wishing to enroll in transitional kindergarten or kindergarten must be at least (5) years of age on or before September 15 of the year in which they wish to enroll. Children wishing to enroll in preschool must be at least four (4) years of age on or before September 15 of the year in which they wish to enroll. It will be the discretion of the superintendent's designee to determine what satisfactory evidence is for proof of age. 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 must have up to date immunizations to attend school.)

**Students without the proper certificate are not allowed to attend school after the initial 60 days until they receive the immunizations, or the student makes arrangements with the building principal.** Only for specific medical or religious purposes are students exempted from the immunization requirements. Parents who have questions should contact the George-Little Rock Elementary School office. Parents are encouraged to have their children receive periodic physical examinations. All kindergartners must have a physical and dental report on file in the office before attending school.

### **Attendance**

Students who need to leave school during the school day must receive permission from the office and have a signed note from the student's parents, have the parents telephone the office, or have the parents pick them up from the office. Students are not released to anyone other than the parents during the school day unless the office has a phone call, email, or note signed by the student's parent.

Students arriving at school after 10:00 am or leaving school before 10:00 am will be counted absent for that session (half day). Students leaving school before 1:30 pm or arriving after 1:30 will be counted absent for that session (half day).

Although we discourage taking your child out of school for vacation purposes, circumstances may arise where an absence is unavoidable. In such instances, discuss the situation with the classroom teacher so assignments can be completed before the absence if possible.

School personnel will contact the homes of all students absent unless previously notified by the parent. This is to account for all students.

1. **A written excuse, email, or phone call from parents will be required for all absences**
2. **A written medical excuse may be required for absences extending beyond three consecutive days.**
3. Absences should be limited to illness or an emergency in the family. Learning occurs by actively listening to discussions and participating in learning activities.
4. Chronic absenteeism and tardiness, as well as students who fail to bring an appropriate excuse, shall be referred to the administration.
5. Students who leave during the day must have parental consent by telephone, email, or a written note or by a parent's arrival in the office to pick up the child.

### **Arrival/Dismissal**

The George-Little Rock Elementary building and the District Administrative Central Office building will open their doors at 7:30 AM. Breakfast will be served from 7:30 AM to 7:50 AM for students riding the shuttle bus. For those students not riding the shuttle bus, breakfast will be served from 7:30 AM to 8:05 AM.

Shuttle buses will be leaving both sites (GLR Elementary and District Central Office Building) at 7:50 AM in the mornings and 3:15 PM in the afternoons with the exception of the early out Wednesdays when buses leave at 2:15 PM. School **begins at 8:15 AM and dismisses at 3:15 PM with the exception of early out Wednesdays where dismissal is 2:15 PM.** Rural route buses depart at approximately 3:35 PM. Preschool – 6<sup>th</sup> grade students arriving before 7:50 AM in George should gather in the lunchroom. Students arriving before 7:50 A.M. in Little Rock should gather in the gymnasium.

Students who go home to the same location after each school day are required to have a signed note from the parent indicating different instructions. This ensures that your child will arrive at the correct destination. Students who are riding the bus to a friend's house must provide a signed note, email, or phone call from their parents to the office in the morning.

Students who are driven to school in Little Rock must be dropped off at the west entrance. In George, students should be dropped off and enter the building on the west side. Families should pick up their child at the south entrance to avoid bus traffic on the west side of the building.

### **Walking to and From School**

Follow the safest route to and from school without loitering. Take the same route each day. Children should use the crosswalk or the stop sign intersection when crossing the street. The school repeatedly emphasizes safety. Please remind your children that they should not accept rides from strangers at any time.

### **Breakfast**

Breakfast is served from 7:30 AM – 8:05 AM. **NOTE:** The shuttle bus will leave each site at 7:50 AM. Students must be in the classroom by 8:15 AM for the beginning of class.

### **Lunch**

The school lunch program provides a hot meal which is well balanced with a varied menu. If cold lunches are brought, they should be equally nutritious and not require heating. Students do not have access to kitchen and staff lounges. Milk is available at school. **SOFT DRINKS ARE NOT ALLOWED AT SCHOOL DURING LUNCH or within the lunchroom.**

To make the lunchtime enjoyable for everyone, students are to follow these rules:

- Enter the lunchroom in an orderly, calm manner;
- When in line remain quiet;
- Good table manners are observed;
- Students must return plates in an orderly manner;

### **Playground/Recess Rules**

Students must abide by the rules posted in each classroom. Those who disobey playground rules will be subject to our established discipline policy found in this handbook.

1. Re-teaching the appropriate behavior on students' non-classroom time
2. Loss of privilege

Kindergarten - 3<sup>rd</sup> grade students will be assigned two fifteen-minute supervised recess periods per day in addition to a noon activity period of approximately twenty-five minutes. TK and 4<sup>th</sup> – 6<sup>th</sup> grade students will be assigned one (1) fifteen-minute supervised recess period per day in addition to a noon activity period of approximately twenty-five minutes. When students are to be kept inside during recess periods, written permission from parents is required. **Students can stay in from recess for only three (3) days before needing a doctor's note.** Healthy children are expected to attend recess.

During periods of severe cold (minus wind chill) or inclement weather, students will be kept inside. Students should dress appropriately for current weather conditions.

All students are expected to follow the instructions of the recess supervisor on duty. Playground supervisors are expected to administer the rules and maintain constant supervision of students during recess.

#### RECESS RULES:

1. Be respectful of others and their play area.
2. Obey the recess teacher's directions.

#### Behavioral Program

When students know and use a good character then good behavior results. If students do not behave appropriately, there may be a consequence, including, but not limited to, the following:

1. Re-teaching the appropriate behavior
2. Loss of privilege
3. Behavioral contract

Parents may be contacted as needed to assist the school in redirecting poor behavior. When the school and the home work together, children win!

#### Elementary Programs

**Title I Reading Program:** The Title I Reading Program is a federally funded program. It provides additional small group reading instruction to children who need additional help in learning to read. Eligibility for this program is based on several standardized test scores, depending on grade level (i.e., reading scores, teacher recommendation, etc.) The Title I Teacher works closely with the classroom teacher and parents in setting goals, discussing problems and progress. Parents are encouraged to contact the teacher throughout the year.

**Special Education:** The school district is committed to providing for the individual needs of each student it serves. The resource program provides instructional support services for those students with identified learning disabilities, medical or physical disabilities and to develop appropriate educational programming in view of specific needs of these identified students.

**Media:** Students in grades K-6 receive library skills. This includes locating books and reference materials, using reference materials, and reading for enjoyment.

**Art:** Students in grades K-6 participate in art classes that encourage art exploration and creativity.

**Music:** Students in grades K-6 participate in music classes and perform twice per year.

**Band:** Band is available to students in 5<sup>th</sup> and 6<sup>th</sup> grade. Students, who elect to participate, experience large group, small group, and individual direction.

**Physical Education:** All students should have a pair of tennis shoes for physical education classes held in the gym. Students are asked to dress appropriately for physical education. Personal hygiene will also be stressed.

**Talented and Gifted:** Selected students may participate in the TAG program. Students must acquire a portion of the following requirements to be accepted into the Talent Pool. Once in the Talent Pool, they will be given the cognitive abilities test. Students that score a 7 or higher in two of three areas will be admitted to TAG.

1. Staff will review the ISAP data and determine the requirements needed.
2. Teacher recommendation with an artifact NOTE: Artifacts are any examples of student work that displays outstanding achievement
3. Parent recommendation with an artifact
4. Student recommendation with an artifact and interview with a TAG committee member
5. Other valid test or assessment that shows achievement in a non-academic area, such as creativity, music, art, leadership, and others
- 6.

### **Child Custody**

In most cases, when parents/guardians are divorced, the mother and father continue to have equal rights where their children are concerned. If you have a court order that limits the rights of one parent/guardian in matters such as custody or visitation, please bring a copy to the principal's office. Unless your court order is on file with us, we must provide equal rights to both parents/guardians.

### **Healthy Snacks**

Healthy snacks only are recommended for birthday or party treats and at teacher discretion. Otherwise, gum and candy are prohibited.

### **Communications to and From School**

When sending a note or money to the school, the student should receive clear instructions from the parents/guardians about who is the appropriate person to receive the note or the money. The school sends notes and papers home with students. Remind your child to notify you of notes or papers from school. Parents/guardians are responsible for knowing the contents of the notes or papers sent home.

### **Address/Telephone Number/E-mail Change**

If you move to a new location within the district, inform the school as soon as possible. It is important that we have up-to-date information in case of an emergency. If you anticipate a move from the district, notify the office so arrangements can be made for a smooth transition.

### **Volunteers**

Volunteers play a vital role in the success of our elementary education program. If you are interested in becoming a volunteer, contact the school office and indicate your interest.

### **Promotion-Retention-Acceleration**

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

### **Screenings**

Vision and hearing screenings are given each year. Hearing screening is administered to students in grades PS-3 and new students to the district. Vision screening is administered to students in kindergarten and 3<sup>rd</sup> grades.

### **Parties/Treats/Party Invitations**

Parties will be held in school on several occasions during the school year. Teachers will announce arrangements for parties to their respective classes. Students' participation in parties is not required. Treats should meet the guidelines of the Wellness Policy.

Students may bring healthy treats for their classmates on birthdays in grades PS - 6. **Personal invitations to parties are not to be distributed in school.** We have experienced problems with invitations distributed to only a few children in a class, which results in other children feeling hurt and left out. We ask that such invitations be taken care of outside the school setting.

### **Books and Book Orders**

Students choosing to purchase books from book clubs should order through the online ordering with the company. Books received in the classroom or for the teacher as awards through the book orders are

property of the school district. Each student is responsible for the good care and return of all book and equipment that he/she received from the school. Payment must be made for lost or damaged books and equipment.

### **Bicycles, Mopeds, Skateboards, Roller Blades/Skates**

Skateboards, roller blades and/or roller skates are not allowed in school. Bicycles and mopeds must be parked in the bicycle racks on the bike pad. Bikes are not to be ridden in the parking lot or on the playground. Students are not allowed to ride their bicycles/mopeds during the school day. Bicycles and mopeds are not permitted on lawn or playground areas.

### **Electronic Devices/Nuisance Items**

Elementary students may not possess pagers, water guns, laser pointers, and other nuisance items. Nuisance items are defined by school personnel. The items will be taken away from the students and returned at a later date. At times, parents/guardians will be asked to pick up the item from the student. (Cell phones in elementary school are not recommended and are required to be turned off or silent and left in the student's locker during the school day).

### **Toys/Nuisance Items**

Toys and other such items often cause a disruption to the day and are frequently misplaced. Students may be warned about toys and nuisance items. They may also be taken away from the student, and the parent /guardian may pick them up at a later date.

The George-Little Rock CSD is not responsible for lost or stolen items.

**Iowa Nondiscrimination Statement** – “It is the policy of George-Little Rock Community 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 Community School District, please contact Equity Coordinator, George-Little Rock Community School, 309 S. Lincoln St., Suite 1, George, Iowa 51237; phone number 712-475-3311, email: [equitycoordinator@george-littlerock.org](mailto:equitycoordinator@george-littlerock.org). 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.

Parents/guardians of students who attend a public school district receiving Title I funds have the right to inquire and receive information about the qualifications of their child's teachers. Should a child be taught by a non-highly qualified teacher for a period of four or more consecutive weeks, parents/guardians will be notified.

## **END OF ELEMENTARY SECTION**



# **Middle School Section**





# George-Little Rock Community School District

Middle School Section  
2024-2025

## **Welcome**

We welcome you to George-Little Rock Community School! One of the major goals of the faculty and administration is to provide a safe environment and an atmosphere conducive to learning. As a citizen of this school, you are expected to follow the rules that are established for the welfare of the entire student body. The following rules will help all students to become better school citizens.

**BE PROUD OF YOUR SCHOOL!** Take good care of it, and feel free to make suggestions for improving it. As a school citizen, you are expected to act like a middle school student and conduct yourself properly. You will learn necessary and useful skills for the future. If you are a new student, you may find some things unfamiliar at first; however, you will soon become accustomed to them.

Throughout your life, you will be looking toward the future, but you will also find yourself thinking of the fun experiences you had while a student at George-Little Rock Middle School. We wish you much success this school year.

## **Student Respect for Staff**

We expect every staff member to be treated with respect and dignity just as the student should receive the respect of the staff. It is imperative that the teacher is in charge of the class, and anything less would lead to a poor educational environment for all. Disrespect toward a staff member will not be tolerated under any circumstances. Any staff member has the right to direct students anywhere on school property or at any school sponsored activities.

## **Building Hours for Students**

School hours are 7:45 a.m. to 3:40 p.m. Exceptions are made for those students in supervised activities.

## **Student Attendance**

See the general section for the district-wide attendance policy. All students are expected to leave the building when no classes are in session. Students may remain in the building when classes are not in session if supervised by a faculty member, coach, or activity sponsor at a regularly scheduled activity or event.

## **Closed Campus**

We operate on a “closed campus” policy. This means that students must stay on the school campus from the time they arrive, even if the daily schedule has not begun until dismissed. Students violating this policy will be subject to suspension from school.

## **Checking Out of School**

Students wishing to leave campus prior to regular dismissal must checkout through the secretary's office. However, students should limit any checkouts to emergencies only. The following guidelines apply to any student wishing to checkout:

1. Must have a valid reason to checkout
2. Must be checked out through the office by a parent or legal guardian.
3. Parent/guardian-Student communication: We appreciate the convenience of personal cell phones and text messaging, but we would ask that students come to the office to call their parent/guardian when they are feeling ill and need to go home.

## **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 more stringent 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.

1. 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.
2. 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, shop and lab areas. No shoes with cleats are allowed indoors.
3. Hats, caps, head wear of any kind, sunglasses, chains, and/or gang-related clothing is prohibited unless the principal gives specific approval.
4. Pants in which underwear is showing are inappropriate. Pants that are too big also pose a safety issue in vocational areas.
5. 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 or given GLR apparel to use for the rest of the day.

**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 middle school and high school principal and representatives of parents/guardians, students, classroom teachers, and support staff.

## **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. Student's 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. Cheating is taking credit for work one has not done and includes the use or attempted use of unauthorized aids on tests, quizzes, homework, class work, reports, papers, and projects. Some examples of cheating are as follows:

1. Copying homework
2. Plagiarizing
3. Use of artificial intelligence to generate written papers or essays.
4. Copying another person's work to be submitted as his or her own
5. Using or attempting to use unauthorized aids on tests
6. Talking during a test
7. Having a copy of the test or answers to a test
8. Attempting to deceive by changing a test paper that has been graded

9. Providing specific information about a test to someone who has not taken the test
10. Giving unauthorized assistance to a fellow student
11. Forgery in connection with endeavors such as signing someone else's paper

### **Penalties for Cheating**

Any student suspected of cheating will be referred to the administration for disciplinary action. Should the administration determine that the student, or students, did indeed cheat, the following penalties will apply:

1. **First offense**
  - a. Receive a zero on the work
  - b. Notification of parents/guardians by telephone or letter
2. **Second Offense**
  - a. Receive a zero on the work
  - b. Be assigned 1-day ISS
  - c. Notification of parents/guardians by telephone or letter
3. **Third Offense**
  - a. Receive a zero on the work
  - b. Be assigned 2 days ISS
  - c. Notification of parents/guardians by telephone or letter

Any subsequent incidences of cheating will warrant more severe action and can possibly result in expulsion due to the student's continued disciplinary problem.

### **Progress Reports**

Grades are accessible on JMC and should be updated every three to five days by instructors. You may contact the office for your username and password. If you do not have internet access, please contact the office, and we can print you a copy of the progress report every three weeks.

### **Homework Completion**

- *Students are expected to have their homework done on time. Learning to meet deadlines is a lifelong skill needed for successful job performance. Students who do not turn in their homework when it is due may be directed to go to ASAP which is our After-School Assistance Program. The student should report to ASAP each day that it is offered until the homework is completed and turned in. Transportation is the responsibility of the student; the school does provide a shuttle bus from George back to Little Rock leaving at 5:00.*  
*\*There is an option through JMC to receive updates via a text message or email when your student is missing an assignment in the online gradebook. Our teachers are also utilizing various technology such as communication apps, and google classroom to communicate tasks that have been assigned. It is the George-Little Rock's staff goal to communicate with parents/guardians often, but also to create student accountability and independence for their own learning as well.*

### **The ASAP Program**

The After-School Assistance Program (ASAP) is a program that provides assistance for students who are in need of extra help or a quiet place to study and complete work. . *Students may be directed to ASAP or they can choose to stay for ASAP which is held after school from 3:30 pm to 5:00 pm every Monday, Tuesday and Thursday.* Students are expected to come with the materials they need. A teacher is on hand to help those students who need to go over work or need things explained again.

## **Honor Roll**

Students who maintain greater than or equal to a 3.0 GPA will be considered members of the honor roll, which will be published at the end of each semester. Physical education and driver's education are not currently calculated in the permanent GPA. The following criteria are used for honor grade designation: "A" honor roll (3.67-4.0 GPA), and "B" honor roll (3.00-3.66 GPA).

## **Lunch Period**

The cafeteria will be a safe and clean environment where people interact with respect.

Students will:

1. Show respect to self and others by exhibiting good table manners.
2. Consume all food and drink in the cafeteria and commons.
3. Be mannerly and orderly in the lunch line and at the tables.
4. Leave tables, chairs, and floor clean for the next person to use, picking up wrappers, napkins and/or all trash.
5. Abstain from cutting in line to purchase food.

The George-Little Rock school board has determined that the lunch period is a "closed lunch period." Students are not allowed to leave school for lunch. Carry-out orders are not allowed into the school.

## **Hallway and Other Common Areas**

Behavior Goal: The common areas of George-Little Rock Community School will be safe and quiet environments where people interact with courtesy and respect. In general, a common area is understood as an area that is commonly used by students outside of their assigned classroom.

Common Area Behavior Expectations:

1. Respect for all in the school community
2. Respect for personal and public property
3. During class time, students must have a signed pass to transfer through common areas

## **Study Hall**

Behavior Goal: Students will demonstrate respect for others by contributing to a quiet atmosphere conducive to study and research.

Students will:

1. Sit in assigned seats
2. Bring adequate work or reading/writing material for study or independent research

## **Bus Conduct**

See General Section of this handbook.

Shuttle bus rides in the mornings and evenings are full and will likely have assigned seats to help the driver control and prevent behaviors on the bus. Video cameras are in use and there will be consequences when deemed appropriate by the principal and transportation coordinator/director on recommendation from the bus driver, evidence from the cameras, and following the principal or transportation coordinator/director's investigation.

## **Cell Phones**

Electronic and technological devices, including cell phones, may not be used to send or receive personal messages that would contribute to cheating, accessing the internet without permission, or taking pictures without permission. After inappropriate use, a device or a prohibited item may be taken away from the student and returned at a later date. Students found in violation of this policy may be subject to discipline and, in cases where a law may be violated, law enforcement may be contacted. Students need to

remember that whatever they put on a personal electronic device, could end up anywhere, so they need to ensure the devices are used appropriately.

Schools are increasingly playing a role in helping in the education of today's youth in the proper use of technology. Middle schools and high schools can help students learn about technology, utilize it, and also understand how to control it. Students can learn to employ cell phones to their benefit, but also to not be burdened by constantly answering, talking, and texting on them.

**Note:** All phones must be turned off, or silenced and secured by students, out of sight, during classes, programs, meetings, and assemblies. Students are allowed to use cell phones before and after school and during their lunchtime. Students may be required to turn in or holster cell phones before a class begins.

**First and subsequent violations:**

1. The phone is confiscated but returned to the student at the end of the day
2. The parent or guardian is notified by telephone or letter

**Use of Telephone**

The use of the telephone in this school will be limited to those calls deemed necessary to the normal and essential functioning of the student. The following stipulations should be observed:

1. All phones are off limits to students except the one in the school office.
2. Students must get permission from the secretary or office personnel before using the telephone.
3. Students will NOT be called out of class to come to the telephone.
4. Only in an emergency will a message be delivered to a student during class time.
5. Students will not be allowed to use the telephone during a class period unless it is an emergency situation.

**Tobacco**

Students are not allowed to use alcohol, drugs, tobacco, e-cigarettes, and vaping products during the school day either in the building or on school grounds. Also, students are not permitted to carry products, cigarette lighters or matches during the school day. The police will be called when students are caught using tobacco during the school day. Possession of tobacco will be treated the same as use of the tobacco. This policy applies to all school-sponsored activities as well as the school day.

**Tardiness**

Being on time is a basic premise of success and the demonstration of responsible citizenship. Tardiness to class is handled by teachers individually. Common practice is to serve a detention after three tardies.

Students who are tardy to school three times, in either semester will result in the student receiving disciplinary action as follows:

1. Third unexcused tardy. The parent/guardian will be contacted by letter explaining what disciplinary actions will be taken if subsequent tardies occur.
2. Fourth unexcused tardy. The student will be called into the office for a conference about his/her unexcused tardies.
3. Fifth and subsequent tardies. The 5<sup>th</sup> tardy and every other tardy after will result in ISS

## **Excused Absences**

School-sponsored trips, appointments with school officials, standardized testing, school pictures, etc., are not recorded as absences on the students' permanent record. These types of absences may be recorded by teachers as "school-related absences." School-related absences are considered excused. Other excused absences include: medical or dental appointments, funerals, and any merited cases where prior arrangements were made with the principal. In some cases, a doctor's verification of illness may be required by the principal.

\*Parents/guardians should notify the office of upcoming vacations or appointments.

## **Makeup Work**

Students who are absent for any reason will be required to make up work missed in each class. Students get two days for the first day missed and one day for each additional day missed to make up the work.

All makeup work is to be turned in before the end of the grading period. Only in extreme cases of prolonged absence will more than one week be allowed for work to be made up unless the school office grants permission. A day's absence does not excuse a student from responsibility for all work on the day. It is the student's responsibility to obtain all makeup work from his/her teacher upon return to school.

**Rules, regulations, and consequences are not needed for the vast majority of our students. However, they are necessary to support some students' growth towards maturity.**

## **Student Conduct**

Guiding principles for the George - Little Rock Community School are reflected by our building's. Core Values which are Responsibility, Respect, and Safety. The faculty has adopted these core Values and Behavior System into their classroom Expectations:

- Responsibility
  - I am dependable, make good choices, and take accountability for my actions.
- Respect
  - I care how my words and actions impact others.
- Safety
  - I protect myself and others from harm.

We plan to monitor both the positive and negative actions and behaviors of all students. There will be consequences (both positive and negative) resulting from individual student's efforts to live up to the expectations set for all members of our middle school community. We plan to help students achieve success by training, modeling, retraining, and engaging students in conversations about being a contributing citizen in society.

## **Good Student Conduct Rule**

The Good Student Conduct Rule is located in the general section of the handbook.

## **Behavior**

George-Little Rock Middle School's student behavior management plan is to help ensure that all students have the opportunity to learn in an environment which is positive and allows maximum achievement of educational goals. The school intends to help students make positive and safe decisions regarding their behavior.

Expectations:

1. Students will cooperate and follow directions from any staff member.

2. Students will show respect towards all staff members and fellow students. Respectful language is expected.
3. Students will not intimidate other students, whether verbally or physically.
4. Students will remain on campus during the school day unless authorized to leave. "On campus" is defined as inside the building or outside the building in designated areas.

### **Emergency Removal**

Students engaged in serious class disruptions, obnoxious or malicious behaviors, blatant disrespect to employees or school vendors and guests, shall be removed from class or other school-related activity until reinstated by the principal. Students may be sent home with a parental/guardian notice or released to law enforcement in extreme cases. The purpose of removal is justified in maintaining a psychologically and physically safe and orderly environment for the teaching and learning process.

### **Definitions of Consequences**

Suspension: an action taken by school administrators under the district's discipline policies. A suspension is the temporary removal of a student from the regular school setting for a period of one to ten days. Suspensions may be considered in-school or out-of-school. These absences from school are excused, and the student is given the opportunity to make up the work.

Two types of suspensions:

1. In School Suspension (ISS)
2. Out of School Suspension (OSS)

Students serving an out-of-school suspension or expulsion will not be allowed on school premises.

Expulsion: a long-term removal from school membership by the George-Little Rock Board of Directors.

### **Inappropriate Displays of Affection**

Students are prohibited from amorous behaviors and public displays of kissing, hugging, etc.

### **Guidance Program**

The school district guidance program is divided into four separate categories. These categories are counseling services, post-secondary planning, and financial information services, appraisal services, and placement services. The guidance program strives to be a continuous, consistent, and responsive service to meet student needs. Faculty, administration and support staff involved in the guidance program maintain strict confidentiality.

### **Grade Progress Reports**

Report cards will be emailed out following the end of each nine-week grading period. JMC Parent-Link is available for parents/guardians to check student's grades. The middle school team encourages two-way communication with parents/guardians regarding concerns and successes with each student's academic achievements.

#### **Grades and Grade Point Averages**

A+	100%	B-	81% to 83%	D	64% to 66%
A	94% to 99%	C+	77% to 80%	D-	60% to 63%
A-	91% to 93%	C	74% to 76%	F	0% to 59%
B+	87% to 90%	C-	71% to 73%		
B	84% to 86%	D+	67% to 70%		

The following scale is used to record a student's' grade point average in their permanent record.

A	4.0	B	3.00	C	2.00	D	1.00
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A-	3.67	B-	2.67	C-	1.67	D-	0.67
B+	3.33	C+	2.33	D+	1.33	F	0.00

### **Incompletes**

Incompletes should be made up within two weeks after the start of the next quarter. If an incomplete is not made up, the grade becomes an F. Incompletes for the fourth quarter are not allowed without the principal's permission.

### **Semester Test Requirement**

Standard-based semester assessments in the form of an exam or final project, may be given in each course. All students are required to take these semesters exams. Students who are absent for their semester exams are required to make them up when they return to school.

### **Extracurricular Activities**

Participation or attendance at extracurricular activities will depend on these rules and requirements. Read each carefully.

Extracurricular activities include the following: athletic performances, drama performances, instrumental and vocal public performances, pep band, all honorary and elected offices such as student council or any other activity where the student represents the school outside of the classroom. Co-curricular activities may be exempt from ineligibility if the activities require public performances and competitions as part of the classroom grade.

Note: Student attendance at extracurricular events is encouraged. Attendance is, however, a privilege that may be denied. Students at an event are under the supervision of school personnel.

### **Academic Eligibility for Extra-Curricular Activities**

Participation in extra-curricular activities is a privilege at George-Little Rock School. Those students involved are to be students that deserve the privilege. Failure to maintain grades, those whose behavior is not appropriate, and any student participating in other activities not deemed appropriate, will result in the student not being permitted to participate. Academic eligibility is assessed on a two-week basis.

Participation in co-curricular activities for grades 7-12 is also guided by the George-Little Rock Good Conduct Code which is found in the General Section of this document.

Grades are checked every midterm and all four quarters. Students who are failing any classes at the middle school are automatically ineligible for a minimum of one week after the grade check. The student is not allowed to participate in any extracurricular events. The grade(s) will be re-evaluated after one week. If the failing grade(s) is then passing, the student becomes eligible. If not, the grades will be re-evaluated at the end of the two- week period. The student remains ineligible until all grades are passing as measured by the district grading scale.

If failing grades pertain to IEP goals, then students would not be held ineligible.

### **Activity Shuttle Bus**

An activity shuttle bus is provided for students participating in after-school activities. It generally departs from Little Rock between 4:45-5:00 p.m. and arrives in George between 5:00-5:15 p.m.

Any student causing problems on the activity shuttle bus will be required to provide their own transportation. In cases which merit more severe action, the student will not be allowed to participate in any extra-curricular

activities. Remember, participation in extra-curricular activities is a privilege and not a right!

### **Athletics Offered**

The following athletic activities are offered at George-Little Rock Middle School: cross-country, football, volleyball, basketball, wrestling, track, baseball, and softball.

### **Band and Chorus**

Band and chorus are both elective classes for grades 7-8. Students have band one day and chorus the next. Students who do not participate in band or chorus have study hall instead. Students are allowed to drop either band or chorus until the end of the second week. After that, these courses can only be dropped at the end of the semester. Grades for band and chorus count towards the student's GPA.

### **Suspension Ineligibility**

Students serving out-of-school suspension are prohibited from participating or attending extracurricular activities for the suspension period.

### **Transportation Requirement**

Extracurricular participants are required to arrive at an away performance using school transportation. A waiver may be granted by the principal for extenuating circumstances. Any extracurricular participant leaving a performance by means other than school transportation shall be ineligible to participate at the next performance unless the coach or sponsor "signs-off" the responsibility for transportation after the performance to the parent or guardian.

The George-Little Rock CSD is not responsible for lost or stolen items.

Parents/guardians of students who attend a public-school district receiving Title I funds have the right to inquire and receive information about the qualifications of their child's teachers. Should a child be taught by a non-highly qualified teacher for a period of four or more consecutive weeks, parents/guardians will be notified.

**Iowa Nondiscrimination Statement** – "It is the policy of George-Little Rock Community 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 216.7 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 Community School District, please contact Equity Coordinator, George-Little Rock Community School, 309 S. Lincoln St. Ste.1, George, IA 51237; phone number 712-475-3311, email: [equitycoordinator@george-littlerock.org](mailto:equitycoordinator@george-littlerock.org) 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.

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# **High School Section**



# George-Little Rock Community School District

## High School Section 2024-2025



# George-Little Rock

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## COMMUNITY SCHOOLS

The mission of the George-Little Rock School District is to provide quality education for lifelong learning.

We welcome you to the George-Little Rock family. You will find dedicated and committed staff who have a servant attitude. We are excited to work with your student and look forward to the upcoming year. As a building, we want our students to be future ready, along with having many career ready attributes to help prepare our students for the next stages of their lives. To create a strong culture and climate in our thriving school community, your support from home is greatly needed and we believe that effective communication leads to trust.

We want for all of our families and our students to share the common vision that we provide quality education for lifelong learning. We want all of our students to be responsible and respectful community members, critical thinkers, and willing to embrace challenges when presented to them. It is important that you are willing to support your child and encourage them to take risks in regard to their learning, and mistakes may occur along the way, which is okay.

The George-Little Rock High School would like for you to join us on this journey in the upcoming school year and remember to build that relationship with your student's teacher. Lastly, we want you to support your student, both academically and socially. Please encourage your student to be involved in the many extra-curricular activities at GLR. Everything you need to be great is already inside you!

### **Student Respect for Staff**

We expect every staff member to be treated with respect and dignity just as the student should receive the respect of the staff. It is imperative that the teacher is in charge of the class, and anything less would lead to a poor educational environment for all. Disrespect toward a staff member will not be tolerated under any circumstances. Any staff member has the right to direct students anywhere on school property or at any school sponsored activities.

### **Building Hours for Students**

Students school hours are 7:45 am to 3:40 pm. Exceptions are made for those students in supervised activities.

### **Student Attendance**

See the general section for the district-wide attendance policy. All students are expected to leave the building when classes are not in session. Students may remain in the building when classes are not in session if supervised by a faculty member, coach, or activity sponsor at a regularly scheduled activity or event.

### **Closed Campus**

We operate on a “closed campus” policy. Students must stay on the school campus from the time they arrive, even if the daily schedule has not begun, until dismissed. Students are allowed, with parental or a guardian’s permission, to walk home (this means **NO** driving) for lunch. Students must live within two blocks of the school and must sign in and out to go home for lunch. Students violating this policy will be subject to suspension from school.

### **Checking Out of School**

Students wishing to leave campus prior to normal dismissal must check out through the secretary’s office. However, students should limit any checkouts to emergencies only. The following guidelines apply to any student wishing to checkout:

1. Must have a valid reason to check-out
2. Must be checked out through the office by a parent or legal guardian
  - In person
  - Note from parent
  - A telephone call from a parent
  - Email from parent(NO TEXT Messages will be accepted)

### **Lunch Period**

The cafeteria will be a safe and clean environment where people interact with respect.

Students will

1. Show respect to self and others by exhibiting good table manners
2. Consume all food and drink in the cafeteria and commons
3. Be mannerly and orderly in the lunch line and at the tables
4. Leave tables, chairs, and floor clean for the next person to use, picking up wrappers, napkins and/or all trash
5. Abstain from cutting in line to purchase food
6. Leave and reenter the high school through the triple doors, this includes students who are going home for lunch
7. Stay in designated areas during the entire fifth hour
8. Not bring soft drinks/energy drinks into the cafeteria

Designated areas include the commons, and outside the triple doors.

### **Closed Lunch**

The GLR school board has determined that the lunch period is a “closed lunch period.” Students are NOT

allowed to leave school for lunch. Carry out orders are NOT allowed into the school without prior approval from the principal. Students, who live within a two-block radius, are allowed with parental or a guardian's permission, to walk home for lunch. Students are not allowed to drive. Students are not allowed to have friends (students that live more than a few blocks from school) accompany them home for lunch. The students are to arrive to their next class period on time. Violating this policy will result in losing the privilege to walk home.

### **Hallway and Other Common Areas**

Behavior Goal: The common areas of George-Little Rock High School will be safe environments where people interact with courtesy and respect. In general, a common area is understood as an area that is commonly used by students outside of their assigned classroom.

Common Area Behavior Expectations:

1. Respect for all in the school community
2. Respect for personal and public property
3. During class time, students must have a signed pass to transfer through common areas

### **Study Hall**

Behavior Goal: Students will demonstrate respect for others by contributing to an atmosphere conducive to study and research.

Students will:

1. Sit in assigned seats
2. Bring adequate work or reading/writing material for study or independent research

### **Bus Conduct**

Student expectations: Student behavior, which disrupts the safe or orderly operation of buses, may lead to suspension from riding.

1. In order to control or prevent misconduct, vandalism, or willful destruction of property, the supervisor of transportation or school principal, in conjunction with the bus driver, shall have the authority to assign seats for transported students. If vandalism or destruction occurs, the student or students assigned to that immediate area shall be held liable to the extent of the damage.
2. Each student will be at the place designated to board the bus at the scheduled time. He or she will remain in his/her seat and wait until the bus has come to a complete stop before attempting to get off. He/she will not leave the bus at any place other than his/her regular stop except with consent from the principal. He/she will enter and leave the bus only at the front door except in an emergency.
3. All parts of the body are to be kept inside the bus at all times.

### **Driving Personal Vehicles to School**

Students who drive to school are expected to operate their vehicles in a safe manner. Students who exhibit reckless or unlawful driving acts may be reported to law enforcement. In Iowa, any school employee has the right to testify in a court of law regarding traffic violations by students. The court may issue a traffic citation based on such testimony.

### **Vehicle Operation and Parking Lot Rules**

1. Students are to enter the building immediately after parking their car.
2. Students are to park in the designated areas only in the lot west of the school, avoiding the first 8 spaces on the south row reserving for the district admin building staff and visitors.
3. Students must obey standard parking lot rules (parking within lines and in designated areas). Failure to do so will result in your car being **towed** at student expense.
4. Students are not to be in the parking lot or vehicles during, before, or after school. Students must have the permission of the principal or acting principal to return to the parking lot.
5. Students are to keep vehicles locked and valuables concealed. GLR Community School is not responsible for lost, stolen, or damaged property.
6. Between the hours of 7:00 a.m. and 4:30 p.m., students are not allowed to park in the lot south of the gym. Driving in this area is dangerous to students walking before, during, and



- after school. During games and events, students are also not allowed to park in the gym parking lot.
7. Between the hours of 7:30 a.m. and 4:30 p.m., students must exit from the student parking lot using the south or west exits only. Exiting to the east is potentially dangerous to young children entering or leaving the elementary school.
  8. Students are required to register their vehicles in the office.

Note: The interior and compartments of a student's automobile on the school premises may be searched if school officials believe that contraband items are contained inside. Searches will be conducted with the presence of a school employee as a witness or law enforcement officer with the student driver present.

### **Cell Phones**

Electronic and technological devices, including cell phones, may not be used to send or receive personal messages that would contribute to cheating, accessing the Internet without permission, or taking pictures without permission. Inappropriate use of a device or a prohibited item will be taken away from the student and returned at a later date. Students found in violation of this policy may be subject to discipline and, in cases where a law may be violated, law enforcement may be contacted. Students need to remember that whatever they put on a personal electronic device could end up anywhere, so they need to ensure the devices are used appropriately.

Schools are increasingly playing a role in helping in the education of today's youth in the proper use of technology. High schools can help students learn about technology, utilize it, and also understand how to control it. Students can learn to employ cell phones to their benefit, but also to not be burdened by constantly answering, talking, and texting on them.

Note: During classes, all phones must be turned off or silenced and secured by students, out of sight or placed in a holster. For all programs, meetings, and assemblies cell phones must be turned off and out of sight. Students are allowed to use cell phones before and after school and during their lunchtime. Students may be required to turn in or holster cell phones before a class begins.

First and subsequent violations:

1. The phone is confiscated but returned to the student after the school day.
2. The parent or guardian is notified by telephone or letter.

### **Use of Telephone**

The use of the telephone in this school will be limited to those calls deemed necessary to the normal and essential functioning of the student. The following stipulations should be observed:

1. All phones are off limits to students except the one in the high school office.
2. Students must get permission from the secretary or office personnel before using the telephone.
3. Students will NOT be called out of class to come to the telephone.
4. Only in an emergency will a message be delivered to a student during class time.
5. Students will not be allowed to use the telephone during a class period unless it is an emergency situation.

### **Search and Seizure**

Student lockers are the property of the school district. Students shall use the lockers assigned to them for storing their school materials and personal items necessary for attendance at school. It will be the responsibility of each student to keep the assigned locker clean and undamaged. Students will be charged for the cleaning and repairing of excessively dirty or damaged lockers.

School authorities may, without a search warrant, search a student, his or her desk, work area, gym bag and/or locker, and book bag based on reasonable suspicion. The search will be conducted in a manner reasonable in scope to maintain order and discipline in the school, to promote the educational environment, and to protect the safety and welfare of the students, faculty and support staff of GLR High School. Notice

after inspection of student lockers shall be given within 24 hours of a locker search.

School officials may also seize any illegal, unauthorized materials discovered in the search. Unauthorized items may include, but are not limited to, nonprescription controlled substances such as marijuana, cocaine, amphetamines, barbiturates, drug paraphernalia, alcoholic beverages, tobacco, e-cigarettes, provocative posters/pictures, weapons, explosives, poisonous materials, and stolen property. Unauthorized items will be listed for each seizure and kept on record in the principal's office. At least two school employees will witness each locker inspection. Illegal items shall be given to the proper law enforcement officials.

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.

### **Locker Padlock Request**

Students may request padlocks for their student locker or athletic locker from the high school secretary. Students will be charged a fee if the lock is not returned or is damaged. Students are to return the lock to the high school office at the end of the school year, or when they no longer need it. The school is not responsible for items missing or stolen from student lockers. You are advised to not leave expensive calculators, cash, cell phones, or other valuables in an unlocked locker.

### **Dances**

School-sponsored dances must be approved by the principal at least two weeks prior to the dance. The following rules apply to students attending dances:

1. Students who leave a dance are not allowed to re-enter the dance.
2. Students must register high school age guests that do not attend GLR High School a week before the dance. GLR students are responsible for the behavior of their guests.
3. High school dances are not open to middle school students.
4. No outside food or drink is allowed.
5. A telephone call will be made to the parent/guardian and the county sheriff's department for any student suspected of being under the influence of drugs or alcohol.

### **Cheating**

Cheating is considered a severe offense. Cheating is taking credit for work one has not done and includes the use or attempted use of unauthorized aids on tests, quizzes, homework, class work, reports, papers, and projects.

Some examples of cheating are as follows:

1. Copying homework
2. Plagiarizing
3. Use of artificial intelligence to generate written papers or essays.
4. Copying another person's work to be submitted as his or her own
5. Using or attempting to use unauthorized aids on tests
6. Talking during a test
7. Having a copy of the test or answers to a test
8. Attempting to deceive by changing a test paper that has been graded
9. Providing specific information about a test to someone who has not taken the test
10. Giving unauthorized assistance to a fellow student
11. Forgery in connection with endeavors such as signing someone else's paper

### **Penalties for Cheating**

Any student suspected of cheating will be referred to the administration for disciplinary action. Should the administration determine that the student, or students, did indeed cheat, the following penalties will apply:

- 1) First offense
  - a. Receive a zero on the work
  - b. Notification of parents by telephone or letter

- 2.) Second offense
  - a. Receive a zero on the work
  - b. Be assigned 1-day ISS
  - c. Notification of parents by telephone or letter
- 3.) Third offense
  - a. Receive a zero on the work
  - b. Be assigned 2 days ISS
  - c. Notification of parents by telephone or letter

Any subsequent incidences of cheating will warrant more severe action and can result in expulsion due to the student's continued disciplinary problem.

### **Tobacco**

Students are **not allowed** to smoke, vape, use any form of e-cigarettes, or use tobacco during the school day either in the building or on school grounds. Also, students are not permitted to carry products, cigarette lighters or matches during the school day. The police will be called when students are caught using tobacco during the school day. Possession of tobacco will be treated the same as use of the tobacco. This policy applies to all school-sponsored activities as well as the school day.

### **Tardiness**

Being on time is a basic premise of success and the demonstration of responsible citizenship. Tardiness to class is handled by teachers individually. The common practice is to serve detention after three tardies.

Students who are tardy to school three times, in either semester will result in the student receiving disciplinary action as follows:

- 1. Third unexcused tardy. The parent will be contacted by letter explaining what disciplinary actions will be taken if subsequent tardiness occurs.
- 2. Fourth unexcused tardy. The student will be called into the office for a conference about his/her unexcused tardiness.
- 3. Fifth and subsequent tardiness. The 5<sup>th</sup> tardy and every other tardy after will result in ISS.

### **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.

### **Excused Absences**

School-sponsored trips, appointments with school officials, college/army service recruiter appointments, standardized testing, school pictures, etc., are not recorded as absences on the student's' permanent record. Teachers may record these types of absences as "school-related absences." School-related absences are considered excused. These absences will not be reflected on the permanent record.

Excused absences that are recorded on the permanent record include: medical or dental appointments, funerals, and any merited cases where prior arrangements were made with the principal. In some cases, a doctor's verification of illness may be required by the principal. Students may be granted two excused absences per semester to help parents/guardians work at home. Under extreme circumstances, additional days may be granted with administrative approval. Seniors may be granted two excused absences for college visit days. The guidance counselor must arrange these days in advance.

### **Makeup Work**

Students that are absent, for any reason, will be required to make up all work missed in each class. Students get two days for the first day missed and one day for each additional day missed to make up the work.

All makeup work is to be turned in before the end of the grading period. Only in extreme cases of prolonged

absence will more than one week be allowed for work to be made up unless the school office grants permission.

A day's absence does not excuse a student from responsibility for all work on the day. It is the student's responsibility to obtain all makeup work from his/her teacher upon return to school.

**Rules, regulations, and consequences are not needed for the vast majority of our students. However, they are necessary to support some students' growth towards maturity.**

### **Student Conduct**

Guiding principles for the George - Little Rock Community School are reflected by our building's Core. Values which are Responsibility, Respect, and Safety. The faculty has adopted these Core Values and Behavior System into their classroom expectations:

- Responsibility
  - I am dependable, make good choices, and take accountability for my actions.
- Respect
  - I care how my words and actions impact others.
- Safety
  - I protect myself and others from harm.

### **Good Student Conduct Rule**

The Good Student Conduct Rule is located in the general section of the handbook.

### **Behavior**

George-Little Rock High School's student behavior management plan is to help ensure that all students have the opportunity to learn in an environment which is positive and allows maximum achievement of educational goals. The school intends to help students make positive and safe decisions regarding their behavior.

Expectations:

1. Students will cooperate and follow directions from any staff member.
2. Students will show respect towards all staff members and fellow students. Respectful language is expected.
3. Students will not intimidate other students, whether verbally or physically.
4. Students will remain on campus during the school day unless authorized to leave. "On campus" is defined as inside the building or outside the building in designated areas. **The parking lot is not one of these designated areas.**
5. Students will refrain from inappropriate public displays of affection.

### **STUDENT DISCIPLINE MEASURES**

Detention - Detention will be held on Monday and Wednesday from 3:30-5:00 PM. Students must serve detention within two weeks of the infraction and will be required to serve detention on the designated night. All requested changes must be approved by the principal. Students who disobey detention rules or fail to report for assigned detention will be assigned double detention. Students who skip detention twice in a semester may be suspended from school.

In-School Suspension (ISS) - ISS is the isolation of a student from one or more classes while under administrative supervision. ISS shall not be imposed for a period longer than ten (10) consecutive school days.

Out-of-School Suspension (OSS) - The principal may temporarily suspend, out-of-school, a student for a period not to exceed five consecutive days for disciplinary reasons (OSS days are defined as those days that school is in session). The superintendent may extend the suspension upon the principal's request, for a total of no more than 10 consecutive days. Suspended students have a right to due process.

Expulsion- a long-term removal from school membership by the George-Little Rock Board of Directors.

## DISCIPLINE PROCEDURE

Misconduct shall be classified under one of four progressive levels listed below. The administration may refer serious infractions to the police. Misconduct will be addressed and investigated when the principal and/or teacher in charge discover there may be a violation.

Because some discipline matters are also legal concerns (ie. consumption of alcohol by minors, etc), the school reserves the right to involve the police. The police may be called so that the matter can be addressed by the legal system as well as the school discipline code. The police do NOT determine guilt on behalf of the school. The preponderance of evidence before the administration shall determine violations of the discipline code.

It is understood that all activity that is illegal in state and federal laws is also illegal at school and during school events. In cases of illegal activity, the police may be involved as outlined above. The principal will determine how the school will address illegal activity done at school, on school property, or during school events. Penalties may involve, but are not limited to, suspension or expulsion depending on severity of the case.

### LEVEL ONE

Classroom specific offenses; the teacher in most cases will handle Level One offenses, pursuing options of:

- Verbal reprimand
- Conference
- detention(s)
- other positive interventions
- parent contact by the teacher

A student's failure to abide by the teacher's authority becomes a LEVEL THREE offense.

### LEVEL TWO

Offenses handled by the principal or designee may result in detention, ISS or OSS for up to 3 days.

Serious Level Two offenses can be moved to a Level Three.

1. Level 1 infractions which are referred to the principal will be classified as Level Two.
2. Use of violent, abusive and/or vulgar language.
3. Possession of laser pen (includes away school activities).
4. Use or possession of tobacco, nicotine, or look-a-like substances or products, including (but not limited to) e-cigarettes.
5. Distribution of petitions or documents of any sort without the approval of the principal.
6. Roaming the hallways and/or not being where the student signs out from study hall.
7. Public displays of affection (includes hand holding).
8. Un-sportsmen like conduct involving the opposing school teams, their representatives, or officials.
9. Gambling.
10. Failure to sign out of school before leaving.
11. Cell phones are not to be used during class time or in areas of expected privacy such as locker rooms and restrooms. NOTE: Use of cameras in private areas such as locker rooms is against Iowa law and punishable by a prison sentence and/or fine of up to \$5000.
12. Selling of items, including food or drink, by a student for the student's own personal benefit is not permissible on school property. In such cases the items being sold will be confiscated by the principal and detention or suspension assigned.

### LEVEL THREE

Severe offenses that warrant ISS or OSS of 1 to 10 days.

1. Habitual offenders of level 2 infractions.
2. Physical assault causing pain or injury or is intended to result in physical contact which will be insulting or offensive to another. The police may be notified in cases of serious assault in which injury occurred or a weapon was used in the assault.
3. Possession of weapons, look-a-like weapons, pepper mace, dangerous objects, or items intended to be used as weapons.

4. Insubordination - disrespectful, disobedient, rude, to ANY adult at George-Little-Rock School. Insubordination towards a teacher can result in being permanently removed from a class.
5. Possessing pornographic material.
6. Inappropriate use of school computers and iPads - includes but is not limited to accessing pornographic material, accessing school records, intentional damaging software/hardware, creating material that is offensive to others, unauthorized downloading of software from the internet, inappropriate use of email.
7. Threats of violence -- all threats will be treated seriously, with the assumption that the person intends to carry out such a threat.
8. Possession of fireworks.
9. Damage or destruction of property.
10. Disruption of school and its function, through participation or encouraging others to do so.
11. Conduct which harasses or discriminates against others.
12. Theft or possession of stolen property.
13. Conduct deemed by the administration to be inappropriate for school and its function.

#### **LEVEL FOUR-EXPULSION**

##### **Policy 503.2 - Expulsion**

If a student's action presents a serious and/or continued violation of conduct, under Level Four, the student may be suspended for up to 10 school days. While suspended, a school board hearing may be scheduled to consider expulsion of the student. By a majority vote of the board members present, a student may be expelled. The length of expulsion shall be determined by the school board. Students expelled from school shall be considered for readmission only by the school board. Legal grounds for expulsion are: (1) immorality (2) violations of rules and regulations set or approved by the Board (3) evidence that the presence of the student is detrimental to the best interests of the school.

Students have the right to appeal in a court of law. Students also have the right to be represented by a lawyer and call his/her own witnesses at the board hearing.

1. Habitual offenders of school rules/policies.
2. Bringing a firearm or explosive device to school (expelled for no less than 12 months)
3. Possession and/or use of a controlled drug or drug paraphernalia.
4. Possession of a weapon, look-a-like weapon, or an object intended to be used as a weapon.
5. Destruction, damage, or unauthorized access to the districts electronic information system.
6. Activity that constitutes a danger to others or interferes with the purpose of school.

#### **SCHOOL BUS BEHAVIOR**

Video cameras are used on district school busses. The content of the video may be used in a student disciplinary proceeding. Parents may view video of their child.

Parents are encouraged to contact the bus driver if their child/children are encountering problems on the school bus or bus pickup area. If the problems continue, parents should contact the school administration.

All school rules listed in this handbook also apply to the school bus. In addition to the general school rules, the following expectations apply to school bus behavior:

1. Students may not change seats while the bus is moving
2. No throwing of objects out the bus windows at any time.
3. Arms/limbs are not to be out the bus windows at any time.
4. No animals are to be brought on the bus.
5. No consumption of candy/drink on the bus.
6. Aisle of bus is to be kept clean and unobstructed.
7. No tampering with emergency exits.
8. Do not enter the roadway until the driver signals it is safe.

Violation of any of the above expectations or other school rules listed in this handbook while on the bus can result in assigned seating, detention, or suspension from riding the bus.

## **PARKING LOT VIOLATIONS**

Students are expected to drive at a safe, slow speed when entering and exiting the parking lot. Reckless and/or exhibition driving is prohibited. Students are expected to park in the lined spaces in the student parking lot.

Violations will result in the student not being allowed to park his/her vehicle on school property for a period of time determined by the principal.

## **Guidance Program**

The school district guidance program is divided into four separate categories. These categories are counseling services, post-secondary planning and financial information services, appraisal services, and placement services. The guidance program strives to be a continuous, consistent, and responsive service to meet student needs. Faculty, administration and support staff involved in the guidance program maintain strict confidentiality.

## **High School Testing**

Standardized tests are used to determine academic progress for individual students, for groups of students, and the school district. Standardized tests include the Iowa Assessment for grades 9-11, ASVAB (Career Exploration Program) for grade 11 students and the NCRC (National Career and College Readiness Assessment) for seniors. For more information, contact the guidance counselor. Optional college entrance tests include the PSAT for merit scholars and PLAN, a sophomore preparatory test for the ACT.

## **Student Assistance Team**

Students interested in serving as peer helpers or peer tutors are encouraged to enroll in the SAT program. Positions are available in the elementary school and high school. SAT is graded, and recorded pass/fail on the student's report card and transcript. SAT requires authorization from the SAT coordinator, cooperating teacher/supervisor, and principal. Students must have completed, or be enrolled, in the core classes as outlined by state guidelines.

**Note:** Core program includes eight (8) semesters of English, three (3) years of math, three (3) years of science and three (3) years of social studies.

## **Student Council**

The Student Council is an important organization in the George-Little Rock High School. It is through this organization that student opinion and ideas for school improvement can be brought to the attention of the faculty and administration in a manner, not unlike the representative government that serves this country so well. Student council members are expected to be exemplary role models and are subject to removal in the case of a code of conduct violations.

Council members should keep in mind that they are elected to represent the entire school, not merely a small partisan group. The primary responsibilities of student council members are to promote student achievement and school pride.

Student council members should possess the following characteristics:

1. Willingness to work and accept responsibility
2. Desire to improve leadership qualities and to serve the student body
3. A genuine interest in promoting school pride
4. Willingness to cooperate with students, faculty, administration and support staff
5. Reliable and trustworthy
6. 2.0 GPA
7. Good attendance

## **Citizenship Recognition**

During the final quarter of the school year, the faculty will select students from each class for outstanding

citizenship and recognition. **Criteria: Leadership, Attendance, Treatment of others, Accountability.** Students receiving citizenship recognition become eligible for the American Citizenship Award recognized at the annual Awards Banquet.

### **Honors in Scholarship**

Certificates are awarded to students who achieve no less than a 3.30 GPA at the end of the first semester each school year. Seniors who have achieved this award all four years will receive an "Honor in Scholarship" chenille letter.

### **Graduating with Honors**

Students earning a minimum cumulative GPA of 3.30 or higher will receive honor cords to wear during graduation. A distinction of "Honors Graduate" will be made in the commencement program.

### **Honor Points for the All-School GLR Letter**

George-Little Rock High School recognizes students for outstanding participation and performance in the school's academic and extracurricular program. The All-School GLR Letter is awarded to students who have accumulated at least 250 points. The coaches, activity sponsors and other supervisors award points. No more than 30 points will be allowed from a single source. Honor point categories for the All-School GLR Letter include the following:

Baseball, Basketball, Cross Country, Track, Football, Golf, Softball, Volleyball, Wrestling, Student Manager, Class Officer, Student Council, FCCLA, DECA, Skills USA, Pep Band, Vocal Music, School Play, Speech (Individual and Large Group), Yearbook, FFA, Cheerleader, National Honor Society, TAG, Attendance, and Academic GPA.

Students may transfer no more than 125 points from their previous high school(s). To transfer points from another school requires a conference with the principal or the principal's designee to determine points earned from another school district. All-School GLR Letters are awarded during the annual Awards Night event scheduled on the activity calendar. The top recipient receives a Mustang pin in addition to the All-School GLR Letter.

### **Homecoming and Prom Courts**

The George-Little Rock homecoming court, prom royalty, and prom waiters/waitresses should be good role models for the student body. They must meet the following criteria to be eligible:

1. No violations of the good student conduct policy for the current school year and the preceding summer.
2. Must meet all eligibility requirements for extracurricular activities.
3. Shall not have been suspended (ISS or OSS) during the current school year.
4. Shall not have missed more than 15 days (excused & unexcused combined). The principal will have some discretion for extraordinary circumstances.

### **Honor Roll**

Students who maintain greater than or equal to a 3.0 GPA will be considered members of the honor roll, which will be published at the end of each semester. Physical education and driver's education are not currently calculated in the permanent GPA. The following criteria are used for honor grade designation: "A" honor roll (3.67-4.0 GPA), and "B" honor roll (3.00-3.66 GPA).

### **National Honor Society**

GLR High School is a proud member of the National Honor Society of Secondary Schools. Election to this organization is one of the highest honors a student can receive during his/her high school career. As defined in the NHS constitution, the purpose of this organization "shall be to create enthusiasm for scholarship, to promote leadership, and develop character in the students of American Secondary Schools." Standards for membership are set by the NHS and can be modified by the local chapter. Applications are reviewed based on scholarship, character, leadership, and service. Sophomores, juniors, and seniors will receive notice of eligibility for the National Honor Society during March, if not earlier. To



be eligible, students must have a cumulative GPA of 3.30 or higher.

### **Student Organizations**

Participation in school-sponsored student organizations is an excellent way to apply skills and knowledge in a real-life setting. Students have the chance to learn leadership skills, meet new friends, and discover a sense of high school pride through their participation. Individual sponsors or coaches are responsible to inform students of their opportunities and behavior expectations. Current school-sponsored organizations are the following: Annual Yearbook Staff, FFA, National Honor Society, FCCLA, DECA, Skills USA, Student Council, and FCA.

### **Students of the Month**

Each month, the faculty selects two GLR students for “Student of the Month” honors. Students can receive SOM honors once per high school career. The student selections are based on citizenship and academic achievement. The “Student of the Year” is selected from a list of seniors who were selected as “Student of the Month” during their high school career. The recipient must be a full-time student. The “Student of the Year” is recognized at Awards Night.

### **Incompletes**

Incompletes should be made up within two weeks after the start of the next quarter. If an incomplete is not made up, the grade becomes an F. Incompletes for the fourth quarter are not allowed without the principal’s permission.

### **Semester Test Requirement**

Standard-based semester assessments may be given in each course. All students are required to take these semesters exams. Students who are absent for their semester exams are required to make them up when they return to school.

### **Adding/Dropping Course**

Students who wish to add or drop a class must do so within four (4) days of the start of the new semester. The principal’s or counselor’s signature is required to add or drop a class.

### **Course Load**

Grades 9-12 are required to take seven credits per semester.

### **Grade Progress Reports**

Report cards will be sent out following the end of each nine-week grading period. Midterm reports are emailed out to parents after the midterm date of each quarter. JMC Parent-Link is available for parents to check student’s grades.

#### **Grades and Grade Point Averages**

A+	100%	B-	81% to 83%	D	64% to 66%
A	94% to 99%	C+	77% to 80%	D-	60% to 63%
A-	91% to 93%	C	74% to 76%	F	0% to 59%
B+	87% to 90%	C-	71% to 73%	(Revised June 2009)	
B	84% to 86%	D+	67% to 70%		

The following scale is used to record a student’s’ grade point average in their permanent record.

A	4.0	B	3.00	C	2.00	D	1.00
A-	3.67	B-	2.67	C-	1.67	D-	0.67
B+	3.33	C+	2.33	D+	1.33	F	0.00

### **Early Graduation**

Students, who plan to graduate early, must apply at least one full semester prior to their last semester of

attendance. In order to graduate early, students must complete the Early Graduation Request Application form for approval by the school board. Students must complete all graduation requirements during their final semester of attendance. Students who graduate early are not allowed to participate in school activities or extracurricular activities. Note: These students are allowed to participate in prom and graduation. Students failing to meet their early graduation deadline shall be reinstated as a full-time student. Final class rank will be determined at the conclusion of the final semester in the year the student's class would normally graduate.

### **Graduation Requirements**

Students who have successfully completed the required academic program may participate in commencement exercises. Students must complete the following credits to graduate.

Total Credits required 48 credits

Specific course credits required to receive a diploma from GLR:

English	8 credits
Health	1 credit
Physical Education	4 credits
Social Studies	6 credits
Science	6 credits
Math	6 credits
Personal Finance	1 credit (Starting Class of 2015)

### **Graduation Ceremony Attire**

This is a very special event in a graduate's life with all the pomp and circumstance it deserves. Students should dress appropriately - Men in dress shirts, slacks, and dress shoes - Ladies in dress pants and blouse or dress with dress shoes. The cap and gowns will either be black, red, or white.

- Black, red or white cap
- Black, red, or white gown
- Red and black tassel
- Stole (if purchased) in the color of the class's choice

### **Articulation Agreements**

Articulation agreements allow high school students to complete some of their post-secondary courses during their high school years. Articulation agreements vary for each of our vocational programs at GLR High School. Contact the counselor or vocational faculty members for the most current articulation agreement information.

### **Make-up Credit Opportunities**

1. Retake failed courses  
This is the recommended option for freshman and sophomore students. Juniors and seniors may take approved classes at the Northwest Iowa Community College Learning Center.
2. The NCC Center  
Students may earn up to three credits from the NCC Learning Center. The NCC Learning Center provides independent study courses for students who wish to retake courses or accelerate through high school. The principal must approve all courses in advance. Students take NCC Learning Center courses at their own expense. The NCC Learning Center is open in the evenings during the school year and has summer hours during June and July. Students may contact the NCC Learning Center by calling 1-800-352-4907.

### **Online Learning and Credit Recovery**

Students can earn credits toward graduation with Edgenuity comprehensive curriculum in mathematics, English, science, and social studies. During the school year, Edgenuity is intended as an effective tool to help students transition back into school and/or the classroom. In the summer, Edgenuity is proving to be an effective means for completing coursework towards graduation. Edgenuity can be one way to

personalize education and advance students through the curriculum to pursue other academic ventures.

**Note: For students failing a course, placement is done through the counseling office or administrative referral.**

### **Alternative High School**

GLR High School has an agreement to utilize the Northwest Iowa Community College at Sheldon, and an additional placement at Central Lyon when considered necessary and appropriate. The alternative high school is not for students who fail because of lack of effort.

Basic Guidelines:

1. Students electing alternative education shall be enrolled in the George-Little Rock High School for at least nine weeks.
2. The students must be recommended for alternative placement by school officials, including the building assistance team after academic interventions have been tried and subsequent consultation with the parent/guardian.
3. The student must be accepted into the program.
4. School officials will monitor the student's progress. Failure to meet attendance requirements will result in the district withdrawing financial support for the student. Failure to successfully complete the program will result in the district withdrawing financial support for the student.
5. School officials shall certify the alternative curriculum as meeting the George-Little Rock requirements for graduation.
6. To be eligible for a George-Little Rock alternative diploma, students must meet the Alternative High School Diploma requirements.

### **Extracurricular Activities**

Extracurricular activities include the following: athletic performances, drama performances, instrumental and vocal public performances, National Honor Society, FFA, pep band, swing choir, jazz band, STEM/Robotics, all honorary and elected offices such as the homecoming court, student council, cheerleading, or any other activity where the student represents the school outside of the classroom. Co-curricular activities may be exempt from ineligibility if the activities require public performances and competitions as part of the classroom grade.

**Participation or attendance at extracurricular activities will depend on the following rules and requirements. Read each carefully.**

Note: Student attendance at extracurricular events is encouraged. Attendance is, however, a privilege that may be denied. Students at an event are under the supervision of school personnel.

### **Suspension Ineligibility**

Students serving out-of-school suspension are prohibited from participating or attending extracurricular activities for the suspension period.

### **Failing Grade Ineligibility**

**Students may not be failing any classes to be eligible for extracurricular activities. (Iowa Department of Education, effective 7/1/2006)**

Students' grades are checked every mid-term and all four quarters. Students who are failing any classes at the high school are automatically ineligible for a minimum of one week after the grade check. The student is not allowed to participate in any extra-curricular event. They may practice while ineligible. The grade(s) will be re-evaluated after one week. If the failing grade(s) is then passing, the student becomes eligible. If not, the grade(s) will be re-evaluated at the end of the two-week period. The student remains ineligible until all grades are passing as measured by the district grading scale. When grades are posted at semester time, a student-athlete who is failing any course becomes ineligible for thirty calendar days, for the next activity they are involved in.

If failing grades pertain to IEP goals, then students would not be held ineligible.

### **Transportation Requirement**

Extracurricular participants are required to arrive at an away performance using school transportation. A waiver may be granted by the principal for extenuating circumstances.

Any extracurricular participant leaving a performance by means other than school transportation shall be ineligible to participate at the next performance unless the coach or sponsor “signs-off” the responsibility for transportation after the performance to the parent or guardian.

### **Sports Participation**

An athlete may participate in two sports that are in season simultaneously. Coaches should be contacted, and a student athlete should designate a primary sport.

### **Coach or Activity Sponsor Requirement**

Each coach or activity sponsor may have additional requirements or rules that impact a participant's eligibility. For example, some coaches may require participants to attend every practice to be eligible to participate. These rules usually reflect the coach's or sponsor's philosophy, which may be different from one coach to another or one level to another.

### **NCAA Initial-Eligibility Notice**

Student athletes planning to enroll in college as a freshman and wish to participate in Division I or Division II intercollegiate athletics must meet minimum core-course requirements and academic performance standards in high school. See the guidance counselor for more information.

Parents of students who attend a public-school district receiving Title I funds have the right to inquire and receive information about the qualifications of their child's teachers. Should a child be taught by a non-highly qualified teacher for a period of four or more consecutive weeks, parents will be notified.

The George-Little Rock CSD is not responsible for lost or stolen items.

**Iowa Nondiscrimination Statement** – “It is the policy of George-Little Rock Community 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 216.7 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 Community School District, please contact Equity Coordinator, George-Little Rock Community School, 309 S. Lincoln St. Ste.1, George, IA 51237; phone number 712-475-3311, email: [equitycoordinator@george-littlerock.org](mailto:equitycoordinator@george-littlerock.org); 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.

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## **END OF HIGH SCHOOL SECTION**