Green Mountain Garwin CSD
Secondary Student Handbook

2026-2027

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GMG Administrative Staff Directory

Name	Role	Email Address	Phone Ext.
Chris Petersen	Superintendent	cpetersen@gmgschoos.org	
Clyde Tarrence	Principal	ctarrence@gmgschools.org	
Abigail Schulte	School Counselor	aschulte@gmgschools.org	
Angie Claassen	Office Manager	aclaassen@gmgschools.org	

Handbook Introduction

Welcome to the GMG Secondary School family! The policies and procedures contained in this handbook are the results of effort on the part of the faculty, students, parents, and administration to create firm, fair, and equal guidelines. This information has been carefully prepared so that it will be of value in helping you to adjust to our school and to become an integral part of it.

Developing and accepting the responsibilities and obligations of good school citizenship will help students develop into responsible young adults. We hope that you will participate in our varied activities and experience more of what secondary school life has to offer. Remember that your success in our school will be directly proportional to your effort.

The policies listed in this handbook are subject to change by the building administration, district administration, or the local school board based on the current health, safety, and educational needs of our students, faculty, and staff. Items in this handbook could also change based on situations not known when the handbook was approved and posted. Such changes will be made publicly available as soon as they receive approval.

MISSION STATEMENT

Leading the Way to a Brighter Future

VISION STATEMENT

Every Student Every Day, Whatever it Takes!

STATEMENTS OF BELIEF

- Positive attitudes make the difference.
- Learning is our primary purpose.
- Educational decisions must focus on student learning.

School Colors: Black and Silver/Royal Blue

School Mascot: Wolverines

Green Mountain Garwin District Phone Numbers:

- Administrative Office 641-474-2254
- Secondary School 641-499-2005
- Elementary 641-474-2251

DISTRICT GOALS

➢ Each year, all students will increase their scale score by five points on their Iowa Statewide Assessment of Student Progress (ISASP) in ELA.

➢ Each year, all students will increase their scale score by five points on their Iowa Statewide Assessment of Student Progress (ISASP) in Math.

➢ Each year, students grades 5, 8, & 10 will increase their scale score by five points on their Iowa Statewide Assessment of Student Progress (ISASP) in Science.

OUR STUDENTS WILL DEMONSTRATE

Responsibility	Technology Literacy	Learner's Mindset
Honesty, caring, empathy Honor commitments	Awareness, Adaptable, Ethical Use of appropriate tools, Balance	Embrace curiosity, active Listening, Desire to learn, ability to unlearn
Perseverance	**Leadership**	**Critical Thinking**
Embrace failure as path to success Steadfastness despite opposition	Visionary, leverage strength Create conditions of empowerment	Big Picture, analytical thought Apply disciplined thinning, rational

LEARNING PHILOSOPHY

Learning

- All students can learn and have a right to succeed in school.
- It is imperative that we identify students who are not achieving and then adequately support their academic needs.
- It is unacceptable to make excuses for students not learning.
- The consequences for students not achieving well in school are too great for the student, the community, and a democratic society to ignore.
- All staff and board must be connected to the improvement work through shared information, shared decision making, shared focus, and a commitment to high expectations for all students.

- The culture of the school must support adult learning as well as student learning. All role groups (teachers, non-certified staff, administrators, board members) must have Improving academic achievement and must be focused in the area(s) of greatest student need.
- Employees will support and comply with the district's established equal employment opportunity and affirmative action policies. Employees will be given notice of this policy annually.
- What we do to improve student learning must be grounded in the current research, theory, and best thinking in the field, and should be continuously studied to determine its effect on student learning.
- All certified staff must be organized into collaborative teams to support their improvement efforts and ensure success.
- Quality instruction is the key factor for improving student learning.
- Quality, focused, ongoing professional development is the key to improving instruction.
- All staff must continuously engage in improving their practice (teaching techniques).
- It is essential for the board to commit time and resources to ensure that professional development results in improved student learning.
- The primary focus of professional development should result in a positive change in academic achievement of students.
- Data about student learning must drive decision making at all levels.
- Partnerships with parents and the community are an important key to improving learning for all students.
- Strong and engaged leadership must exist at <u>all</u> levels of the system in order to guide and protect the school-improvement work.
- The district is committed to using all resources possible to ensure that all students are engaged in and take responsibility for their own learning.
- In order to improve student learning, the board of education provides leadership through
  - *learning as a board team
  - *developing and advocating core district beliefs
  - *setting clear expectations
  - *providing adequate support
  - *ensuring accountability (monitoring progress)Students, along with parents/guardians

* Students must share in the responsibility for their own learning through developing a desire, love, and curiosity for learning.

- Students must possess basic skills to develop responsibility, citizenship, and a capacity for change.
- The GMG Community School must have clear visions for future needs.
- The school environment must provide high expectations with all striving for excellence.
- GMG will utilize involved and informed community members.
- The school staff and school board must provide and demonstrate responsible citizenship.
- Clear visions and positive attitudes make the difference.
- A caring, safe and respectful environment for each person promotes a positive learning climate.

EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITY

The district will provide equal opportunity to employees and applicants for employment in accordance with applicable equal opportunity and affirmative action laws, directives, and regulations of federal, state, and local governing bodies. The district does not discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, marital status, sexual orientation, gender identity, and socioeconomic status in its employment and personnel practices. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of

compensation, and layoff or termination. The school district will take affirmative action in major job categories where women, men, minorities, and persons with disabilities are underrepresented. Advertisements and notices for vacancies within the district will contain the following statement: *"The district is an EEEO employer."* The statement will also appear on application forms.

With regard to education, It is the policy of GMG CSD not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity or socioeconomic status in its educational programs and its employment practices. These programs include, but are not limited to, CTE, fine arts, core curriculum, or other electives.

If you have questions or any concerns related to the Board Policy 401.1. Please contact Affirmative Action Coordinator, Clyde Tarrence, Secondary Principal, 306 Park St, Garwin, IA 50632, (641) 499-2005, ctarrence@gmgschools.org.

Inquiries by employees or applicants for employment regarding compliance GMG CSD policies, including but not limited to complaints of discrimination, may also be directed in writing to the Equal Employment Opportunity Commission, Milwaukee Area Office, Reuss Federal Plaza, 310 West Wisconsin Ave., Suite 800, Milwaukee, WI., 53203-2292, 1-800-669-4000 or TTY 1-800-669-6820, www.eeoc.gov/field/milwaukee/index.cfm or the Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, IA 50319, (800) 457-4416, www.state.ia.us/government/crc/index.html. This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

ADA COMPLIANCE

In compliance with the Americans with Disabilities Act (ADA), and the Americans with Disabilities Act Amendments Act (ADAAA), the district will consider a reasonable accommodation to enable qualified applicants or employees with disabilities to perform the essential functions of the position. The district encourages applicants or employees to make suggestions regarding reasonable accommodations to their elected officials, department heads, the district ADA Coordinator. The District ADA Coordinator is Chris Petersen, Superintendent.

Iowa Vocational Rehabilitation Services

Iowa Vocational Rehabilitation Services (IVRS) partners with schools to provide services for individuals who experience a disability. Your child may be eligible for IVRS services during high school, even if they are not eligible for special education services. For more information on services available through IVRS, contact the IVRS Ames Area Office at (515) 233-5753. If you would like IVRS to have access to your child's educational records to assist with assessing their eligibility for IVRS services, please contact the district office.

Student Searches **Policy 502.8/R1**

Students should have no expectation of privacy in their classrooms, desks, computers, lockers, or other school district-provided space or equipment. The school district may look into these items as warranted. Anything on the school district's computers, server, website, etc., and in school district files, etc. is district property and subject to inspection at any time. If the school district conducts an examination or inspection under the terms of this policy, there will be at least two individuals present at the time of the examination or inspection. Should the school district get a public request to see this information, at that time, a

determination will be made whether the information can be withheld as confidential information. The school district assumes no responsibility or liability for any items of personal property which are placed in the desk or workspace which is assigned to students.

PARENT-TEACHER ORGANIZATION (OR OTHER PARENT ORGANIZATION)

It is at the discretion of the parents of students in each school building and the building level certified staff to determine whether a parent-teacher organization is appropriate. Please see the building-level staff handbooks for further information.

RELIGIOUS HOLIDAY CELEBRATIONS IN PUBLIC SCHOOLS

Public school officials need to be respectful of the religious beliefs of employees and students. The Iowa Department of Education has provided the following non-exhaustive checklist for prohibited and permissive activities related to religious holiday celebrations in public schools.

CHILD LABOR

The district complies with both state and federal child labor laws. Under Iowa Child Labor laws, Iowa Code Chapter 92, minors under the age of 18 are prohibited from working in certain occupations, performing certain duties, and using certain equipment. For more information on federal child labor laws, contact the U.S. Department of Labor, Wage and Hour Division, in Des Moines at (515) 284-4625 or visit www.iowadivisionoflabor.gov/child-labor.

PUBLIC COMPLAINTS ABOUT AN EMPLOYEE

The board recognizes situations that may arise in the operation of the school district which are of concern to parents, employees, students, and other members of the school district community. Public complaints about an employee shall be addressed as detailed in board policies **400.4 and 400.55.**

Severe Weather and School Closings

When the superintendent decides the weather threatens the safety of students and employees, he/she will notify local and regional radio/television stations to broadcast a school closing announcement as well as sending notice using the district's JMC telephone/text notification system. If the school district releases early or starts late, notice will be issued as quickly as possible using email and the district's JMC system, followed by notice on various regional television and radio media outlets. We will have Daycare available only on days that require us to dismiss due to heat. We will not offer Daycare when we dismiss early due to other weather related conditions. If we are unable to reach a parent/guardian, someone will supervise the child until the parent is reached. Any school closing must be made up to ensure we have the state mandated amount of hours. Virtual make-up days may NOT apply to substitute loss of hours.

HANDBOOK SUBJECT TO CHANGE

Although every effort will be made to update the handbook on a timely basis, the district reserves the right and has the sole discretion, to change any policies, procedures, benefits, and terms of employment without notice, consultation, or publication, except as may be required by contractual agreements and law. The district reserves the right and has the sole discretion, to modify or change any portion of this handbook at any time.

GMG 62 Policy and Guidelines

Rationale*:*

Iowa law requires that all children between the ages of 5 and 16 be educated. It is the responsibility of

parents/guardians to see that their children fulfill this legal compulsory education requirement through public, nonpublic, or competent private instruction. **Policy 501.3**

Green Mountain Garwin High School offers a high-level education by combining outstanding teachers, a focused curriculum, and valuable learning experiences for students. Regular attendance is essential to reaping the benefits of what our school has to offer. Attendance is positively correlated with higher grades, increased feeling of connection to school and activities, and greater satisfaction with the high school experience.

In order to earn credit in each course, students must not only achieve the academic expectations of the course–they must also satisfy the attendance requirements as adopted by the Board of Education.

Being present at school is critical to student success. There is no substitute for receiving direct instruction and receiving assistance from the teacher. Further, being responsible for oneself and being on time are life skills needed to be successful. As such, the following expectations shall be met to ensure effective education for all students in GMG Secondary School.

Attendance Procedures:

Unplanned Absence (illness, family emergency, etc)

- Parents are to notify the office by 9:00 A.M. on the day of an unplanned absence. If notification is not received by 9:00 A.M., an attempt will be made to reach parents by phone.
- If parental notification is not made within 24 hours after the absence, the absence will be considered unexcused.
- Students will have an amount of time equal to the amount of time they were absent to complete work missed; if a student was absent three days, they have three school days to catch up, unless it is determined that the absence was due to student choice.

Definition of Excused vs Unexcused Absences: Policy 501.10/R1

In Iowa high schools, an excused absence is an absence that the school deems legitimate and does not result in disciplinary action. An unexcused absence is an absence that is not considered legitimate and may result in disciplinary action.

Excused	Unexcused
Attending school-approved activities or special events	Being absent without an acceptable excuse
Attending religious services or religious instruction	Arriving late to school without an acceptable excuse
Having a legitimate medical reason, such as an illness or medical appointment	Being truant, which means being absent from school for at least 20% of grading period
Having a parent or sibling medical emergency	
Having an individualized education program (IEP) that affects attendance	
Having a plan under Section 504 of the Rehabilitation	

Act that affects attendance	
Being excused by a court or judge for a sufficient reason	

Appointments During the Day:

- Every effort should be made to schedule appointments outside of the school day whenever possible. In the event that repeated appointments must be made, parents are asked to attempt to stagger the appointments to avoid missing the same class repeatedly.
- If a student must leave school during the class day due to an appointment, a note or phone call must be presented/made to the office ahead of time. The student will be given a pass to present to the teacher who will dismiss the student at the proper time.
- Students are to stop in the office and sign out before leaving the building.

College Visits:

Teachers/staff, or others as needed could be involved in determining the next steps for educational placement. 2. Letter and attendance information will be sent to the Marshall/Tama County Attorney, as part of the Truancy Task Force. 3. Student may be referred to the Department of Transportation (DOT) for a potential suspension.During the junior or senior year, students may want to visit a school they wish to attend. Students are encouraged to make these visits during the summer, on holidays, weekends, or non-school days.

- The school will excuse three total college visit days per year in the junior and senior year provided the student has not been placed on an attendance improvement plan and the school has been notified by a parent at least one day in advance and the student has completed the "planned makeup slip" process. **Proof must be provided of the college visit in the form of a letter, itinerary, tour program guide, etc upon the student's return**.

Excessive Absences

The following steps could be taken for excessive non-exempt absences:
School Engagement Meeting
Lunch detention
After school detention
In-School Suspension
Out of School Suspension

Tardy
A student is considered tardy when they arrive after the bell without prior approval from a staff member. Tardies are given when a student is late to class, but arrives before the unexcused absence time(>5 minutes). Three (3) **unexcused** tardies will constitute an unexcused absence, AND the student will be issued a detention to be served with the teacher upon receiving a 3rd and subsequent **unexcused** tardy in a given quarter. The teacher will ask for assistance from the principal if the student fails to serve the detention. **Up to 5–10 Minutes:** Marked as Unexcused Tardy (UT). **Over 10 Minutes:** Students that are marked automatically as an Unexcused Absence (L) or an absence for that specific period.

Procedures:Chronically Absent/Truant Policy 501.3/1

Chronically Absent: The state of Iowa defines chronically absent as any student who has missed more than 10 percent of the days or hours in a grading period. A student will be considered chronically absent if they reach 9 absences in any semester.

1. A Building administrator or designee will send a notice to the Marshall/Tama County Attorney, and a notice by certified mail to the student's primary contact that includes information related to the student's absences from school and the policies and disciplinary processes associated with additional absences.
2. If a child is absent from school 15 percent (13 days) of the days or equivalent hours in a grading period, a building administrator or designee will coordinate a School Engagement Meeting with the student, parent/ primary contact, the building administrator, and or designee. Additionally, other members of the student support team, teachers/staff, or others as needed could be involved in the School Engagement Meeting. The meeting will be held to identify the causes of the student's absences and outline the future responsibilities of each participant related to the student's attendance.
3. An Absenteeism Prevention Plan shall be created and signed by all participants in the school engagement meeting outlining the conditions of attendance and responsibilities of the parties involved.
4. If participants fail to enter into an absenteeism prevention plan, or if the child, parent/primary contact violates a term of the absenteeism prevention plan or fails to participate in the school engagement meeting, the Marshall/Tama County Attorney may initiate a proceeding.
5. A school official will contact participants at least weekly during the remainder of the school year to monitor the performance of the participants under the plan.

Truancy: The state of Iowa defines truant as any student who has been absent from school for any reason for at least 20 percent of the days or equivalent hours in the grading period. A student will be considered truant if they reach 18 absences in any semester. The following steps could be taken for truancy: 1. Building administrator will coordinate a meeting with the student and the primary contact. Additionally, other members of the student support team, of license

Exempt Absences	Non-Exempt Absences
Documented chronic or extended illnesses, hospitalizations, medical, dental, and other appointments that are verified by a particular professional. Students will be excused for the amount of travel time to and from their appointment. Death or emergency illness of the family or close friend Suspension from school Prior approval or notification of a court appearance or other legal proceedings beyond the control of the family College Visits (efforts should be made to schedule visits on weekends or school holidays when possible) Absences that are excused by a school nurse Other absences pre-approved by building administration	Illness not verified by a medical professional Shopping trips, hunting trips, vacations, and spectating at a sporting event Personal employment unless approved by a school work experience supervisor or building administrator All other absences not pre-approved by the building administrator Failing to report to school without the permission of the primary contact Being more than 15 minutes late to class without permission from the teacher or the building Administrator Leaving the school building during the day without first having secured permission from school administration and/or officials.

It is the responsibility of the student and/or primary contact to notify the school of all absences. Failure to follow proper grievance procedure within 3 school days will result in the presumption that the student's attendance records are accurate. A student may be removed from class/classes and may not earn credit. If the student has reached the maximum number of unexcused absences or has been referred for having excessive absences, and feels that there has been an error made in their attendance records, the primary contact and/or student provide documentation to building administration that the student was at an approved appointment or other absence that is considered excused.

Consistent with Compulsory Education provisions (as explained in Chapter 299 of the School Laws of Iowa), GMG Community School administration reserves the right to use various strategies to improve overall student attendance. Strategies designed to improve attendance may be, but are not limited to, the use of attendance contracts, verification or notes required for each absence such as a doctors note, meetings with parents 10 or guardians, special transportation requirements, recommendation to alternative services, amended student schedules, suspension of students driving privileges, referral to the county attorney for mediation, and/or changes to students daily course schedule. According to Chapter 299 of the Code of Iowa, the boards of directors of a public school are given the authority to require students to attend school for a set number of days. The board of directors for the GMG Community School District, by resolution, requires all high school students to attend school for a minimum of 162 days/1000 hours. Chronic absenteeism will be reviewed and may result in loss of credit and/or referral to the Marshall/Tama County Attorney for further action.with the learning happening in class and diminishes the academic integrity of the course.

Leaving School Without Permission

Leaving school without permission will be dealt with as an unexcused absence as well as a disciplinary issue. Detention and/or suspension will be assigned to make up for the skipped class time.

GMG Academic Policies and Procedures **Policy 505.5**

Subject Area	Required Courses	Total Required Credits
English/Language Arts	English 1 (2 Credits) English 2 (2 Credits) English 3 (2 Credits) Comp I&II, English 4 (2 credits)	8
Science	General Science (2 Credits) Biology (2 Credits) Chemistry or Advanced Biology (2 Credits)	6
Mathematics	Algebra 1 (2 Credits) Geometry (2 Credits) Algebra 2 (2 Credits)	6 (Math pathway will vary for some students)
Social Studies	U.S. History (2 Credits) Government (1 Credit) Ancient World History (2 Credits) Elective course? (1 Credit?)	6
Physical Education (Each semester)	PE or Weightlifting	4 (Athletes can be exempt/if

		schedule is full can be exempt) ***PARENTS NEED TO REQUEST WAIVER***
CTE and Fine Arts Courses	Introduction to Agriculture (1 Credit) Introduction to Industrial Arts (1 Credit) Introduction to FCS (1 Credit) Introduction to Work (1 Credit) Health (1 Credit) Junior Seminar or iJAG (1 Credit)	6
Foreign Language	Spanish 1 (2 Credits)	2
Elective Courses		Class of 2027: 24 Class of 2028: 22 Class of 2029 Forward: 20
Total Credits Required For Graduation		Class of 2027: 60 Class of 2028: 58 Class of 2029 Forward: 56

Fees Requirement:

All fees and financial obligations to the school district, to include turn in of books and computers, must be completed prior to receiving a diploma.

GMG High School Shortened Schedule Permission Form

Seniors who are on track to graduate and do not need to carry a full course load may, after discussion with the Principal and with parental permission, choose to carry a shortened academic schedule. In order to do so, a Shortened Schedule Permission Form must be filled out and returned to the school. A shortened schedule shall be due to employment or educational opportunities; this is not simply an attempt to arrive late or leave school early. **Students with a D/F/I grade shall NOT be allowed a shortened schedule until they have returned to acceptable academic standing.**

Dual Credit/Concurrent Enrollment Courses

The GMG Community School district provides students an opportunity to earn college credit through dual credit and concurrent enrollment courses taught either by GMG faculty or college faculty. These opportunities are offered in accordance with Iowa Senior Year Plus guidelines and partnership agreements with Marshalltown Community College.

1. College prerequisites, scores on achievement tests, and other evaluation procedures may need to be met through Marshalltown Community College before approval will be given for a course.

2. Students must demonstrate college readiness through measures such as ISASP, FAST, Accuplacer, GPA, academic performance, or other criteria established by the district and partnering college.

3. Per district guidelines, students may take up to four college-level courses per semester.

4. Final approval for enrollment in college courses must be given by the building principal.

A. The student's parents will also receive written verification of the college class enrollment through MCC.

5. Grades from Dual Credit/Concurrent Enrollment courses are in both local and state Academic Eligibility rules.

6. Per district policy, if a student withdraws from a dual credit course after 10 days, but before the withdrawal deadline set by the college, the student will receive a failing grade (F) on their high school transcript for that semester. This will result in loss of eligibility under the state's Academic Eligibility rules.

A. If needed, the student will also be required to replace the dropped course with a similar course on Edmentum to maintain credit standing and student schedules.

7. The student and parents authorize the release of grade reports to GMG High School at any time during the enrollment periods.

A. Grade checks will be done every three weeks in accordance with GMG's academic monitoring and activity eligibility policies.
B. Students will also be required to obtain signed parent permission to enroll in classes and/or to drop/withdraw from a class.

8. Students must provide their own transportation for offsite courses.

9. Books purchased by the school district are the property of the GMG Community School District and need to be returned to the school district at the end of the course. Students have the option of purchasing the books from the district.

10. Students are expected to complete their college assignments outside of the school day. In certain cases, a study hall may be provided for students to provide *additional* time to work on the classes at the discretion of administration and scheduler.

11. Students must be present on GMG campus for their college class study hall sessions. These are part of regular attendance expectations.

12. Due to the need for certain academic and graduation requirements, one-year, on-site technical programs (such as, but not limited to Welding, Carpentry, and Tool and Die programs) will be

reserved for seniors only.

13. The number of spots available to GMG for these programs is at the discretion of MCC.

14. Participation in dual credit/concurrent enrollment courses does NOT guarantee completion of an Associate of Arts (AA) degree while in high school.

A. Completion of an AA degree requires 64 credits with MCC. Achieving a high number of credits is not always possible, and depends on course availability, scheduling, student academic performance, and completion of all required coursework.

15. College credits earned through dual credit/concurrent enrollment courses may NOT transfer to all colleges, universities, or degree programs.

A. Transferability of college credit is determined solely by the receiving postsecondary institution.

B. Certain courses may transfer only as elective credit and may not apply directly toward a student's intended degree program.

C. Students and parents are encouraged to take initiative in verifying whether selected courses will transfer to the student's intended college or degree program to ensure courses are utilized to their fullest advantage.

16. Students are strongly encouraged to work closely with the school counselor and consider advising recommendations when selecting college courses.

A. With guidance from the school counselor, students will receive assistance in determining which college courses best align with their academic goals, career interests, and potential field of study.

B. With guidance from the school counselor, students will receive assistance in determining how many college courses to start out with in order to best prepare for success.

17. Dual credit/concurrent enrollment courses become part of the student's permanent college transcript.

A. Grades earned in college courses may impact future college GPA, academic standing, scholarship eligibility, and financial aid opportunities.

B. Students experiencing academic difficulty are encouraged to communicate with instructors, parents/guardians, and the school counselor as early as possible.

18. Students enrolled in dual credit/concurrent enrollment courses are expected to demonstrate increased responsibility and independence.

A. Students must follow all academic policies, attendance requirements, deadlines, and expectations established by both GMG Community School District and the partnering college.

B. Students are expected to independently manage coursework, assignments, and communication with instructors.

Grade Scale

GMG High School uses the following scale in determining percentages and letter grades. Actual grading is left up to the discretion of the teacher. Teachers may have a class participation policy as part of their grading policy and philosophy. Each teacher will determine that policy in order to encourage class participation and attendance. If due to extenuating circumstances, a student has an incomplete grade at the end of a grading period, they will have ten school days to complete the work.

A	93 - 100%	4.00
A-	90 - 92%	3.667
B+	87-89%	3.334
B	83-86%	3.00
B-	80-82%	2.667
C+	77-79%	2.334
C	73-76%	2.0
C-	70-72%	1.667
D+	67-69%	1.334
D	63-66%	1.00
D-	60-62%	0.67
F:	59 or below	0

Grade Weights

1. Semester grades shall be determined by a combined weight of:
    a. 80% for semester work
    b. 20% for semester final exam
2. Final exam equivalent for electives may be project-based and will be scheduled prior to Finals Week
3. Departments shall establish uniform grading policies, grade weights, late work policies, and evaluation methods using the Professional Learning Community. Departments have autonomy over their own systems, so long as the final grade fits the 80/20 guidance.

Retakes: Will be offered to all students on summative assessments, provided they demonstrated actual effort to show mastery. Simply turning in a blank paper or answers unrelated is to the assessment, or similar circumstances, does not merit a retake.

Retakes are a privilege, not a right. Retakes are up to the teacher's discretion as to when, what they look like and effort on the student's part to demonstrate that they did the work to learn

more (i.e., retake packet to demonstrate continued learning). Retakes will be offered for up to two weeks following the original date of the assessment.

Parents and students are encouraged to stay current in terms of their progress in each class via JMC access online. Each student and parent has login information that will allow them to check course grades at any time. If you have lost that login information please contact the high school office. Report cards are issued at the end of each nine-week period. Parents are asked to pick up the report card at the end of the first nine weeks during our parent-teacher conferences. These times are set aside so parents and teachers may become acquainted and discuss the educational progress of their children.

Report Cards and Conferences

Report cards are always available on JMC. Parent-Teacher conferences will be held twice a year. Report cards may be reviewed with the parents during the first and third quarter conferences. The final report cards are mailed after school is out.

The conference schedule is made with input from you as parents. Teachers or parents may request additional conferences. Please contact your child's teacher or the principal if you would like to set up a meeting.

Grade Reports

Grades at GMG are reported on computer grade cards. Each student will receive, or parents will be sent, a grade report each semester. Grades may be reviewed daily on JMC – GMG's student recordkeeping system.

Incomplete grades will be recorded in cases of illness, emergency, or by circumstances that cause the student to be unable to complete work. The time needed to complete work after extended absences will be determined by the teacher and student. Usually, after two weeks, any incompletes not finished will become Fs.

Progress Reports

Parents/Guardians are able to access student academic progress through JMC throughout the school year. As necessary during a grading period, parents will be sent a progress report for any student that has a D or F or I, is working below his/her ability, or is in jeopardy of failing. Teachers are also encouraged to send positive progress reports for students displaying exceptional achievement.

Honor Rolls:

At the end of each grading period, two honor rolls will be published. There will be a "Superintendent's List," which will be all students receiving all A's (4.0). There will be an "Wolverine Excellence Honor Roll" for all students averaging an A (3.5), with no grade below a B.

Academic Letter

Any student maintaining a B average (3.25) with no grade below a C for three consecutive eighteen-week periods will be awarded an Academic Letter at the end of the school year.

Schedule Changes:

Adding a course is allowed during the **first three days of a semester** if there is room in the class and approval is given by both teachers involved. Students have three days after the start of a semester to drop

a course. Classes dropped after the first week of school will be recorded as "F" unless there are extenuating circumstances that the administration deems necessary for an administrative withdrawal. No class shall be dropped during a semester. For classes structured as a year-long sequence, the expectation is that students will remain enrolled in the entire school year's strand due to scheduling considerations and the necessity to complete what they start. For all add/drops of classes, this form must be completed.

Semester Exams:

Demonstration of the mastery of key skills learned during the semester is essential for student progress and building upon their education. Every student will attend each class period final both days. You are required to be there, there are **no exemptions.**

- Each shall administer a semester final exam equivalent to twenty percent of the semester grade, in accordance with the grading weights established by the GMG Academic Policies and Procedures section of this document.
- Finals Week: For two consecutive days prior to the end of the semester, school will consist of final exams. The exam schedule will be executed based upon class period as follows:
    - Day 1: 1st Period, 2nd Period, 3rd Period, 4th Period
    - Day 2: 5th Period, 6th Period, 7th Period, 8th Period
- Students who need to be at school while not taking an exam will be located in designated study rooms.

Talented and Gifted Students

Grade 7-12 students of exceptional ability are provided an opportunity to participate in the GMG Talented & Gifted program. To qualify for this program, they must meet the following requirements:

- Score in the 90th percentile on ISASP testing in both Math and Reading
- Teacher Selection Panel/Recommendations where two to three teachers who suspect a student possesses trademark TAG behaviors or abilities may fill out a recommendation form on the child.
- Once these professionals have completed the form, the TAG representative will conduct a separate interview looking at their abilities, special interests, and their performances in various subject areas.

TAG classes will be conducted on a weekly or biweekly schedule where students meet for enrichment, interpersonal skill building and real world application of their lessons and interests.

Student Conduct/ Expectations and Disciplinary Policies

Policy 503.01/R(1)

MTSS (Multi-Tiered System of Support)

All staff will converse with the student about their behavior and either give a warning/detention. If a student's behavior continues, a behavior sheet/contract may be created to resolve any classroom issues.MTSS is an organizational framework that helps educators identify students' academic, behavioral, and social-emotional strengths and challenges to ensure that all students' needs are met through increasingly targeted interventions across three levels of support. Our teachers build intervention plans and use data to help them make well-informed decisions that will produce the best outcomes for each student.

Tier 1 - Universal

All students, all settings, preventive

Tier 2 -Targeted
Interventions (small groups of students) during Wolverine Time, behavior sheet

Tier 3 - Intensive
Individual students, additional interventions if needed

Academic: provide support through an online program called Edmentum when students fail a semester course to meet grade and credit requirements for graduation. Wolverine Time serves to provide time for students to get caught up on assignments and finish quizzes or tests.

Behavior: referrals are documented through a behavior form and/or through JMC. Behavior form the student is given a form to complete information about their behavior. If a student refuses, they will complete the form in the principal's office. Parents will be notified of the behavior. JMC - a referral can be documented using JMC and students and parents are notified via their primary email account.

Behavioral Expectations and Disciplinary Conduct

General Expectations

Classroom and school expectations will be established during the first few days of school. We expect students to follow school guidelines as communicated and be respectful to all staff. We will continue to have a strong working relationship with parents and support through any behavior incident.

- We consider any adult in the building to be responsible for the good conduct of every student.

The teachers and Principal are assured of the cooperation of the Board and the administration, with the goal that proper discipline may be maintained. Areas where disciplinary control is to be exercised:

1. While on school property
2. While on or in school owned and operated vehicles
3. While engaged in school related activity
4. While at a school sponsored activity
5. While away from school grounds, if such conduct would directly affect the good order, efficiency, management, and welfare of the school.

Violations of the discipline standards as set forth herein, and of the rules and regulations of the Board and administration, shall be subject to the disciplinary procedures and/or penalties listed below. These actions are authorized to be taken either individually or collectively by the designated school official. Each teacher is in charge of their own classroom. It is the teacher's responsibility to maintain a climate conducive to learning. If the student does not cooperate, he/she may be sent to the office, where appropriate action will be taken.

Every effort is made to keep junior high and high school students separated. Junior high and high school students are not to be associated with one another unless it is in conjunction with a class that is being taken jointly.

Our school expects students to follow a **"hands-off" policy**. This includes pushing, pinching, hugging, holding hands, kissing, tripping, or any other physical contact. By following a "hands-off" policy, many problem situations can be avoided.

Example of undesirable behavior (not intended to be a complete list): fighting, physical attack, bully-type behavior (verbal and physical), dangerous misuse of an object (including sniffing or "huffing"), excessive tardiness or absenteeism, open defiance or disobedience, truancy, threats to students or teachers, cheating , malicious mischief, assault and battery, unexcused absences, inappropriate classroom behavior, incomplete work assignments, unsuitable language, and behavior deemed socially unacceptable.
Examples of how offenses will be handled (not intended to be a complete list): work in the cafeteria, hold students for work during the school day, detention study hall after school, extracurricular ineligibility, parent notification for conference, suspension, or expulsion. Discipline will be assigned according to offense.

Disciplinary Guidelines:

Discipline starts with the student and then with the classroom teacher. Any disciplinary issue that goes beyond the classroom level will be dealt with by the Principal.

Office Referral

If a student's behavior is making it impossible for the teacher to teach or for the rest of the class to learn, they will be sent to the office where the office will contact the principal. Students who are referred out of class must make up the class time missed by arrangement with their teacher.

GMG Jr/Sr High Incident Progression

High-Level Infractions - Cumulative ***The students' record will start as a clean slate at the beginning of each semester.***			
	1st Offense	**2nd Offense**	**3rd Offense**
<u>Assault/Battery (Emotional and/or Physical)</u> ***Assault* (the threat - real or implied - of physical violence or intent to humiliate or cause emotional distress) and *Battery* (physical violence in which bodily harm occurred)** ***This includes continued harassment in any form and/or creation of social media or AI images/content that has the same effect**	**1-3 days ISS/OSS Suspension, possible expulsion, possible referral to law enforcement**	**3-5 days ISS/OSS Recommendation for expulsion, referral to law enforcement**	**5-10 days ISS/OSS Recommendation for expulsion, referral to law enforcement**
<u>Assault/Battery on a School Employee</u>	**Suspension, possible expulsion, possible referral to law enforcement**	**Recommendation for expulsion, referral to law enforcement**	
<u>Bomb Threats/Explosives/Weapons</u>	**Suspension, possible expulsion, referral to law enforcement**	**Recommendation for expulsion, referral to law enforcement**	
<u>Cheating/Plagiarism/AI usage</u> ***Grammarly - up to the teacher's discretion*** ***Offenses are determined on a class-to-class basis and not cumulative***	**1st Offense** **1. Score of zero on the test or assignment** **2. Teacher Score of zero on test, paper, or assignment** **3. Notification of the parent or guardian** **4. Loss of membership in the GMG Honor Society or loss of opportunity to be inducted into the GMG Honor Society that school year.** **5. Option to retake the test or assignment of additional work**	**2nd Offense:** **1. Score of zero on test, paper,or assignment with no option to regain credit.** **2. Conference with teacher, principal, parent and student**	**3rd Offense:** **1. Expulsion from class for the semester with a failing grade**
<u>Drugs/Alcohol/Tobacco/Vapi</u>	**1-3 days of suspension,**	**2-5 days of suspension,**	**5 days of suspension, parent**

ng **(Possession, Distribution, or Use)**	**parent contact, notify law enforcement**	**parent contact, notify law enforcement**	**contact, notify law enforcement**
Extortion/Threats ***Verifiable**	**1-3 days of suspension,parent contact, threat assessment done and shared with law enforcement**	**2-5 days of suspension, parent contact, recommendation for expulsion**	
False Fire Alarm/Tampering	**Suspension, possible expulsion, parent contact, referral to law enforcement**	**Recommendation for expulsion, parent contact, referral to law enforcement**	
False/Misleading Information **(forgery, misuse of school passes)**	**1 hour detention (*to be served on 2 consecutive school days before or after school)***	**1-day suspension**	**1-3 day suspension**
Fighting/Physical Aggression w/injury	**1-3 day Suspension, parent contact, law enforcement**	**3-5 Suspension and/or recommendation, law enforcement, parent contact expulsion**	**5-10 days Recommendation for expulsion, contact parent, law enforcement**
Gang Involvement/Display Symbols	**Informing law enforcement, behavior contract, meeting with student & parents before returning to school**		
Profane, Obscene, Lewd, Vulgar, or Abusive language/materials/gestures (Student to School Employee)	**Suspension**	**Suspension, behavior contract, removal from class**	**Suspension, recommendation for expulsion**
Profane, Obscene, Lewd, Vulgar, or Abusive language/materials/gestures (Student to Student) ***Includes racist or sexually explicit*** ***Drug/Alcohol - discretion of administration**	**1-2 hours detention (*to be served 2-4 consecutive school days before or after school)***	**1-day suspension**	**Suspension to be determined by the administration**
Defiance - repeated, high intensity refusal	**30-minute detention for each offense**	**1-day suspension**	**Suspension to be determined**
Disruption - sustained out of seat or loud talking that can't be redirected	**30-minute detention for each offense**	**1-day suspension**	**Suspension to be determined**
Elopement/skipping class without permission	**50 minutes served in the office for each class period missed**	**1 day of suspension**	**Suspension to be determined**

Breaking/Theft of School Property	**1-3 days of suspension, notify law enforcement**	**2-5 days of suspension, notify law enforcement**	**5 days of suspension, notify law enforcement**

Low-Level Infractions ***The record will be cleared at semester***					
		1st Offense	**2nd Offense**	**3rd Offense**	**4th Offense**
1	**Cell Phone Misuse**	**● The phone is brought to the office for the remainder of the day. ● Student may pick it up at 3:30 or at the conclusion of their last scheduled class. ● Parents contacted ● 30 minutes detention to be served within 24 hours with classroom teacher**	**● The phone is brought to the office for the remainder of the day. ● The parent picks up the phone from the office ● Parents contacted ● 60 minutes detention to be served within 48 hours with building principal ● The student is required to turn the phone in to the office for the next 5 school days**	**● The phone is brought to the office for the remainder of the day. ● Parents contacted ● The parent picks up the phone from the office ● 90-minute detention to be served within 72 hours with building principal ● The student is required to turn the phone in to the office for the next *10* school days**	
2	**Insubordination (any action that results in the student's refusal to comply with the directions or instructions given by school authorities)**	**To be determined by the teacher and reported to the principal.**	**● 1-hour detention ● Parent contact**	**● In-School Suspension ● Parent contact**	**● Out-of-School Suspension ● Parent Meeting**
3	**Computer/iPad Misuse**	**30 minutes detention with teacher to be served within 24 hours. Student needs to turn**	**60 minutes detention with principal to be served within 48 hours. 3 days/1-week taken**	**90 minutes detention with principal to be served within 72 hours.Device taken**	**120 minutes detention with the principal to be served within 5 school days. Student devices**

		in laptop at the end of each school day **Possible suspension or recommendation for expulsion**	**from student** **Possible suspension or recommendation for expulsion**	**from student for 1-week/1-month** **Possible suspension or recommendation for expulsion**	**are taken for a longer period including up to a quarter or semester.** **Possible suspension or recommendation for expulsion**
4	**<u>Dress Code Violation</u>** **(All violations are at the discretion of the administration.)** ***Lewd or vulgar displays***	**Sent home for other clothing, or other clothing will be provided. Students may cover or change clothing** ***The student must return to school in a reasonable amount of time, or it will be counted as an unexcused absence.***	**Same as the first offense + 30-minute detention to be served within 24 hours.**	**Same as the first offense + 60-minute detention to be served within 48 hours**	**Same as the first offense + 1 day ISS.**
5	**<u>Failure to report to detention</u>**	**½ day ISS**	**1 day ISS**	**2 days ISS**	**3 days ISS**
6	**<u>Leaving Campus w/o permission from the office</u>**	**1 day ISS**	**1-3 day ISS or OSS**	**1-3 day ISS or OSS**	**1-3 day ISS or OSS**
7	**<u>Parking/Driving Issues</u>** **(On school grounds or reported from other school administration)**	**Warning**	**● 30-minute detention** **● Loss of parking privileges for 1 week**	**● 60-minute detention** **● Loss of parking privileges for 2 weeks**	**● 120-minute detention** **● Loss of parking privileges indefinitely**
8	**<u>Public Display of Affection</u>**	**Conference with the administration**	**30-minute detention**	**60-minute detention**	**120-minute detention**
9	**<u>Removal from class</u>** **(may include a call for administrative support)**	**● 30-minute detention**	**● 60-minute detention**	**● 120-minute detention** **● Conference with parent/guardian**	**● ISS** **● No reinstatement to class** **● Student receives an F** ***Case-by-case basis**

1 0	**<u>Incidental Abusive Language</u> *Swearing, name-calling, racist/sexist**	**• 30-minute detention**	**• 60-minute detention**	**• 120-minute detention • Conference with parent/guardian**	**• ISS • No reinstatement to class • Student receives an F *Case-by-case basis**
11	**<u>Disorderly Conduct</u> (any conduct which is not reflective of the expectations for students or impedes the learning environment) *Inappropriate noises, pushing/shoving, horseplay***	**30-60 minutes detention to be served within 24-48 hours. Length of detention is under the discretion of the administration based upon the infraction. Possible suspension or recommendation for expulsion**	**60 minutes detention to be served within 48 hours Possible suspension or recommendation for expulsion**	**90 minutes detention to be served within 72 hours Possible suspension or recommendation for expulsion**	**120 minutes detention to be served within 5 school days Possible suspension or recommendation for expulsion**
1 2	**<u>Tardy</u>**	**1 detention will be given for every 3 tardies accumulated in one week. • Each week, students will begin with a clean slate. However, if persistent tardiness becomes a problem for individual class periods, teachers and/or administrators have the authority to give detentions should it be deemed necessary.**			

***All detentions must be served in accordance with this matrix or within 24 hours (unless other arrangements have been made). Failure to serve detentions will result in progressing to the next offense in accordance with the sequence.**

If a student receives repeated corrections and/or referrals in a class, they will be required to make a behavior contract between themselves, the teacher, their parent/guardian, and the administration. Continued violation of that agreement will result in further disciplinary action at the administrator or school board level.

Detention, Suspension, and Expulsion:

Detention

Detention may be used by the staff as a consequence for violations of the GMG behavioral expectations. Detention will generally be assigned for smaller infractions while suspension will be assigned for more significant violations or repeated violations over time. Detention may be given to a student that would need to serve before, after, or during lunchtime. Detention needs to be completed by staff on JMC and must be served within 2-days. The student must be studying during detention time. The teacher may also choose another activity for the student to work on during detention. Detentions may also be made up by cleaning tables at noon, with permission and arrangements made through the Principal.

Suspension Guidelines:

Suspension may be in-school or out of school at the discretion of the administrator. Any time a student is suspended, whether in school or out of school, they will not be allowed to participate, compete, or attend any extracurricular practice, activity, or contest on the days they are suspended.

- Students may be suspended from school, school programs, and activities for actions which require disciplinary action. A student may be disciplined by using an in-school suspension, restriction from activities, or out-of-school suspension, for a single offense or for a series of offenses, depending on the nature of the offense and the circumstances surrounding the offense.
- An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under administrative supervision. Students serving suspension during the school day may not participate in a contest or practice of any extracurricular activities in which the student is involved, unless otherwise noted by the Principal. An in-school suspension will not exceed ten days.

    - ➢ In-school suspension lasts from the beginning of the school day (or at the time it is assigned) until the end of the school day on the last day of suspension.
    - ➢ Teachers will be contacted to send assignment information to the ISS supervisor.
    - ➢ Students are not allowed to use electronic devices or use their laptop for anything unrelated to class assignments or projects while on in-school suspension.

An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten days.

- ➢ Out of school suspension lasts from the time at which it is assigned until 8:15 am on the first day the student is allowed to return.
- ➢ During the time the suspension is being served, the student is not allowed to be on school grounds or attend school events.
- ➢ Teachers will be contacted to send assignments as necessary which can be picked up on behalf of the student. The student should also check assignments online.

The Superintendent and the Principals shall have the authority to suspend students. It shall be within their discretion to utilize suspension for disciplinary purposes. The Principal shall keep records of discipline problems and suspensions.

A restriction from school activities means a student will attend school and classes but will not attend any school activities, including, but not limited to, school-sponsored plays and games. A restriction from activities will not exceed one calendar year. It shall be the responsibility of the Superintendent to develop administrative regulations regarding this policy.

Representing GMG Schools in sports and activities carries inherent responsibilities for each team member or participant. The behavior of our school ambassadors must demonstrate values that represent our communities with pride.

1. The academic eligibility requirements as set forth in the activities section must be met by every participant.
2. Students receiving an office referral may not participate in sports or activities for that day.
3. Students receiving In-School Suspension (ISS) for more than one class period may not participate in sports or activities for that day, plus one additional day of their scheduled sport/activity.
4. Students receiving Out-of-School Suspension (OSS) may not participate in sports or activities for one week from the date of suspension.

Expulsion:

Expulsion is an action that can be taken by the school board to revoke a student's enrollment and prohibit them from attending school at GMG for a given length of time.

Students may be removed from the school environment for an offense or offenses which require disciplinary action. The removal of a student from the school environment, which includes, but is not limited to, classes and activities, is an expulsion from school.
It shall be within the discretion of the Board to discipline a student by using an expulsion as a single offense or for a series of offenses depending on the nature of the offense and the circumstances surrounding the offense.

An expulsion will not exceed one calendar year. (A student may be suspended from school for up to ten days after the student is informed a recommendation for expulsion will be made.)
It shall be within the discretion of the Superintendent to recommend to the Board the expulsion of a student for disciplinary purposes. Only the Board may take action to expel a student and to re-admit the student. The Principal shall keep records of discipline problems and of expulsions in addition to the Board's records. The student shall be provided appropriate due process in discipline involving expulsion. It shall be the responsibility of the Superintendent to develop administrative regulations regarding this policy.

1. Coverage: alleged misconduct of students shall be dealt with by the Principal or designee. (Future reference to "Principal" will also refer to any other school administrator to whom authority has been delegated.)
    a. Whenever a teacher considers a problem of classroom discipline to be serious as to warrant the Principal's attention, or
    b. Whenever the alleged misconduct constitutes a violation of the rules that govern serious misconduct, or
    c. Whenever the teacher deems it advisable that the Principal deal personally with the misconduct.
2. Principal's Investigation: in dealing with alleged misconduct, the Principal shall investigate the incident and hear all available accounts of it. The student shall be encouraged to present any defense he/she thinks relevant. If the student requests that other witnesses be questioned, the Principal should talk to them if reasonable and possible. If the student makes a reasonable claim of other defensive matter that, if true, would free him/her from blame but is not immediately available, the Principal should postpone disciplinary action for a reasonable time until such evidence may be presented.
3. Limitations of the Principal's Power to Suspend: if the Principal investigates a student's alleged misconduct and decides to take disciplinary action, the Principal must investigate and take action on all alleged misconduct known to the Principal at that time. The most serious action that the Principal can take on any and all misconduct by a particular student, known to the Principal at one time, is to give a ten-day suspension. If the Principal thinks that additional penalties are appropriate, the Principal may seek the approval of the Superintendent as outlined in number eight below.
4. Summary Suspensions: if the Principal witnesses, or such incident is reported to the Principal, any serious misconduct and if, in the Principal's professional judgment, the removal of the student or students is necessary to prevent material disruption of school, or to restore order to protect persons in the school, or on the school grounds, she/he may immediately suspend the students for three days. In such cases, the Principal will conduct the investigation and decide on any additional disciplinary action, if any, by the end of the school day which follows a summary suspension.

5. Short-term Suspensions: a short-term suspension is a denial to the student of the right to attend classes and to take part in school-sponsored activities for any period of time up to and including ten school days. The Principal may invoke a short-term suspension after investigating the misconduct and only for the following reasons:
    a. defined in #1 of this policy.
    b. Misconduct of the same type as prohibited in #1, but which is not, in the Principal's professional judgment, as serious as the stated misconduct.
    c. Misconduct that is prescribed by rules adopted by the school board covering minor misconduct.
6. Sending a Suspended Student Home During the School Day: when a student is suspended, the Principal shall attempt to reach the student's parent or legal guardian (if the student is under the age of 18) to inform them of the school's action and to request that they either come to school for the student or otherwise provide for the student's departure from school and school grounds. If the Principal cannot reach the parents or legal guardian, the student must stay in the school or on the school grounds in a place designated by the Principal until the close of the school day.

    If, in the professional judgment of the Principal, the continued presence of the student in the school or on the school grounds presents a danger to others or would substantially disrupt the operation of the school, the Principal may cause a student to leave the school and grounds before a contact is made with a parent or legal guardian. However, due consideration shall be given to the age of the student as well as the distance to the home.
7. Notice of Suspension and Provision for Conference:
    a. Send a statement to the student's parents or legal guardian and the Superintendent of schools, describing the student's misconduct, the action taken and the reason for the action.
    b. Hold a conference with the student's parents or legal guardians before or at the time the student returns to school.
    c. Secure and file written documentation of the misconduct.
8. Initiating Long-term Suspension or Expulsion:
    a. Decision to seek suspension for a period of time over ten days, or expulsion: if the Principal, after investigation, decides that a penalty is more severe than any within the Principal's own authority is warranted, the Principal shall make an appropriate recommendation to the Superintendent before the end of the school day following the day of the alleged misconduct.
    b. Sanctions before referral to Superintendent: nothing in paragraph a above prohibits the Principal from invoking a short-term suspension or other sanctions within the Principal's powers before referring the student to the superintendent.
    c. Written notice of the request for long term suspension or expulsion shall be given to the Superintendent and president of the school board. Such notice shall contain the findings of the Principal's investigation, his/her recommendations, and the prior disciplinary record of the student.
9. Chronic Offenders: if a student has been suspended for more than a total of ten school days during a school year, the Principal may refer the student to the superintendent under Number 8 above.
10. DISSEMINATION OF POLICIES: THE BOARD OF EDUCATION SHALL PROVIDE NOTICE OF ALL POLICIES AND REGULATIONS AFFECTING STUDENT CONDUCT WHICH COULD RESULT IN SUSPENSION OR EXPULSION TO BE GIVEN TO STUDENTS AND PARENTS AS WELL AS SCHOOL DISTRICT PATRONS AND EMPLOYERS. PUBLICATION OF SUCH RULES AND REGULATIONS IN STUDENT HANDBOOKS SHALL BE CONSIDERED ADEQUATE NOTICE.

Specific Disciplinary Issues:

The following specific disciplinary issues will be dealt with through either detention or suspension as guided by school board policy and administrative discretion. **This list is not intended to be all inclusive.**

Profanity:
The use of profanity or obscene gestures toward students or school personnel.

Insubordination:
Insubordination is defined as defiance or disrespect of authority. An example would be disobeying a direct instruction from a school employee. Insubordination will generally be dealt with by suspension. Expulsion from school may also be recommended if deemed necessary.

Fighting:
If a fight between students occurs, both parties will normally be suspended. All efforts to avoid a conflict becoming physical should be taken. If a conflict between students is developing please notify a teacher, principal, or school counselor.

Vandalism/Intentional Damage of School/Others Property:
GMG High School students take pride in their school. Purposely damaging or defacing school property or the property of others will not be tolerated. Students who damage or vandalize school property will be subject to disciplinary consequences and be liable for the cost of any damage.

Theft:
Theft of school, student, or employee property will be subject to disciplinary consequences and the guilty party may also be subject to criminal or civil charges.

Possession or Use of Alcohol, Drugs, Nicotine Products (Iowa Code Section 279.9) (including look-alikes, e-cigarettes, and vape products)
At school or school activity or use prior to attending school or a school activity anywhere. A student accused of violating the alcohol consumption rule may request the administration of a law enforcement breath-analyzer test to establish innocence. Consequences of violation include law enforcement notification and suspension of a minimum of 3 days. Expulsion is a possibility depending on the circumstances.

Delivering or intending to deliver any alcohol, drugs, nicotine products, or illegal substance (Iowa Code Section 279.9) If, upon investigation, a student is found to have delivered or intended to deliver any alcohol, drugs, nicotine products, or illegal substances, including look-alikes, on school grounds or at a school activity, law enforcement will be notified, the student will be suspended, and a recommendation for expulsion may be made to the board of education.

Use of Drug Dogs:
Drug dogs may be used in accordance with Iowa Code 808.A. GMG will, on occasion conduct walkthroughs of the building and grounds with the state-certified drug dogs. While the dogs are in the building, students and teachers will be in a lock down and not permitted to leave classrooms.

Weapons and Dangerous Objects:
The board believes weapons and other dangerous objects in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district. Weapons and other dangerous objects shall be taken from students and others who bring them

onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

By state law, students bringing a firearm to school shall be expelled for not less than twelve months. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects for educational purposes. Such a display shall also be exempt from this policy.

No student may bring weapons of any type to school such as knives, guns, chains, etc. which could be used in bodily harm. If a student does so, he/she may be suspended or expelled depending on the circumstances.

Disruption of School:

A student shall not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other such conduct to intentionally cause the substantial and material disruption or obstruction of any functions of the school if such a disruption or obstruction is reasonably certain to result.

A student shall not urge other students to engage in such conduct for the purpose of causing the substantial and material disruption or obstruction of any functions of the school. If such a disruption or obstruction is reasonably certain to result from his/her urging, the student may be subject to discipline up to and including suspension or expulsion.

Hazing and Initiation:

GMG High School strictly forbids any sort of initiation or hazing of any students. This includes, but is not limited to: bullying, practical jokes, intimidation and coercion. It is the school's policy that students guilty of this will be considered for suspension or expulsion from the school.

Bullying and Harassment:

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

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

Harassment against employees based upon an employee's race, creed, sex, sexual orientation, gender identity, national origin, age or disability is also prohibited.

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

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

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

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

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

- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, property, etc;
- Demeaning jokes, stories, or activities directed at the student, and/or
- Unreasonable interference with a student's performance.

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

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

If You Feel You are Being Bullied or Harassed:
Individuals who feel that they have been bullied/harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individuals are comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
    - tell a teacher, counselor or principal; and

    - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
        - what, when and where it happened;
        - who was involved;
        - exactly what was said or what the harasser did;
        - witnesses to the harassment;
        - what the student said or did, either at the time or later;
        - how the student felt; and
        - how the harasser responded
- Once the counselor or principal are involved, they will also direct the student to the Anti Bullying/Harassment Complaint Form that can be filled out. Filling out this form will start the process for a formal investigation of the bullying/harassment claim.

Student Injury or Illness at School

When a student becomes ill or is injured at school, the student's parents shall be notified by the school as soon as possible after the incident. Notify the teacher or proper school official at time of illness or injury.

The school district, while not responsible for medical treatment of an ill or injured student, will have authorized school personnel present to administer emergency or minor first aid, if possible. An ill or injured child will be turned over to the care of the parents, the parents' designee, or qualified medical personnel as quickly as possible.

It shall be the responsibility of the Principal or the school nurse to file an accident report with the Superintendent within 48 hours after the student is injured at school.

Parents shall be required to complete a medical emergency authorization form, indicating the procedures to be followed, if possible, in an emergency involving their child. It shall be the responsibility of the parents to provide the school district with updated information on the medical authorization form.

Blood contact: students should not touch or clean up the blood of another student in any setting. The District has procedures designed to deal with bleeding incidents. Students should contact a staff member if a bleeding incident occurs.

The Superintendent shall be responsible, in conjunction with the school nurse, to develop rules and regulations governing the procedure in the event a student should become ill or be injured at school.

-Fever free for 24 hours without fever reducing medication before returning
-If fever at school, out for 72 hours without fever reducing medication before returning
-Nurse's judgment will be used to don masks on symptomatic children
-Parent/Guardian/Emergency Contact needs to be available for pick up within an hour

- by the school to violate any part of this code. -Medications will not be administered without proper forms filled out, both prescription and over the counter

Academic Dishonesty Definitions:

- Cheating: Using, giving, or copying the academic work of another student and presenting it as your own
- Plagiarism: The intentional presentation of someone else's words, ideas, or work as one's own.
    - Use of artificial intelligence (AI) to complete an assignment is considered plagiarism and will be dealt with in the same manner as copying work created by someone else.
    - Use of artificial intelligence (AI) also violates the school electronics usage policy and may result in a student losing electronic privileges for a period of time.
- Lying: The deliberate telling of falsehood with the intent to deceive (forging a signature)
- Stealing: The willful taking of someone else's property (including intellectual property)

in a dishonest manner and intending to keep it or use it wrongfully.

Examples of Violations: The following examples help define expectations and violations. These lists are not exhaustive.

Homework:

- Copying or paraphrasing any of another person's work
- Allowing another to copy or paraphrase your work
- Receiving help on assignments that have been identified as an individual assignment (ex: take home test)

Tests:

- Sharing test questions or answers with students in your class or another class
- Receiving test questions or answers from another student
- Copying someone another person's answers
- Allowing someone to copy your answers
- Possessing or using a cheat sheet
- Obtaining a copy of the test or quiz before it is given
- Using tests, books, notes, cell phones, computers, online services, etc. to help you on a test without the approval of the teacher
- Using a cell phone/smartwatch/similar device for any reason during a test without prior permission from the teacher.

Research Papers and Essays:

- Copying phrases, sentences, paragraphs, or ideas without giving proper citation of the source
- Submitting another person's work or portion of work as your own
- Downloading or purchasing from the Internet an article or paper, or part thereof
- Asking or paying someone to write a paper for you
- Selling or giving someone a work, or portion of work, to submit as their own

Technology:

- Not adhering to the signed technology agreement by using technology provided

Consequences for all of the above infractions:

First Offense:

1. Score of zero on test, paper or assignment
2. Teacher option to retake test or assignment of additional work
3. Notification of parent or guardian
4. Loss of membership in GMG Honor Society or loss of opportunity to be inducted into the GMG Honor Society that school year.

Second Offense:

1. Score of zero on test, paper, or assignment with no option to regain credit.
2. Conference with teacher, principal, parent and student

Third Offense:

1. Expulsion from class for the semester with a failing grade

Credit Completion Requirement:

The GMG School Board requires that all students must be completely finished with all graduation requirements before being allowed to participate in graduation ceremonies. If a student fails or drops a second-semester class that is required for graduation they may be placed in a credit recovery class prior to the end of the second semester but under no circumstances will they be allowed to participate in graduation ceremonies. If the student desires to begin the credit recovery class before the end of the semester, they and their parent(s) will need to sign the GMG High School Credit Completion Requirement Document acknowledging their receipt and understanding of the requirement.

Fees Requirement:

All fees and financial obligations to the school district, to include turn in of books and computers, must be completed prior to receiving a diploma.

Class Load Requirement:

Study hall shall be assigned based upon college/vocational class load only; there is no specific expectation of study hall outside of college/vocational programs.

GMG High School Shortened Schedule Permission Form

Seniors who are on track to graduate and do not need to carry a full course load may, after discussion with the Principal and with parental permission, choose to carry a shortened academic schedule. In order to do so, a Shortened Schedule Permission Form must be filled out and returned to the school. A shortened schedule shall be due to employment or educational opportunities; this is not simply an attempt to arrive late or leave school early. **Students with a D/F/I grade shall NOT be allowed a shortened schedule until they have returned to acceptable academic standing.**

Dual Credit/Concurrent Enrollment Courses

The GMG Community School district provides students an opportunity to earn college credit through dual credit and concurrent enrollment courses taught either by GMG faculty or college faculty. The School Board, or a designee, has the authority to determine the courses in which students are eligible to enroll.

1. College prerequisites, scores on achievement tests, and other evaluation procedures may need to be met through Marshalltown Community College before approval will be given for a course.

    A. Per the guidelines of the Department of Education, students in ninth grade are only eligible to take college courses if they have been previously identified as 'Talented and Gifted' students by the district.

        1. If the course is failed, the student will not be eligible to take a class the following semester.

        2. If the student drops or withdraws from the course in the allowable grace period (ten days from the start of the college term), they are eligible to take only one college course the following semester.

B. Tenth grade students may take college level courses if they enter their sophomore year in good credit standing (16 credits or more).

    1. Tenth grade students may take one college level course in the fall of their tenth grade year. If the course is passed satisfactorily, they may take up to two courses during the spring semester of their tenth grade year.

2. If a class is failed, the student will not be eligible to take a class the following semester.

3. If the student drops or withdraws from the course in the allowable grace period (ten days from the start

of the college term), they are eligible to take only one college course the following semester.

C. Eleventh and twelfth grade students may take up to four college level courses per semester if they are in good academic standing

1. If the student drops or withdraws from the course in the allowable grace period (ten days from the start of the college term), they are eligible to take only one college course the following semester.

D. Students must take the equivalency course at GMG if it is offered before taking the course at MCC.

1. Prerequisite Class Organization

E. Students must be proficient in ISASP and/or FAST test scores for ELA/Reading and Math

1. The students must also be proficient in science scores for ISASP if they took them the previous school year
2. The requirement of ISASP proficiency scores may be dropped for technical programs; this is at the discretion of the administration.
3. In the case that a student is not proficient on last year's ISASP test, alternative means of approval may be used at the discretion of the administration. This can include scores from FAST testing, teacher approval or recommendation, and current academic status.

2. Students must provide their own transportation for offsite courses
3. The student and parents authorize the release of grade reports to GMG High School at any time during the enrollment periods.

A. Grade checks will be done every 3 weeks

B. Students will also be required to obtain signed parent permission to enroll in classes and/or to drop/withdraw from a class

4. Books purchased by the school district are the property of the GMG Community School District and need to be returned to the school district at the end of the course. Students have the option of purchasing the books from the district.
5. Final approval for enrollment in college courses must be given by the building principal.

A. The student's parents will also receive written verification of the college class enrollment.

6. Grades from Dual Credit/Concurrent Enrollment courses ARE INCLUDED in both local and state Academic Eligibility rules.
7. If a student withdraws from a dual credit course after 10 days, and receives an "W" but before the withdrawal deadline set by the college, the student will receive a failing grade (F) on their high school transcript for that semester. This will result in loss of eligibility under the state's Academic Eligibility rules. In extreme circumstances, exceptions to this procedure may be made. Any exceptions will be at the discretion of the administration.

A. The student will also be required to replace the dropped course with a like course on Edgenuity to maintain credit standing and student schedules.

8. Students must be present on GMG campus for their college class study hall sessions. These are part of regular attendance expectations.

A. Students will receive one study hall per two online courses

B. Classes that are via Zoom or on-campus at MCC will not receive an additional study hall period beyond the one allotted for the Zoom class or on-campus Class.

9. Due to the need for certain academic and graduation requirements, one-year, on-site technical programs (such as, but not limited to Welding, Carpentry, and Tool and Die programs) will be reserved for seniors only.

A. The number of spots available to GMG for these programs is at the discretion of MCC.

Statement of Philosophy:

The staff, administration, and school board of the GMG Community Schools believe that participation in extracurricular activities by the students of GMG Community Schools can positively affect the development of constructive attitudes for future citizenship. It is in this phase of the total education program that youth have an opportunity to develop leadership, principles of justice, fair play, sportsmanship, respect for rules and regulations, respect for others, respect for one's health and physical well-being, group pride, teamwork, self-discipline and the values of self-sacrifice.

The GMG School District recognizes that rules and regulations concerning the decorum and conduct of the students will vary with the times and morals of the community. It is also the belief of the school district that participation in any extra-curricular or co-curricular activity is a privilege. Therefore, certain types of conduct shall be deemed inappropriate to the generally accepted standards subscribed to by the school district.

Given the above statement, the GMG Community Schools will enforce the following policies and procedures relative to standards for participation in extra-curricular and co-curricular activities throughout the calendar year of school. These activities include the following: interscholastic athletics, musicals, variety shows, band, chorus, speech, debate, Student Council, cheerleading, publications, school-sponsored clubs, and any other school-sponsored activity. (National Honor Society is an elected position. Those students in violation will have their membership revoked but will be eligible for re-election and may be reinstated.)

GMG Extracurricular Eligibility Policy:

Athletic Program and Activities Philosophy

Student participation in extra-curricular activities is an integral component of the educational program of the GMG Community School District. Research studies conducted by various organizations, such as athletic and music associations, conclude that student involvement in sports, music, theater, speech, etc., provides many benefits. These include higher academic achievement, good attendance, more enjoyment of the school experience, better time management, and a diminished likelihood of behavior problems in and out of school.

The board of education intends to provide a comprehensive extra-curricular program that appeals to various student interests. The board recognizes that students participating in these activities have various skill levels. These differences contribute to physical maturity, natural ability, and personal dedication. Consequently, the district will provide opportunities for all students involved in extracurricular activities.

At GMG Secondary School, five principles provide the foundation for extracurricular and athletic activities. They are participation, fundamentals, teamwork, sportsmanship, and fun. Coaches and directors will stress fundamentals in practice. Emphasis will be placed on the importance of teamwork and sportsmanship. Team success will be more critical than individual accomplishment. Participants will come to understand that by working hard in a team setting, they will have the most fun.

At GMG Secondary School, varsity teams will pursue success by winning games or contests. Coaches and directors will “play to win” by placing the most skilled players in starting positions, regardless of their grade level status. During games and contests, coaches and directors will strive to involve as many

players as possible in contests within the "play to win" framework. If a game or contest is lopsided and the eventual outcome is clear, coaches should give reserves quality playing time.

The school district will attempt to provide full schedules for freshman and junior varsity players in athletics with adequate numbers of participants to justify it.

Academic Eligibility Policy

- To be eligible for an activity, students participating must:
- Be enrolled full-time in school.
- Follow IHSAA and IGHSAU minimum academic standards and eligibility standards. Have met all transfer requirements, if the student is a transfer student, or be eligible under state law and regulations if the student is an open enrollment student.
- Special education students or students covered by a Section 504 plan shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by the staffing team, towards the goals and objectives on the student's IEP or accommodation plan.

HIGH SCHOOL/MIDDLE SCHOOL ACTIVITY ELIGIBILITY

In addition to the above requirements, all students involved in any extracurricular activities at GMG will be subject to the following academic policy in addition to that listed above by the Iowa High School Unions:

3 Week Grade Reports:

- All teachers will be required to submit grades to the office every three weeks at dates determined by administration. At the culmination of three weeks, all students will be subject to the following point system:
    - Grade of an F: 4 points
    - Any grade of a D: 1 point

Eligibility:

- A student will be declared ineligible immediately for a period of 3 weeks if their total point total meets or exceeds 4.
    - If a student is at or above 4 points, they will be deemed ineligible immediately for a minimum of one week.
    - The student will have a 1-week grace period to correct or elevate their grade/s to an acceptable grade that brings their total under 4 points.
    - If the student successfully brings their point total to fewer than 4 in the one-week grace period time frame, they will be eligible to participate after that one week.
- The student will serve an ineligibility period of three weeks before being deemed eligible to participate once again.
- After three weeks, the student will be subject once again to a three-week grade report to ensure he or she is no longer at or above 4 points.

Iowa Star Conference GMG is a member of the Iowa Star Conference. These schools have joined together to promote and supervise the interscholastic athletic activities involving the member schools.The conference is made up of the following thirteen schools.

- Clarksville
- Colo-Nesco
- Don Bosco (Gilbertville)
- Dunkerton
- GMG (Garwin)
- Baxter
- Collins-Maxwell
- Riceville
- Janesville
- North Tama (Traer)
- Tripoli
- Waterloo Christian (Waterloo)
- Valley Lutheran (Waterloo)
- Meskwaki

- BCLUW

Conference Information

Admission Prices: Adults - $5.00 and Students - $5.00 for all high school level events: 9th - Varsity
Adults - $3.00 and Students - Free for all junior high level events.

Conference Play: Volleyball, Basketball, Golf, Track, Baseball, Softball, Instrumental, Vocal, and Speech Festivals

Non-Conference Play: Cross Country, Wrestling

Football: GMG competes in district football.

A faculty sponsor and the Principal must approve Social Activities All social activities. The planning for such an activity should be such that the Principal has knowledge of such activity at least one week in advance. The Principal will set hours of events. GMG students are responsible for guests they may be allowed to bring to any school-sponsored activity. If their guest's behavior or appearance is unsuitable for the occasion, both will be expected to help correct the situation.

Student Council

A student council may be organized within the framework of guidelines adopted by the school board and administration. The function of the student council shall be to provide a channel of communication between students and the professional staff. Regulations and policies shall always remain the province of the Board and administration. Junior high students will have their own student council.

Physical Examination

Every year each student shall present to the activities director a health certificate signed by a licensed physician prior to his or her participation.

The examination is valid for 13 months from the date of issue.

Sportsmanship

GMG High School takes pride in good sportsmanship. It is the responsibility of every person in attendance to conduct himself or herself in such a manner that everyone will be proud of our athletic programs.

Activities Attendance Regulations:

- A student shall be in attendance the **entire** day on the day of a performance, athletic event, scheduled contest, program or trip. Any exception must be cleared in advance through the principal's office.
    - Exception Examples - funeral, dentist, doctor appointment without illness. Exceptions for emergencies or circumstances beyond the student's control will be dealt with on an individual basis by the principal.
- If a student must miss class due to a doctor's appointment, care needs to be taken by the student and parent to minimize the amount of school missed.
- If a student will miss a class or classes because of a performance, scheduled contest, program or trip, a student must obtain a make up slip from the office **AT LEAST** one day prior to the event, have it signed by each teacher whose class the student will miss, indicating what they need to make up, and return the slip to the office where the secretary will make a copy to keep on file. Failure to follow this procedure may result in loss of class credit for the absence.

Practice and Game Day Attendance:

Students are expected to make every effort to be at school the entire day of school every day. In order to participate in practice and competitions/performances that evening a student must be present in school **by**

the beginning of their third-period class.

- Excused appointments on practice days will allow a student to miss school time and still practice, but any such appointments should be cleared through the high school office ahead of time in addition to informing your coach.
- An unexcused absence will make that athlete ineligible for that day's contest/performance.
- Decisions regarding the student's permission to practice and compete/perform as a result of missed school will be made by the Activities Director.
- To be eligible for competition, students must be present for 6/9 periods of the school day.

Academic Regulations - The State "Scholarship Rule":

By state law and board policy, the following "Scholarship Rule" will be in effect for ALL extra-curricular activities

- A student must receive credit in at least five subjects at all times. A student must pass all classes and make adequate progress toward graduation to remain eligible.
- If not passing all at the end of a grading period, a student is ineligible for a period of 20 consecutive "contest days" in the interscholastic athletic event in which the student participates. This calendar is set by the state association and is maintained on their website. This information can also be obtained through the athletic director. Music and speech students are ineligible for 20 calendar days from the release of grades.
- A student with a disability and an IEP is judged based on progress made toward IEP goals.
- Students may NOT use summer school or other means to make up for failing grades.
- All courses, including dual credit/concurrent enrollment courses, are included in this scholarship rule.
- In order to serve off ineligibility, a student must complete the season in good standing as a part of the team. If the student quits or is kicked off of the team, the ineligibility period resets and will need to be served in another activity or in a subsequent season.

GMG High School Good Conduct Rule Policy 503.04

Rationale:
Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for their lifetime.

Students who participate in extracurricular and cocurricular activities not only represent themselves as individuals, but also represent the school and community. Students, who wish to have the privilege of participating in school extracurricular and cocurricular activities, must conduct themselves in accordance with board policy and must refrain from activities which are illegal, immoral, or unhealthy. Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures.

In an effort to encourage students to make good choices and be good representatives of our school, the GMG Good Conduct Rule has been created. The GMG Good Conduct Rule is in effect twenty-four hours a day, twelve months per year, regardless of whether a student is currently involved in an activity or whether school is in session or not.

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

- Possession, use, or purchase of tobacco products or lookalike nicotine products such as, but not limited to, e-cigarettes/vape products, regardless of the student's age;
- Possession, use, or purchase of alcoholic beverages, including beer and wine (having the odor of alcohol on one's breath is evidence of "use");
- Possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs; this includes unlawfully obtained prescription drugs, drug paraphernalia, and look-alikes;
- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing, violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
- As determined by the Principal or a member of the leadership team in their absence, exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), hazing or harassment of others.
    - Such harassment does not have to rise to the level of violating the school's anti-bullying/harassment policy, but rather may include inappropriate and/or disparaging comments to or about others, whether made verbally, in writing, or by electronic means (e.g., text messages, electronic mail, or posting on social networking sites).
    - Examples of such harassment include but are not limited to: threats; inappropriate comments about the traits of an individual or group; creating parodies to make fun of others; posting or otherwise sharing potentially embarrassing photographs, drawings, video, or depictions of others without permission.
    - NOTE: This could include group conduct!
    - This rule is not intended to prevent a student from expressing his/her religious or political beliefs.

Student Transfers:

If a student transfers in from another Iowa school or school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school, the student shall be ineligible for the duration of the Good Conduct penalty imposed by the student's former district.

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

- **First Offense Within the Student's High School Career**
    - The student will be declared ineligible for the equivalent of one (1/3) of a season schedule in all activities with a set schedule as set forth in Category A (see Category A for these activities). The calculation for determining the ineligibility shall be made in the activity in which the student is participating when the ineligibility occurs or will be participating next. If the student is not in a set schedule activity when the ineligibility occurs, the student will be ineligible for 20 calendar days and any summer activities for those activities set out in Category B (see Category B for these activities). If no activities/public appearances occur during the 20 days in which a student is a participant he/she will be ineligible for the next activity/public appearance.

- If a student is involved in a Category A and a Category B activity simultaneously, the student will be ineligible for all activities that he/she is involved in up to the last Category A activity.

- **Second Offense Within the Student's High School Career**
  - The student will be declared ineligible for the equivalent of two thirds (2/3) of a season schedule in all activities with a set schedule as set forth in Category A (see Category A for these activities). The calculation for determining the ineligibility shall be made in the activity in which the student is participating when the ineligibility occurs or will be participating next. If the student is not in a set schedule activity when the ineligibility occurs, the student will be ineligible for 60 calendar days and any summer activities for those activities set out in Category B (see Category B for these activities). If no activities/public appearances occur during the 60 days in which a student is a participant he/she will be ineligible for the next activity/public appearance.
  - If a student is involved in a Category A and a Category B activity simultaneously, the student will be ineligible for all activities that he/she is involved in up to the last Category A activity.
- **Third or More Offense Within the Student's High School Career**
  - Violation of this policy shall be the loss of privilege of participation in co-curricular activities where the student appears before the public for a period of one year from the date of the third offense.

Reduction in Penalty:

1. *Self Report:* If a student comes forward to the Activities Director, coach, or activity sponsor to admit (self-report) a violation of the Good Conduct Rule *within 72 hours of the incident* the student's penalty may be reduced by the following:
   a. **First Offense**: from one-third (1/3) to one-fourth (1/4) of a season for a Category A activity or from 20 calendar days to 20 calendar days of a Category B activity;
   b. **Second Offense**: from two-thirds (2/3) to one-half (1/2) of a season for a Category A activity or from 60 calendar days to 40 calendar days of a Category B activity;
   c. **Third Offense**: no reduction in penalty will be granted;
2. ***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 students 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 at the discretion of the administration. This reduction is not available for first or third violations.
3. Items 1 and 2 of this section may not be combined.
4. A student who has been found to have violated one or both of the provisions described above prohibiting conduct that would be grounds for arrest or citation or conduct that is grossly inappropriate or offensive, may seek to reduce the penalty by entering into a Behavior Agreement. The Agreement shall be in writing and shall include, but not be limited to, an oral apology for the student's behavior to affected parties, restitution where appropriate, and a presentation before students in the elementary and/or middle schools regarding the inappropriateness of the student's behavior. The degree of reduction of the penalty in such situations shall rest with the administrator, but in no event shall the reduction exceed one-third of the penalty.

Special Provisions:

1. The period of ineligibility attaches immediately upon a finding of a violation if the student is eligible for and currently engaged in an extracurricular activity that has begun its competition season.
2. Each day of actual competition/performance (if an event is not held or canceled, it will not count as an event for the student to be sitting out) will count as one event when completing the period of ineligibility. Performance is defined as representing the school in any appearance before the public. (Performances would not include scrimmages.) A person is eligible the day after completion of ineligibility.
3. If the above is not true, the penalty carries over to the time the student seeks to participate in his/her next activity or when his/her current activity's competition season begins.
4. The competition season for sports will be defined by the IGHSAU and IAHSAA calendars that are used to determine academic eligibility dates.
5. If the full length of the penalty is not completed by the end of a current season in which a student is engaged, the duration of the penalty is carried over to the time the student seeks to participate in their next activity.
6. However, if the period of time between a violation and an activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation.
7. After each violation of the Good Conduct Rule, a student is on probation for one year. Students who go a full year without an additional violation will be dropped back one level. The date of the violation is determined by the date on which the violation occurred. Each additional year will reduce the student by an additional step.
8. An ineligible student shall attend all practices or rehearsals but may not "suit up" nor perform/participate. The first priority when ineligible is completion of assignments and getting back on the team. If a student is completing their assignments and still ineligible they may travel with the team, attend contests, and help with team management tasks at the discretion of the coach/sponsor/ director.
9. If a student drops out of or is dismissed from an activity prior to completion of the season, even if the full penalty period has been served, the full penalty will attach when the student next seeks to go out for an activity, subject to the 12-month limitation above.
10. If a student violates the Good Conduct Rule while ineligible due to an earlier violation, the penalty for the subsequent offense will attach at the completion of the earlier penalty.
11. If a student is involved in a Category A and a Category B activity simultaneously, the period of ineligibility will be determined by the Category A activity. Students will be ineligible for Category B events that occur while they are serving their Category A ineligibility.

CATEGORY A (Activities with a set schedule)				
Activity	**Number of Competition Dates**	**First Offense** (⅓ of Season/ ¼ if Self-Reported)	**Second Offense** (⅔ of Season/ ½ if Self-Reported)	**Third Offense** (One calendar year)
Baseball	25	9/7	17/13	365 days
Basketball	22	9/6	15/11	365 days
Basketball Cheerleading				365 days
Cross Country				365 days

Debate	8	4/2	6/4	365 days
Football				365 days
Football Cheerleading				365 days
Golf				365 days
Jazz Band				365 days
Softball				365 days
Tennis				365 days
Track				365 days
Volleyball				365 days
Wrestling				365 days

CATEGORY B (Activities with no set schedule)			
Activity	**First Offense** (Non-self reported/ Self-Reported	**Second Offense** (Non-self reported/ Self-Reported	**Third Offense** (No reduction)
FFA	30 days/20 days	60 days/40 days	365 days
Musical	30 days/20 days	60 days/40 days	365 days
Speech (Large Group)	30 days/20 days	60 days/40 days	365 days
Speech (Individual)	30 days/20 days	60 days/40 days	365 days
Spring Play	30 days/20 days	60 days/40 days	365 days

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 violates the Good Conduct Rule and is ruled ineligible for three weeks. While ineligible, the student again violates the Rule. The second penalty attaches when the first penalty is completed.

Academic Consequences:

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

Insurance
No student will be allowed to participate in athletics without health and accident coverage. Student insurance is available at a nominal cost and is optional. If the student chooses not to be covered by this program, he/she is required to have a form filled out and signed by his/her parents or guardian stating that they accept the responsibility of supplying the athlete with their own program.
HAWKI-dhs.iowa.gov/hawki

Letters and Awards:

Students who are ineligible at the conclusion of an activity shall not receive a letter or award for that activity. Specific requirements for letters in a sport or activity shall be explained in that activity's handbook.

Co-Curricular Awards

Awards for co-curricular activities will be given on the following basis:

1. The first letter a student receives in any activity, the student will receive a chenille GMG.
2. Students will also receive the activity emblem and a bar for the first letter in each activity.
3. For the second and any additional letter a student receives, the student will receive a letter bar.
4. Managers may receive a manager letter bar, rather than a letter bar.

Iowa High School Athletic Association and Iowa Girls High School Athletic Union

GMG High School is a member of both the IHSAA and the IGHSAU. The purpose of these organizations is to promote, develop, direct, project, and regulate amateur interscholastic athletic relationships between member schools, and to stimulate fair play, friendly rivalry, and good sportsmanship among contestants, schools and communities throughout the state. As a member of these organizations, it is necessary for GMG High School to abide by all rules and regulations prescribed by the organization.

Entering a Season in Progress:

A student who is in violation of the eligibility rule will not be allowed to enter an extracurricular activity already in progress.

Appeals:

a. Any student who is found by the administration to have violated the Good Conduct Rule may obtain review of this determination to the superintendent by contacting the superintendent within 3 days of being advised of the violation. The penalty will be in effect until reversed. If the student is still dissatisfied, he or she may seek further review by the school board by filing a written appeal with the board secretary at least 24 hours prior to the next regularly scheduled board meeting. The review by the board will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session. The grounds for review by the school board are limited to the following: the student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the Handbook Rule or Board Policy. The penalty will remain in effect pending the outcome of the meeting with the board.

b. If the school board reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.

c. The Administration reserves the right to interpret special circumstances in order to protect the interests of both students and the school.

Other GMG Policies and Procedures:

Morning Procedure

Students are to be in their first class at 8:15 am. Doors to the building will officially open at 7:30 am. When students arrive they report to the cafeteria until the morning bell rings at 8:10 am. Students may not roam the building prior to 8:10 am. If students are eating breakfast they must eat their breakfast in the lunchroom and **NOT** take it to their classrooms. Each morning a bulletin containing announcements for the day and for upcoming activities read at the beginning of the first period class and available on the school website.

Hallways

Students are to be in the hallways during passing time or with a **physical pass** from a teacher. Traffic in the halls while class is in session is a distraction and must be limited. While in the hallway the expectations are to keep hands to yourself, be respectful, and move on to class.

Registration

Registration for next year's classes will be in early spring. Teachers will review student class selections prior to scheduling and make recommendations, helping to assure correct student placement. A student will not be denied access to a class because of race, religion, sex, national origin or disability. However, due to personnel and scheduling restrictions, not every class will match up with every student's desired schedule; while we make an effort to enroll students in their preferred classes, sometimes they may be enrolled in alternate classes to fit within their schedule and/or credit requirements. Students will have three days at the beginning of each semester to make class changes. Students dropping classes after three days may receive a failing grade in the scheduled class. Classes may only be dropped after the three-day mark by approval of the administration, and only in very exceptional circumstances.

Electronic Devices Policy 503.09

Student use of personal electronic devices **during instructional time is prohibited.** Students have access to district-owned electronic devices as appropriate for the instructional needs of the learning environment and authorized by the classroom teacher. Parents or guardians who need to communicate with students during instructional time may contact the school building administrative office.

Instructional time is defined to mean periods of classroom instruction from the beginning of class bell until the end of class bell and includes passing periods.

Personal electronic devices means any device that is capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information and data. This may include but is not limited to electronic communication equipment, **mobile phones, smart phones, video game devices and portable media players. Students may wear smart or electronic watches but may not use any communication applications or features that are prohibited from use on other electronic devices and all notifications must be turned off**. Personal electronic devices that have been specifically

authorized under a current individual education plan (IEP), a Section 504 plan, or an Individual Health Plan (IHP) are exempt from this policy.

Parents or guardians of students may request to building level administration that a student retain access to the student's personal electronic device during instructional time if the parent or guardian can establish there is a legitimate reason related to the student's mental or physical health for the student to retain access during instructional time. This reason must be tied to the student's multi-tiered system of support framework. Any denials may be appealed to the Superintendent, who will be the final decision maker on the request.

Students who choose to use personal electronic devices outside instructional time but while on school property, at school-sponsored events, or in a manner that may impact the educational environment must use these devices in accordance with all applicable laws and board policies. Students who violate this policy may face disciplinary consequences up to and including suspension or expulsion. The Superintendent, in conjunction with building level administration, will develop administrative regulations in accordance with this policy.

- Students shall be allowed personal electronic devices **during their assigned lunch period**. At all other times, students must keep their devices out of sight in hallways, bathrooms, and classrooms.
- Students who violate this policy face the following consequences:
    - When the student surrenders a device, the staff member will label it with the student's name and deliver it to the secured box in the Principal's office or a member of the Building Leadership Team for delivery to the secured area.
    - The student shall not receive the device until the end of the school day.
    - After the third incident of improper device usage, the parent/guardian will be contacted, and the device will only be surrendered to the parent/guardian.
    - Smartwatches may be worn responsibly but may not be used for communication during school hours.
    - Due to the correlation between telephone usage and wireless headphones/earbuds, no wireless hearing devices shall be used unless specifically medically necessary.

  No photography, videos, or audio shall be taken at school unless the student has the permission of all individuals in the photo, video, or audio.

Wednesday. Occasionally the state associations schedule playoff games on Wednesday nights, these are not at the discretion of the school district.

Dress Code:

There is a strong connection between academic performance, students' appearance and students' conduct. All students are expected to dress and groom themselves neatly in clothes appropriate for school activities. Inappropriate student appearance may cause disciplinary or social problems affecting the safety of students, employees and visitors on school grounds.

- If there is a question of propriety, the principal or administrative team will make the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing. If the student does not have alternate clothing or parents are unable to bring in alternate clothing the office will provide access to the clothes closet to cover student clothing which is not in compliance with the student dress code.
- Students are prohibited from wearing clothing advertising or promoting items illegal for use in

school, including, but not limited to, alcohol, drugs, or tobacco. Students are prohibited from wearing clothing advertising or promoting a political affiliation.

- Students may not wear shoes with cleats except for outdoor athletic practices or shoes with rollers.
- Weapons such as knives including pocket knives, may not be worn or carried in the school building as they do present potential danger, regardless of their use as a fashion item. Anything with a blade is included in this provision.

Examples include, but are not limited to:

- No halters, which includes spaghetti straps, crop tops, bare midriff tops, cut off shirts that are cut beyond the shoulder, which includes sleeveless undershirts or A-shirts, swimsuits or swimsuit tops on either boys or girls. Stomachs must be covered. Bras, including the straps must be covered .
- All shorts and skirts must fully cover the buttock and genital areas at all times (standing, sitting, bending) with opaque fabric, and also fully cover any undergarment.
- No head coverings such as hoods on sweatshirts or other garments that cover a student's face or ears. Hats are allowed as long as they do not cause a disruption/distraction to the learning environment and are not a safety issue.
- Students may be asked to remove hats/head coverings if they present a safety hazard during class activities or if they result in distraction within a class.
- Students are expected to comply, without argument, if a teacher prefers head coverings not be worn in their classroom. Legitimate religious head coverings are exempted from this, based upon the professional judgment of the teacher.
- Faculty and staff members will be permitted to specify a dress code for field trips, activity trips and/or special occasions based upon the social situation, climate, or safety.
- Strapless dresses may be worn at functions such as the Homecoming dance or Prom.

Church/Family Night:

Wednesday night of each week is designated as church/family night. School events are not to be scheduled on that night. The school cooperates with the local functions by trying to avoid scheduling school activities, practices, or contests for Wednesday nights during the school year. All students must be completed with practice and be out of the building by **6:00 PM** each night.

Lockers:

Student lockers are the property of the school. As such, they should not be considered private or confidential. Locker inspections without prior notice may be conducted periodically throughout the school year and, when conducted, the students will be present for the inspection of their lockers. Student lockers may also be searched in compliance with the board policy regulating search and seizure.

Lockers shall be secured to help prevent theft. Students may not put personal, non-school locks on the locker. Students are encouraged not to leave any article of value unattended or in an open locker. Students are encouraged to carry only enough money to meet daily needs. Destruction of locks or lockers due to misuse is considered vandalism and will result in disciplinary action.

Students shall use their assigned locker. If lockers break or become inoperative, notify the main office for assistance.

No obscene literature, alcoholic beverages, weapons of any form, pyrotechnics, noxious substances, or nicotine products will be allowed inside the lockers or in a student's possession. No posting of any type will be allowed on the outside unless a sponsor and Principal give permission. Confiscated materials may be turned over to law enforcement.

Students will be responsible for cleaning out their lockers at the completion of the school year. This will be part of the check-out procedure for all students.

Students will be responsible for the cleanliness of their area in the locker room; items left lying around will be disposed of by custodial staff.

Search and Seizure

School district property is held in public trust by the Board. School district authorities may, without a search warrant, search students, student lockers, personal effects (including cell phones), desks, work areas, or student vehicles, based on a reasonable and articulable suspicion that a school district policy, rule, regulation, or law has been violated. The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees, and visitors to the school district facilities. The GMG School District may request that law enforcement, including canine officers, periodically check the school property.

School authorities may seize any illegal, unauthorized, or contraband materials discovered in the search. Items of contraband may include but are not limited to, non-prescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, or nicotine in any form, weapons, explosives, poisons, and stolen property. Such items are not to be possessed by students while they are on school district property or on property within the jurisdiction of the school district; while on school-owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action, including suspension and expulsion, and may be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause a material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

Backpacks and Purses:

We want to promote a safe and secure learning environment. In the interest of health and safety issues, **all book bags, backpacks, and purses** are to be kept in lockers. We provide each student with a secure locker where they can keep their belongings during the school day. With this in mind, backpacks or other bags are not permitted in the classroom and are expected to be stored in the student's locker during the day. The only exception is the carrying case provided by the school for use with your school laptop. Any other bags must remain in the locker during the class day. Backpacks and bookbags are not to be on the floors or in halls due to safety issues.

School Cancellation:

Should school be called off, the announcement will be made over radio stations KXIA 101.1, KDAO 99.5, KOKZ 105.7, and television stations KWWL, WHO, and KCCI by 6:00 A.M. The JMC Messenger System is used to send alerts via text, email, and/or voice message. School cancellation information is also posted on the GMG Facebook and Twitter accounts.

Fire/Tornado Drills and Evacuation:

Fire drills and tornado drills will be conducted each semester. These drills are required of each school district by state law. Students shall follow the instructions posted in each room. These instructions will assist in providing for your protection and safety. Students should consider these drills a serious matter, as fires and tornadoes destroy school buildings each year in Iowa. Fire drills will be announced by the fire alarm system. If the alarm system is not working, the public address system, a megaphone, or door-to-door notification will be used.

Tornado drills will be announced by public address system announcements. If the public address system is not working, a megaphone or door-to-door notification will be used.

For detailed information regarding emergency procedures, please refer to the district flip book.

Assistance Animals:

For information regarding service animals and their appropriate use in schools, please see Board Policy 107.

Field Trips:

Learning goes beyond the classroom. Because of this, there are many field trips offered throughout the year. A consent form signed by the parent or guardian must be on file at the office before permission will be granted to go on the trip, even if the student is 18 years of age. Students are reminded that they must get a field trip form from their coach and complete all assignments before leaving the school.

Student Policies for Special Trips

The GMG school board supports the following motion regarding the special trips for GMG students:

In order to continue identified special trips, the following stipulations must be met:

1. Continuation of the special trip is reviewed each year after the trip scheduled for that year has been completed.
2. Parents and students will be informed and sign a letter of notification regarding special trip policies and interpretation before the end of the year prior to the trip.
3. The policy will be interpreted and administered separately from the Good Conduct Code, educational trips, or extracurricular activities and rules.

Conditions for a special trip are as follows:

1. The Board and administration consider student conduct during the school year prior to the special trip as an indication of a student's probable conduct on a special trip. Irresponsible or disruptive behavior raises concern as to a student's ability to conduct him/herself in a proper manner while on the special trip.
2. A letter of consent and responsibilities must be signed by a parent and student before going on the special trip.
3. A student's eligibility for a trip starts when school is out in the spring of the year prior to the special trip being taken. Eligibility for a trip that is held after school is out in the summer will start when school is out the year before.

4. Any student who has been determined to be using alcohol or illegal drugs, under the influence of alcohol or illegal drugs, or alcohol or illegal drugs in their possession, shall not be allowed to go on the special trip. (To determine the above, it must be by at least two adults, one of which must be a member of the professional staff.)
5. Any student who is found guilty of, or admits to, or is placed on official or unofficial probation status, whether it be voluntary or not for a crime, such as vandalism, shoplifting, theft, or use of alcohol or illegal drugs, shall not be allowed to go on the special trip. Whether the offense is serious enough to fall under section "E" will be determined by the administration.
6. If a student has several occurrences of undesirable behavior such as fighting, verbal or physical abuse, dangerous misuse of usage of an object, open defiance or willful disobedience, threats to students or teachers, cheating, malicious mischief, skipping school, smoking, or use of tobacco products, he/she may not be allowed to go on the special trip.
7. If the special trip is ever canceled, all the money in the class or activity treasury, after expenses, will go toward scholarships that year. The Student Council scholarship committee will administer these scholarships.

There shall be at least one sponsor for every seven students or part thereof, with a maximum of six; or if the trip is part of an organized and approved trip planning program, their requirements for supervision will be followed. These sponsors shall be staff, approved by the Principal, and their spouses or parents. When reasonable and possible, there should be an even number of male and female sponsors. If an odd number is required, the extra sponsor should be determined by whether there are more boys or girls going on the trip. Students attending the trip will pay the cost of travel and lodging for all sponsors and spouses that are asked to go on the trip. At least one-half of the sponsors shall be from the professional staff.

8. The identified list of special trips for the following year will be reviewed and approved annually by the board during their April meeting.

GMG SCHOOLS ADMINISTRATIVE INTERPRETATION OF THE SPECIAL TRIP POLICY EXPLAINED BY THE POLICY SECTION

A. Members of the student body interested in attending the trip should demonstrate during the year that they have reached a maturity level that would enable them to go on a special trip. Conduct during the year reflects on their ability to conduct themselves properly on a special trip.
B. Parents and students will be asked to sign a letter of consent to attend the special trip, notification of the actual trip rules, expectations on the trip, and consequences should a problem occur. This letter will be given to students and parents in the spring prior to the trip being planned.
C. The day students complete the school year, they will be considered as possible participants in the special trip.
D. If a student is using, is under the influence, or has in his/her possession alcohol or illegal drugs at school, he/she <u>will not</u> be allowed to go on the special trip. If a staff member determines the above to be the case, the student will not be allowed to go. This could be determined by the student's actions, breath, or other means. (The reference to two adults being needed to determine that a person has consumed alcohol or illegal drugs <u>only</u> relates to the determination of alcohol or illegal drugs on a student's breath.)
E. If a student interested in attending one of the special trips admits to, is found guilty of, is put on official or unofficial probation for possession or consumption of alcohol or illegal drugs, or is determined to have consumed alcohol or illegal drugs by a staff member, (same type of determination as described in "D"), the student <u>will not</u> be allowed to go on the special trip. Also, if a student, admits to, is found guilty of, is put on official or unofficial probation for vandalism, shoplifting, or theft, the student <u>will not</u> be allowed to go on the special trip.

F. If a student has repeated occurrences of undesirable behavior such as fighting, verbal or physical abuse, dangerous misuse of usage of an object, open defiance or willful disobedience, threats to students or teachers, cheating, malicious mischief, skipping school, smoking, or use of tobacco products, he/she will not be allowed to go on the special trip. If a student is approaching the number of occurrences that would not allow them to go on the senior trip, the administration would notify the students and parents. This would not apply if the occurrence was of a serious nature.
G. If the trip is canceled, the remaining funds will go to senior scholarships that year, or could likely be used for other purposes if the students and the boards could agree on an alternative use.
H. This section is self-explanatory. The number and combination of adults attending will have to be determined by the nature of the trip, the amount of supervision needed, and available individuals to attend the senior trip.
I. In addition to the board policy that has been explained, students must also be making adequate progress toward graduation. Students that are insignificant jeopardy of not graduating will not be allowed to attend the special trip.

Transportation:

Whenever school-sponsored transportation to school activity is offered, those participating in the activity shall ride the school-sponsored vehicle. Any variation from this must be approved by the principal **prior** to the trip. A student riding a school-sponsored bus as a spectator shall return home on the bus. If parents personally (not a note) request permission for their child to ride home with them, it will be granted once they sign the accountability sheet maintained by the coach/sponsor. Parents/guardians may only sign out their own child and no children from other families unless they provide written permission from the custodial parent/guardian.

Transportation for Co-Curricular Activities

Traveling to and from co-curricular activities must be on school-supplied transportation. The only exceptions will be with written and verbal permission from parents. Students may not ride home with anyone other than their parents/guardians, family members (or the parent of another student with prior administrative approval). Pep buses will be provided to co-curricular activities if at least 15 people sign up, as well as if we can accommodate travel and drivers. The cost for riding a pep bus will be posted within a week prior to the event, and must be paid by the day before the event.

Parking Lot:

Students are not allowed to get into or drive in cars during the noon hour or after arriving at school in the morning without specific permission from the Principal or office. Cars are not to be moved during the day except with special permission from the Principal.

Parking is permitted on the east, south and west sides of the school. Please do not block the fire hydrant. Respect others by not parking on the grass on school property or private property in the area. Driving around before school is strongly discouraged because of all the foot traffic. Remember we have many little people walking to and from school. Our school reputation is important to our communities and families; irresponsible driving, dangerous behaviors, or intentional violation of traffic laws shall be referred to law enforcement for action.

Out of School Fundraising:

It is the school's policy that there is no solicitation in the building for the sale of tickets, chances, or merchandise for any non-school affiliated organization or event.

Student Fees:

A standard fee is made for materials each year at registration. There may be additional small charges made for workbooks, art supplies, and shop supplies; however, these charges are kept to a minimum. All students are required to pay class dues. These dues are used for class expenses including homecoming, prom and other class activities. Record of these fees is kept and all fees need to be paid prior to graduation.

Community Service

Community Service has been incorporated to encourage, foster, and promote good citizenship. For students to understand the importance and value of community involvement, they must become part of that process. Students are encouraged but not required by the GMG Board of Education to serve a total of 40 hours per school year in some community learning activity. Students are to be involved in more than one activity in meeting this requirement. In order to receive the silver volunteerism chord at graduation they would need to have **150** hours of community service.

Students can meet this requirement in a variety of ways. Any activity that helps, supports, or aids some part of the community or society, is a volunteer, non-paid activity occurs outside the regular school day (with the exception of Meals on Wheels), and is secular in nature (not overtly or specifically religious) would be acceptable. Some projects that have been accepted as community learning projects are senior citizen meals, playing music at funerals, coaching little league baseball/softball, officiating young players' basketball games, working at church activities, working at community group meals, serving on committees, roadside clean-up, helping flooded areas with clean up and paint, and providing child care for public meetings, etc. Examples of what is NOT defined as community service: doing chores or any other tasks for your family. If you are not sure, then ask the administration and they will make a determination.

School Counseling Support

The purpose of the school counseling program is to help each individual student achieve her/his highest growth mentally, emotionally, socially, and academically. We try to do this in several ways:

1. Helping the new students feel at home in our school with new teachers and friends.
2. Individual conferencing whenever a student, teacher, or the counselor deems it necessary.
3. Using a testing program designed to help the student learn as much as possible about his/her capabilities. Iowa Assessments, ACT, COMPASS, Interest Surveys, and ASVAB are used in assisting students in discovering their abilities..
4. Welcoming the opportunity to talk with any student, parent, or teacher regarding personal problems or concerns.
5. Helping each student develop plans for his/her future.
6. Providing ongoing support and counseling in the areas of academic planning for future goals, investigation for career decision-making, and personal counseling for social, emotional, and personal needs.

CORPORAL PUNISHMENT, RESTRAINT, AND DETAINING STUDENTS

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. School employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property.

State law also places limits on school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a student. If a student is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent. For additional information regarding Iowa law on this issue, please visit the "Timeout, Seclusion, and Restraint" section of the Iowa Department of Education's website, located at www.educateiowa.gov/pk-12/learner-supports/timeout-seclusion-restraint.

Physical Education:

Physical Education Exemptions and Excusals

The law provides exemptions to and excusals from the physical education requirement for students in grades 9-12. Exemptions and excusals require the written request from a parent or guardian of a student to a school principal. A principal may not grant any of these excusals until the principal has received a written request from a student's parent/guardian. (Iowa St. Bd. of Educ. 1993). The law requires that the principal notify the superintendent of the school district or nonpublic school of any student excused from physical education under these provisions.

1. Medical Exemption
2. Religious Exemption
3. Off-Campus Educational Program Excusal
4. Academic Course Not Otherwise Available Excusal

School Sponsored Activity Excusal

If a student is participating in an "an activity that is sponsored by the school in which the student is enrolled which requires at least as much participation per week as one-eighth unit of physical education", the student's parent may request excusal from physical education in writing (IC 256.11(5)(g); 281 IAC 12.5). One-eighth unit of physical education approximately 900 minutes of activity. If the student withdraws from the activity before the physical activity equivalent for one-eighth unit of physical education has been completed, the student must enroll in physical education. To be eligible for this excusal, the activity must equal or exceed nine hundred minutes of physical activity during the semester. If the activity does not equal nine hundred minutes in a semester, students participating in the activity are not eligible to request this excusal. The activity must be sponsored by the school or school district in which the student is enrolled. Outside activities sponsored by other entities are not eligible for this excusal. The activity must be supervised by appropriately licensed and endorsed school staff. If the activity is not supervised by an appropriately licensed and endorsed employee, it does not qualify for this excusal. It would be improper to automatically and categorically excuse students from physical education based on participation in an activity. First, statements such as these improperly presume that the activity meets the requirements of the excusal (number of minutes, appropriate supervision). Second, statements such as these improperly eliminate the requirement that the parent make a written request for excusal from physical education. These excusals are to be considered on a student-by-student basis. They are not to be granted on a "blanket" or "en masse" basis. In re Jed and Tessa Thompson, 10 D.o.E. App. Dec. 195, 201

PE Lockers/Showers: Students shall secure valuable personal property in their school-assigned hallway lockers; lockers within the locker room are intended for clothing and toiletries or team-assigned athletic gear. Students who wish to shower after PE classes may do so by arrangement with the PE teacher.

Students will be required to bring their own towels and toiletries for showering after PE class. Shower time shall not be an excuse for being tardy to the following class.

Students will have 5 days to make up missed PE and weight training classes. Students who miss while involved in school-sponsored activities – debate, music, athletics – will not be required to make up these missed classes but may be responsible for some form of report as required by the teacher.

Locker Rooms

All students are to take their physical education clothing home often to be washed. Clothing that has been worn in physical education class should not be left in the regular lockers or locker room over a weekend. Items left unattended and not stored in a locker will be subject to disposal by custodial staff.

Students will have three minutes to change into/out of PE attire. Once class begins, only one student may use the restroom portion of the locker room at a time. Personal locks shall not be used in the locker room due to safety and security considerations.

Visitors:

All visitors are to stop in the office before contacting anyone in our building. GMG High School does not allow students from other schools, friends or relatives to attend classes with our students, unless this pertains to a disciplinary situation arranged by the Principal. All visitors are to enter through the main entrance on 4th Street. **Students are not permitted to allow visitors to enter through another door**.

- Students and families who transfer into the district, at the time of transfer; and
- All staff responsible for enforcing any aspect of the policy.

Food Service Program:

GMG High School provides a hot breakfast and lunch program that is available to all students. Money can be deposited by bringing a check to the office or through GMG Campus. Students may not carry negative lunch account balances. Parents will be notified by e-mail when the account funds are low. Accounts are checked daily and those that have reached a negative balance will be disallowed from ala carte or extra entrees. If the balance reaches $5, the parent will be contacted via JMC and a la carte purchases will not be allowed. If the balance reaches $20 negative, the student will be given an alternate meal consisting of a sandwich, fruit, and milk until the balance is brought back above the -$20 level. In cases of financial need, free/reduced lunch program application materials are available at registration and from the District Office. Federal regulations prohibit soda in the cafeteria during lunch time.
Water and juice machines are available for student use as long as the area and school are kept clean of containers and spills. There are beverages available during lunch that are permitted in the cafeteria. Some are available for all students, others are available only for high school students, according to federal regulations governing school nutrition.

Lunch Information

The lunch system is automated. Each student will be assigned a number and given a permanent account. All students from the same family and in the same building will be debited from the same account. Students' lunches, extra dishes, a la carte items, and extra milk will be debited from this account. Once a family account balance is less than the cost of an item, a student will not be allowed to charge any item and will have to bring a meal from home or pay cash until the balance is paid.

Free and Reduced Lunches

Families that meet federal guidelines can qualify for free or reduced lunches. Forms to make an application for free or reduced lunches will be mailed in the August newsletter, or may be picked up in either office after August 1st each year.

Meal Charges

The GMG Community School District Food Service Department is a self-operating and self-sustaining program. In accordance with state and federal law, the GMG Community School District 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 school 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.

Negative Account Balances

The school district will make reasonable efforts to notify families when meal account balances are low, which may include telephone, email, or mailed letter. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified of an outstanding negative balance once the negative balance reaches $*5.* Families will be notified by email or letter sent home. *When the lunch balance reaches negative $20.* Negative balances of more than $*50,* not paid prior to the end of the semester will be turned over to the superintendent or superintendent's designee for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law.

Communication of the Policy

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

- All households at or before the start of each school year;

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

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

Lunchroom Conduct

Students' behavior in the lunchroom should be based on courtesy and cleanliness. Students are to remain in the cafeteria until the lunch period has ended. At no time are students allowed to take food outside of the cafeteria without teacher permission, or unless assigned ISS or lunch detention.

Extra food on the trays should be scraped into the buckets, and paper products should be thrown in the garbage. Students that want seconds must consume the food on their tray before coming up for seconds. **Students shall ensure that their area of the cafeteria is free of trash or large food items prior to leaving the cafeteria**.

Bus Policy:

Safety is the number one priority of our school transportation system. Every weekday hundreds of students board, ride, and unload from the school buses. Parents place their children in the care of bus drivers who are well-trained and physically able to perform their duties. The GMG Community School District takes pride in the safety record of its transportation system which can be attributed to our dedicated staff.

Students are expected to conduct themselves in a manner that is safe, respectful, and responsible on the buses. Common problems encountered on the buses include standing and moving around, excessive noise, bullying, swearing and disrespect. These behaviors make it difficult for drivers and riders alike and jeopardize the safety of everyone on the bus. Bus drivers and building principals have worked together to develop the following expectations for students riding to and from school:

Respect drivers, other students, and property.
Stay in your seat keeping your hands, feet and personal objects to yourself.
Keep the bus clean. Food and drink is a privilege on the bus.
Use appropriate language at an appropriate voice level.
Be at the bus stop on time.

Students are not to leave school grounds after leaving the bus in the morning, or prior to boarding the bus after school. Students who ride the shuttle bus should go immediately to the busses as soon as they are dismissed from school in the afternoon. Students that must wait for the shuttle either before or after school are to wait outside, weather permitting, or in the lunchroom in bad weather. Students that are riding the bus to a house other than their own will be required to give the bus driver a note signed by their parents. Students riding school transportation are expected to remain on the bus for the duration of the trip, unless picked up by their parents.

Riding the school bus is a privilege. Improper conduct on the buses will result in that privilege being denied. Bus rules will be posted in every bus. Students that have behavior problems on the bus will have notices sent to parents. The general rule for bus behavior notification and expectations are as follows: (discretion to the principal for final say).

1st Offense: Students were warned and a notice sent to parents. No other discipline action required.

2nd Offense: Student warned, moved to the front for up to two weeks, and a notice was sent to parents. (This will be assigned by the driver and communication will be sent to parents.)

3rd Offense: Students not allowed to ride the school bus for two days; a driver, student, parent, and administrator conference will be held to resolve the problem.

4th Offense: Students not allowed to ride the school bus for one week and notice sent to parents.

5th Offense: Students not allowed to ride the bus until a meeting with the parent, student, and school board is held. Students will be allowed to ride the bus only after and upon board conditions.

Principal contacts the parents;

Student suspended from the bus for the remainder of the school year;

Student Records:

Student records are defined to be all official records, files, and data directly related to children, including all material that is incorporated into each student's cumulative record folder, and intended for school use or to be available to parties outside the school or school systems; specifically including, but not necessarily limited to: identifying data, academic work completed, level of achievement (grades, standardized test scores), attendance data, scores on standardized intelligence, aptitude, and psychological tests, interests in inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns. The intent of this regulation is to establish procedures for granting requests of parents for access to their child's records, use of those data, and procedures for their transmission within 45 days or sooner if practical.

Access to Records:

The parent or legal guardian of a student will have access to these records upon written request to the office of student personnel services, which maintains student records within this school system.

The parent or legal guardian will, upon written request to the office of student personnel services, have the opportunity to receive an interpretation of the records, have the right to question the data, and if a difference of opinion is noted, shall be permitted to file a letter in the cumulative folder stating the dissenting person's position. If further challenge is made to the record, the normal appeal procedures established by the school policy will be followed.

School personnel having access to student data are defined as "any person or persons under contract to the school and directly involved in working toward either the affective or cognitive goals of the school."

Release of Information Outside the School:

To release student records to other school(s) in which the student intends to enroll, the parents, legal guardian, or the student if he/she is 18 or over, may be notified of the transfer and the kinds of information being released. When a student transfers, these records will be sent to the district requesting such information without receiving written permission. Student data may be released to official education and other government agencies only if the names and all identifying markings are removed to prevent the identification of individuals. To release student records to other persons or agencies, written consent shall be given by the parent, legal guardian, or by the student if he/she is 18 or older. This consent form will state which records shall be released, to whom they shall be released, and reason for the release. A copy of the specific records being sent will be made available to the person signing the release forms if he so desires. Student records will be furnished in compliance with judicial orders, or pursuant to any lawfully issued subpoena, if the parents, legal guardian, or student (if he/she is 18 years or older) are notified in advance. All authorizations for release of information will be filed in the student's cumulative folder.

The following information may be released to the public in regard to any individual student of the school district as necessary or desirability arises. Any student over the age of eighteen (18), parent, or guardian not wanting this information released to the public must make objection in writing within fifteen (15) school days of the date of this publication and within fifteen (15) days of enrollment should enrollment occur after that date, to the principal or other person in charge of the school which the student is attending. It is desirable to renew this objection at the beginning of each school year.

- Name, address, telephone listing, date and place of birth
- 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, and other similar information.

  *If the student is 18 or older, only the student has the right to determine who, outside the school system, has access to his/her records.

transportation or in the form of a cash stipend. Parents should be aware that open enrollment might result in the loss of athletic eligibility.

Daily Bulletin and Announcements

A daily bulletin will be provided by the office and available on the school's web site. Announcements for the next day should be in the office no later than 4:00 PM each day. The public address system will be used for urgent bulletins that cannot be handled in any other way.

School Publications

Students may author a publication as part of their instructional curriculum under the supervision of a certified employee and the Principal.

As a school sponsored activity, the viewpoints of student publications may be attributed to the school; therefore, student publications must use responsible journalism practices. The publication shall not encourage the breaking of laws, cause defamation of persons, or contain obscenity. Furthermore, the publication must be appropriate to ensure that the students learn and meet the goals of the activity and that the potential audience is not exposed to material that may be inappropriate for their level of maturity.

Prior to final printing and distribution, the publication must be reviewed by the Principal or designee. Based on this review, articles may be required to be rewritten or removed. Failure to allow review by the Principal or the certified personnel assigned to the publication prior to its final printing and distribution is grounds for denying distribution of the publication.

GMG COMMUNITY SCHOOL REQUIRED NOTIFICATIONS

Board Support of Discipline Policies:
The Board of Directors of the GMG Community School District hereby confirm its intent to support the school discipline policy, to support staff who enforce the discipline policy, and to hold staff accountable for enforcing the discipline policy.

Human Growth and Development: The GMG Community School has identified Human Growth and Development curriculum units that are infused throughout our curriculum. Every grade and subject level will provide parents/guardians an outline of these units and their objectives. Parents/guardians may examine this curriculum and the teaching materials at any time. If parents find topics objectionable, they may choose to remove their child (children) from class during the discussion of these topics. Please contact the principal in each building.

Early Graduation:
Students may graduate prior to the completion of grade twelve if the course work required for graduation under board policy "Graduation Requirements" has been fulfilled. The application must be completed by April 1st of their Junior year. Credits from outside the regular school curriculum can only be used to replace hours the student has failed. Students who graduate early cannot participate in any of the school activities, excluding commencement and prom.

Post-Secondary Enrollment Option:
The State Board of Education has adopted administrative rules for the Iowa Administrative Code to implement the Post-secondary Enrollment Options Act. This rule allows students in 11th and 12th grade to take classes at eligible post-secondary institutions. If you have questions regarding this Act, please contact the school counselor or principal.

Textbooks

All basic texts are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Please be sure your name, grade, and school are written on the book label in case the book is misplaced. You will be required to pay for lost or damaged books. Replacement cost of books ranges from $15-$200.

Library policy

Library books must be checked out at the circulation desk. Books are checked out for 2 weeks, with 1 renewal before or by the end of the 2 week checkout period. Students are responsible for returning books they have checked out and will be charged the replacement cost of the book if it is damaged or lost.

Parental/Guardian "Right to Know" Information

Parents have the right to learn about a student's progress and any difficulties. Schools must adequately notify parents, in their native language, about what is happening in school. Parents should be well informed about school events and programs so they can make the right decisions for their children.

Parents have the right to ask for and obtain their children's school records. Schools cannot release personal information about the children without the parent's permission. As a result, schools cannot give information about students or their families to Immigration.

Parents have the right to know about their child's discipline problems. Schools must communicate any discipline problems with the parents, in their native language. Parents need to know about any charges or discipline their children may face. Students cannot be suspended for more than 10 days without having a hearing with the school board. Parents can have an attorney represent them in any meeting with school officials. If the police are involved in an incident at school, the student can ask for his or her parents to be present. The police cannot question a student under the age of 18 if the student asks for parents to be present.

Homelessness

The U.S. Department of Housing and Urban Development (HUD) defines homelessness for their program into four categories. The categories are:

- individuals and families who lack a fixed, regular, and adequate nighttime residence (includes a subset for an individual who resided in an emergency shelter or a place not meant for human habitation and who is exiting an institution where he or she temporarily resided);
- individuals and families who will imminently lose their primary nighttime residence;

- unaccompanied youth and families with children and youth who are defined as homeless under other federal statutes who do not otherwise qualify as homeless under this definition; and
- individuals and families who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member.

Some other terms that are typically used when talking about runaway and homeless youth include throwaway youth, runaway youth, street youth, and systems youth.

- Throwaway youth: Youth who have been asked, told, or forced to leave home by parents or caregivers with no alternate care arranged.

For further information please contact the school counselor.

- Runaway youth: Youth who have left home without parental/caregiver permission and stay away for one or more nights. A runaway episode has been defined as being away from home overnight for youth under 14 (or older and mentally incompetent) and for two or more nights for youth 15 and older. Research suggests that the experience of youth running away from home is often episodic rather than chronic with youth running away for short periods of time and returning home, in some cases multiple times.
- Street youth: Youth who have spent at least some time living on the streets without a parent or caregiver.
- Systems youth: Youth who become homeless after aging out of foster care or exiting the juvenile justice system.

Appendix

ACKNOWLEDGEMENT OF RECEIPT

I acknowledge that I have received or can access a copy of the Green Mountain Garwin Community School District Secondary Handbook available at ***GMG SCHOOL WEBSITE.*** I understand the student handbook contains important information about the district and my role, responsibilities, and duties as a student. I acknowledge I am expected to be familiar with the contents. I also understand that I should consult the principal with any questions I have about the contents of the student handbook or any questions that I feel were not addressed.

I understand that the student handbook is a general source of information and may not include every possible situation that may arise. I acknowledge that the student handbook is not intended, and does not constitute a contract between the ***district*** and any one or all of its employees.

_____

Student's Signature Date

_____

Parent/Guardian Signature Date

TO BE PLACED IN STUDENT'S GRADE LEVEL FILE – COPY PROVIDED ON REQUEST

Parent/Guardian Names: _____

_____

Email Address: _____

Cell Phone Numbers: _____

Home Phone Numbers: _____

Work Phone Numbers (If Applicable):_____