

# Glidden-Ralston Community School District



## Student Handbook 2018-2019

The Glidden-Ralston CSD offers career and technical programs in the following service areas: Agricultural Education, Business Education, Health Occupations Education, Family and Consumer Sciences Education, and Industrial Education.

It is the policy of the Glidden-Ralston CSD not to illegally 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 educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy contact the district's Equity Coordinator, Cheryl Rohrbeck, School Counselor, 602 Idaho St Glidden, IA 51443, [712-659-3411](tel:712-659-3411), [crohrbeck@glidden-ralston.k12.ia.us](mailto:crohrbeck@glidden-ralston.k12.ia.us).

# WELCOME

Welcome to the Glidden-Ralston Community Schools. We are striving for the BEST students and each one of you has the ability to be the BEST. Through the cooperative efforts of students, teachers and support staff, our graduates will:

**Be** respectful and responsible citizens;  
**Effective** communicators;  
**Self-directed** learners; and  
**Thinkers**, problem solvers.

**District Mission:** *Educating for life-long learning.*

**District Vision:** *Where tomorrow's success begins today.*

## **CHARACTER COUNTS AT GLIDDEN-RALSTON**

Teachers at Glidden-Ralston are working with families to help instill children with positive traits associated with the six pillars of character. The six pillars of character are: trustworthiness, respect, responsibility, fairness, caring and citizenship. Your character counts everywhere and all the time!

## **SCHOOL SPIRIT AND SPORTSMANSHIP**

An important part of character is school spirit and sportsmanship. Some schools have it, others don't. It is one of the basic considerations in determining the quality of a school. Occasionally the term, school spirit, is misunderstood. A few students feel they are expressing school spirit simply by being noisy in support of the school's athletic teams.

Wholehearted support of Glidden-Ralston teams, win or lose, is essential, but it is not the only obligation of one who wants to display a spirit of loyalty. Respect for the opponent and an attitude of common courtesy is due all visitors to our school. A student asked to leave during a school activity for inappropriate behavior will not be allowed to attend future events for the remainder of the season/year.

A student proves school spirit by taking an interest in all activities of his/her school and fellow students. This includes extra curricular events as well as day-to-day school activities in the classroom. School spirit also means an attitude of friendliness and helpful cooperation toward fellow students and staff.

## **RELEASE OF INFORMATION**

By law, the names of students enrolled in a public school along with information such as address, date of birth, phone number, activities and other information is considered public information and must be given when requested unless the student or parent has specifically requested that such information not be released. If you do not want this information released, you must make the request annually in writing to the Elementary or High School Principal.

## **FREE AND REDUCED MEAL PROGRAM**

The state and federal governments provide free and reduced meals for students in families, which meet income guidelines for the program. Applications for the Free and Reduced Meals Program are available in the principal or superintendent's office. Students on free and reduced lunch may eat only one lunch a day unless they wish to purchase a second lunch at regular price. If your child is on free or reduced lunch you may wish to send additional money to purchase double lunches, extra milk or seconds.

**LUNCH ACCOUNTS** Notes regarding lunch account balances will be sent home when account balances slip below \$7.00. Students are given ample time to eat lunch and are not required to go to class if they have not had enough time to eat.

**CHANGE OF ADDRESS AND PHONE NUMBER**

In the event of an emergency, the office must be able to locate parents or guardians immediately. Change of address or phone numbers must be reported to the office as soon as possible.

**HOMELESS**

If your family lives in any of the following situations a) in a shelter, motel, vehicle, or campground, b) on the street, c) in an abandoned building, trailer, or other inadequate accommodations, d) doubled up with friends or relatives because you can not afford housing then school-aged children have the right to attend school and participate in school programs. For more information contact the school homeless liaison, Cheryl Rohrbeck at 659-3411 or at the school. If you need further assistance, call the National Center for Homeless Education at 1-800-308-2145.

**STUDENT USE OF OFFICE PHONES**

The telephones in the administrative offices are for business use only. Students will be allowed to use the telephone: (1) for classroom work with teacher permission and the assistance of a secretary (2) in case of emergency such as illness. Students should inform parents not to call them to the phone or ask that messages be delivered except for very important reasons. Students will not be called from class to take a phone call except in cases of emergency.

**SCHOOL CLOSING**

When it is necessary to close school, dismiss school early or run alternate bus routes, an announcement will be made over radio station KCIM (AM 1380), KIKD (FM 106.7 and KKRL (FM 93.7) in Carroll, on KCCI (Channel 8) and through School Alert (email and cell phone text messaging). Sign up for School Alert on the district's web page.

**FIRE, TORNADO AND CRISIS DRILLS**

Fire, tornado and crisis drills will be held periodically. Posted in each room will be the exit procedure for fire and tornado for that room. Follow those procedures when the appropriate alarm sounds. Never run, push, or shove. Students should conduct themselves in a quiet orderly fashion.

**FIRE ALARMS**

Fire alarms are placed throughout the building to insure the safety of the entire K-12 grade student body. Upon investigation, if a student(s) has pulled a fire alarm for reasons other than fire, severe disciplinary action will be taken including the possibility of expulsion.

**HEARING SCREENING SERVICES**

Personnel from the area education agency (AEA) will screen students with a history of hearing problems and all special education students. Parents may request that their child *not* be screened if they so desire. Parents who do not want their child screened should notify the school nurse.

**LEAVING THE SCHOOL GROUNDS**

No student is to leave the school grounds during the day unless he/she has permission from his/her parents to leave the grounds stating the reason and destination and has permission from the office.

**STUDENT BICYCLE RIDING**

If students plan to ride a bicycle to and from school, they are responsible for it. A bicycle lock of some kind is highly advisable. Bicycle racks are provided and are to be used.

## **LOCKERS**

Each 4-12 grade student will have a locker with a built-in combination lock to secure his or her own schoolbooks. While personal items may help to improve the aesthetic value of these metal lockers, students are urged to exercise caution when personalizing their lockers. Do not bring items of value and leave them in your school locker. Students are also warned in “jamming” their lockers. Although this makes the locker easier to open, it also allows other students easy access to your belongings.

No food or beverage is allowed in student lockers. The only exception is a legitimate sack lunch. Students found with food or beverages in their lockers will have the items confiscated.

While the contents of student lockers are the personal property of the student, the lockers are in the school building and are the property and concern of the school district. School officials may search student lockers if they are thought to contain stolen property, hazardous materials or illegal substances. Locker inspections are conducted periodically during the school year. These inspections are generally for the purpose of insuring that lockers are clean and well kept. Students will be present when their lockers are being inspected.

## **WEAPONS**

Weapons or ammunition are not allowed on school grounds or at school activities with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the Principal.

*Students bringing a firearm to school shall be expelled for not less than twelve months and will be referred to law enforcement authorities. The term “firearm” includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poisonous gas. (Board Policy 502.6)*

## **ILLNESS AT SCHOOL & SCHOOL NURSE**

A school nurse is here on Monday through Friday from 8:00 A.M. to 3:30 P.M. In case of an accident or illness at school, parents or emergency contacts will be notified. If a student becomes ill during the school day, that student must see the nurse before being excused from school.

## **INJURY**

In case of a student injury, students should notify the supervising teacher or coach, as well as the Principal’s office as soon as possible.

## **ABUSE BY SCHOOL EMPLOYEES**

Any student who feels he or she has been the victim of abuse at the hand of any school district employee shall report the alleged abuse to Cheryl Rohrbeck (Level I Investigator) 659-3863 or Mary Ann Borkowski at 659-3411.

## **ANTI-BULLYING/HARASSMENT (Board Policy 104)**

The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by 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 preference, political belief, socioeconomic status, or familial status.

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

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

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

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

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal or guidance counselor or designee will be responsible for handling all complaints by students alleging bullying or harassment. Student who feel they have been bullied or harassed need to notify school officials. The following complaint form is available from the high school office, elementary office, guidance office and central office.

### **Anti-Bullying/Harassment Complaint Form – See Appendix A**

### **SCHOOL BUS RIDING PROCEDURES**

Students riding regular route buses are expected to follow rules and directions of the driver. All students are expected to practice appropriate behavior and courtesy toward drivers and other students while on or around school buses. Any student creating a discipline problem on or around buses will lose the privilege of riding buses.

Students participating in extra-curricular activities are expected to ride the bus with the team or other participants, as per the policy of coaches and sponsors. Parents may take a student home from an activity, but only with a signed note given to the coach or activity director. Students may not drive themselves - an exception to this rule may be granted by the Principal for highly unusual circumstances.

The district has three regular bus routes. Elementary students must present a written note from their parent to the high school office when they wish to ride the bus if they do not normally ride, or if they wish to ride on a different bus than normal. The office will then prepare a permission slip, which the student gives to the bus driver. **Phone calls will only be accepted in cases of extreme emergency.**

### **DIGITAL VIDEO RECORDERS (DVR) ON BUSES**

The Glidden-Ralston Board of Directors has authorized the use of digital video recorders on school buses. The recorders will be used to monitor student behavior to maintain order on the school buses and promote a safe

environment. Students and parents are hereby notified that the content of the recorders may be used in a student disciplinary proceeding. The content of recorders are confidential student records. Recordings will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration.

### **REGULATIONS GOVERNING STUDENT BEHAVIOR ON SCHOOL BUSES**

1. Students are under the authority of the bus driver.
2. Students shall be on time for the bus both morning and evening.
3. Students shall remain seated while the bus is in motion.
4. Students shall not extend their hands, arms, or head through the bus windows nor throw objects about in the bus or through the windows.
5. Students shall converse in normal tones; loud or vulgar language is prohibited. When the bus is crossing a railroad track all conversation must stop until the bus has crossed the tracks.
6. Students shall request permission of the driver to open bus windows.
7. Students shall keep the bus clean, and refrain from damaging it.
8. Students shall be courteous to the driver, to the fellow pupils and to passers-by.
9. Students shall enter and leave the bus at the school loading stations and at highway bus stops in an orderly fashion and in accordance with instructions.
10. Students shall refrain from crowding or pushing.
11. Students shall refrain from talking to the driver while the bus is in motion.
12. Each student shall go directly to his or her seat upon entering the bus.
13. Roughhousing on the bus is prohibited.
14. Students shall keep feet off the seats.
15. Students shall keep sharp objects off the upholstery.
16. Books and other property stowed out of the way, and the aisle must be clear at all time.
17. Shooting paper wads or throwing other materials in the bus is not permissible.
18. Students shall avoid playing or loitering on the highway when waiting for a bus.
19. All students shall be received and discharged from the right front entrance of every school bus and if pupils must cross the highway, they shall be required to pass in front of the bus, look in both directions, and proceed to cross the highway only on a signal from the bus driver.
20. Students may not consume food or drink on the bus.
21. That student will pay for damages to the bus as a result of the student's misconduct.

### **MEMORIAL GARDEN RULES**

The Memorial Garden is place for students, staff and the community to enjoy. Student rules for the Memorial Garden:

1. Students are not allowed in the Memorial Garden without staff supervision.
2. Students should behave in a respectful manner. This includes picking up all trash and staying out of the flower garden.
3. At no time will students be allowed to throw or kick rocks.
4. 7-12 students may not play on the playground equipment during their lunch period.
5. Once students go outside they are required to stay outside until the supervisor lets them go back inside the building.

Violation of these rules will result in loss of privileges for everyone.

### **CARE OF SCHOOL PROPERTY**

School property does not belong to any one student. It is paid for by people in the community and used by hundreds of students. Consequently it is an absolute necessity that all students respect this shared property and take pride in its maintenance. A conscious effort must be made by all students to dispose of waste paper and gum properly, and exercise care not to scratch or mar tables and writing surfaces. Any student who is responsible for

writing on walls, restrooms, desk tops, classroom walls, including destroying school property may be suspended from classes for one to three days including having to pay for damages.

### **STUDENT CONDUCT**

Students who choose to behave in a manner contrary to our standard of student conduct must understand that they also choose the disciplinary action that will result. Teachers and administrators do not give students disciplinary action; students elect it by their choice of behavior. Classroom time is very valuable. Classroom instruction is perhaps the most important function of our school. No student behavior that disrupts the classroom so as to keep the teacher from teaching or other students from learning can be tolerated. No student behavior in the hallways, lunchroom, or other areas that interferes with classes or is otherwise noisy, disorderly, or destructive will be accepted.

### **CONDUCT AT ACTIVITIES**

Student conduct at ball games, concerts and plays can be a problem but with your cooperation this can be resolved. While an activity is in progress, the student is to be seated and **watching** the event. Special seating is used for basketball and football games. Students who do not behave properly will be prohibited from attending future activities.

### **OBJECTIVES FOR EQUAL EDUCATIONAL OPPORTUNITIES FOR STUDENTS**

It is the goal of the board to develop a healthy social, intellectual, emotional, and physical self-concept in the students enrolled in the school district. Each student attending school will have the opportunity to use it and its education program and services as a means for self-improvement and individual growth. In so doing, the students are expected to conduct themselves in a manner that assures each student the same opportunity.

The board supports the delivery of the education program and services to students free of discrimination on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. This concept of equal educational opportunity serves as a guide for the board and employees in making decisions relating to school district facilities, employment, and selection of educational materials, equipment, curriculum and regulations affecting students.

In the delivery of the education program, students shall treat the employees with respect and students will receive the same in return. Employees have the best interests of the students in mind and will assist them in school-related or personal, with the guidance counselor or other employees.

Board policies, rules and regulations affect 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.

Inquires by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, shall be directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Glidden-Ralston Community School District, Glidden, Iowa 51443; or by telephoning 712-659-3411.

Inquires by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, 10220 N. Executive Hill Blvd., 8th Floor, Kansas City, MO. 64153-1367, (816) 891-8156 or Iowa Department of Education, Grimes State Office Building, Des Moines, IA (515) 281-5294. This inquiry or complaint to the federal or state office may be done instead of, or

in addition to, an inquiry or complaint at the local level. Further information and copies of the procedures for filing a complaint are available in the school district's central administration office.

### **Statement of Non-Discrimination**

*The Glidden-Ralston Community School District does not discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices.*

The District strives to create a supportive environment for its students. Discrimination, harassment, and bullying of students for any reason, including on the basis of gender identity and/or sexual orientation are prohibited by state law and District policy. Students who believe they have experienced or witnessed discrimination, bullying, or harassment should file or make an internal complaint as stated in the Bullying/ Harassment policy.

### **Definitions**

1. Gender identity: A person's gender-related identity, which may be the same as or different from the person's sex assigned at birth.
2. Cisgender: an adjective describing a person whose gender identity corresponds with their sex assigned at birth.
3. Transgender: an umbrella term used to describe a person whose gender identity or gender expression is different from that traditionally associated with the assigned sex at birth.
4. Transition: the process in which transgender individuals begin asserting the sex that assigns to their gender identity, rather than the sex assigned at birth.
5. Sexual orientation: an individual's enduring pattern of physical, romantic, emotional, aesthetic, or other attraction to another person. Sexual orientation is not the same as gender identity.

### **Privacy**

In accordance with the Family Educational Rights and Privacy Act (FERPA), only those District employees with a legitimate educational interest are permitted to access a student's records. Absent consent from the parent or adult student (18 years or older), information contained in a student's records, including information regarding a student's transgender status may only be disclosed under the limited circumstances set forth in FERPA.

Students have the ability to discuss and express their gender identity openly and decide when, with whom, and how much of their private information to share with others. Schools should work closely with the student and parent(s)/guardian(s) to devise an appropriate plan regarding the confidentiality of the student's gender identity.



### **Requesting Support**

The District recognizes that it is a highly personal decision for a student to determine whether they identify with a different gender than their sex assigned at birth. Students are encouraged to speak with a building administrator or guidance counselor if they need support or accommodations at school.

In some cases, transgender students may not want their parents to know about their transgender status. These situations must be addressed on a case-by-case basis and will require schools to balance the goal of supporting the student with the requirement that parents be kept informed about their children. The paramount consideration for school officials in such situations will be the health and safety of the student.

### **Student Names and Pronouns**

Every student is entitled to be addressed by the name and pronoun that correspond to the student's gender identity that is consistently asserted at school. Students are not required to obtain parental consent or a court-ordered name or gender change as a prerequisite to being addressed by the name and pronoun that correspond to their gender identity. Teachers and school staff should be made aware of and honor a student's request to be referred to by the name and gender that correspond to their gender identity.

### **District-Maintained Records**

The District may be required to maintain certain records including the student's name and sex assigned at birth (including, but not limited to, the student's permanent record). These records will only be maintained and used as required by law, policy, or rule, and will only be disclosed in accordance with such law, policy, or rule.

Any student, regardless of gender identity, must file appropriate court documents to get their legal name changed in their permanent record. Under the Family Educational Rights and Privacy Act ("FERPA"), a parent or eligible student may ask to have the student's education records amended if they are inaccurate, misleading, or in violation of a student's privacy rights. The District will respond to requests to amend information in student records for transgender students consistent with how other students' records are amended.

Other than documents where the student's name and sex assigned at birth are required to be listed, any reference to the student's name and gender should match the gender identity of the student.

Student "directory information," as defined by FERPA, is information that may generally be disclosed without prior consent from the parent or eligible student. Directory information is defined by District policy and families must receive notice each year of their rights under FERPA. Directory information shall not be used by the District in any way that intrudes on the privacy interests of students with respect to gender identity.

### **Restrooms and Locker Rooms**

Administrators should discuss options available to the student and parent(s), including the use of the restroom or locker room of the gender with which the student identifies. While open discussions about safety, comfort-levels, and other situations are helpful, the student should be allowed to use the facility that corresponds to the student's gender identity. Students, including but not limited to transgender students, who are uncomfortable using a restroom deemed available for a particular gender should be provided with a safe alternative, such as a gender-neutral restroom or one that is available in the nurse's office. Transgender students will not be required to use a separate or single-use facility if they do not voluntarily wish to do so.

In locker rooms that involve undressing in front of others, any student who voluntarily wishes to have additional privacy, regardless of that student's sex or gender identity, will be provided with an accommodation that best meets the needs and privacy concerns of that student. These accommodations may include, but are not limited to:

1. Use of a private area in the public area such as a bathroom stall, an area separated by a curtain, or a nurse's or PE instructor's office.
2. A separate changing schedule, before or after other students use the facility.

### **Extra-Curricular Activities and Interscholastic Sports**

The District encourages participation in District-sponsored activities for all students regardless of their gender identity or expression. Participation in interscholastic sports may be subject to the rules and requirements of the Iowa High School Athletic Association and/or the Iowa Girls High School Athletic Union. Participation in competitive athletic activities and contact sports will be determined on a case-by-case basis by a team consisting of the school administration and Activities Director of the school.

### **Physical Education/Gym Class**

Transgender students shall not be denied the opportunity to participate in physical education, nor shall they be forced to have physical education outside of the regularly scheduled class time. In general, students should be permitted to participate in gender-segregated recreational gym and physical education classes in accordance with their gender identity.

### **Student Dress**

Students are allowed to dress in clothing consistent with their gender identity, including at school-sponsored events (e.g., Prom).

### **Notification**

Each building Principal or designee is responsible for ensuring that school staff and students are familiar with these guidelines

### **Questions/Inquiries**

Inquires by students regarding compliance with equal educational opportunity and affirmative action laws

and policies, including but not limited to complaints of discrimination shall be directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Glidden-Ralston Community School District, Glidden, Iowa 51443; or by telephoning 712-659-3411. Inquires by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, 10220 N. Executive Hill Blvd., 8th Floor, Kansas City, MO. 64153-1367, (816) 891-8156 or Iowa Department of Education, Grimes State Office Building, Des Moines, IA (515) 281-5294. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level. Further information and copies of the procedures for filing a complaint are available in the school district's central administration office.

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### **JURISDICTIONAL STATEMENT**

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules, and regulations are in effect 12 months a year. A violation of school district policy, rule or regulation may result in disciplinary action and may affect a student's eligibility to participate in extra curricular activities whether the violation occurred while school was in session and/or while school was not in session.

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

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

## ***K-6 PARENT and STUDENT HANDBOOK***

### **POSITIVE BEHAVIOR INTERVENTION SUPPORT**

Glidden-Ralston Elementary is a PBIS (Positive Behavioral Interventions and Supports School) Our goal is to implement evidence based behavioral practices that teach and encourage positive behaviors and proper social skills. Our students strive to be responsible, be respectful, and be safe.

### **SCHOOL HOURS**

The school day for grades K-6 runs from 8:10 A.M. to 3:25 P.M. Students are not to arrive at school before 7:30. There is a before school program available in the elementary media center (EMC) from 7:30-8:00 AM. Students

arriving before 8:05 must report to the EMC. Breakfast is served from 7:40-8:00 AM. Class dismissal times start at 3:25 and all students are dismissed by 3:30 P.M. Upon dismissal, bus students will board their bus immediately and stay on that bus. Town students shall go directly home.

### **EXCUSED AND UNEXCUSED ABSENCES AND TARDIES**

Regular attendance in class is one of the highest priorities of the Glidden-Ralston school district. The interaction and activity that result from classroom instruction are a substantial part of the educational experience.

Excused absences are those for reasons such as illness, attending funerals of the immediate family, doctor or dental appointments. Unexcused absences and/or truancy will result in disciplinary action. Students that wish to participate/attend an extracurricular event must attend all scheduled classes on that day. (An exception to this rule may be granted by the Principal for highly unusual circumstances.) We strongly encourage you to schedule doctor and dental appointments during non-school hours.

### **STUDENT ABDUCTION**

School officials will make every attempt to prevent student abduction. Because of possible abductions and for the safety of your children, we **must** have a phone call to the attendance office (659-2205) by 8:45 if your child will not be in school. Parents may leave a message on our answering machine any time outside of regular school hours. If we do not receive a call by this time and your child is reported absent, we will call you (or a party designated by you). If your child is to be picked up anytime during the day or after school by anyone other than the following: (parents; legal guardian or custodial parent) we must be notified in writing.

### **CONTAGIOUS DISEASES**

After a child has been out of school with a contagious disease, it will be necessary for the child to present a slip from a doctor stating that the child is completely over the illness and will not transmit it to others.

### **ACADEMICS**

A reasonable amount of homework can be expected at most grade levels, and the student should do the homework with as little help from the parents as possible.

### **STUDENT REPORT CARDS**

Report cards will be issued each quarter to grades K-6. K-3 report cards need to be signed and returned to the homeroom teacher as soon as possible. Grades 4-6 will also receive mid-term grades

### **PARENT TEACHER CONFERENCES**

Parent Teacher conferences will be scheduled twice a year. You will receive a letter indicating the time and date of your conference. We have always had a high percentage of participation and encourage you to maintain this status. If you have questions at anytime do not hesitate to call.

### **DISCIPLINE**

To maintain an orderly and efficient school, it is important that students are well disciplined and mannerly. We appreciate the cooperation you have given us in the past and are sure this fine spirit will continue. You will be notified if your child has serious or ongoing discipline problems.

### **MP3 PLAYERS, CARDS, CELL PHONES AND GAMES**

Since students' primary responsibility during the school day is to study, any device or item that distracts students from that purpose will not be permitted. Therefore, MP 3 players, cards, cell phones and games not belonging to the school district may be confiscated and kept in the office until the end of the day. Parents may be asked to come to pick up the confiscated items. **Any student caught using their cell phone during school hours will be issued a detention.**

To protect privacy, electronic communication devices such as cellular picture phones or any similar electronic communication devices shall not be used in restrooms, locker rooms, dressing rooms, or other similar situations or locations at any time.

### **DRESS CODE**

Students are expected to come to school clean and dressed in a manner, which is accepted as being in good taste and consistent with an attitude and atmosphere that is conducive to learning. Dress that is unduly immodest (spaghetti straps, low cut blouses, short-shorts), distracting or vulgar will not be accepted. We do insist that shoes be worn. Coats and hats are not to be worn other than during recess periods.

### **PHYSICAL EDUCATION CLOTHES/SHOES**

The physical education instructor will inform the students at the beginning of the year on what clothes will be necessary. Students in grades K-6 will need tennis shoes to be used in the gym and that are to be left here at the school. Valuables are to be given to the physical education instructor at the beginning of the period for safekeeping. Lockers are provided for the upper grades and those who properly put their personal items away will not have any problems.

### **LOST CLOTHES AND MISCELLANEOUS ARTICLES**

Each year we amass an amazing amount of “lost” articles and other articles with no names on them and no one seems to want to claim these items. If your child is missing something, give us a call. We may have it.

### **MONEY**

The only need a student has for money at school would be to pay for breakfast/lunch.

### **LUNCH**

Payment for meals will be made in the central office from 8:00 A.M. to 9:00 A.M. Students in grades K-6 will give their money to their homeroom teacher and this will be forwarded to the central office. You may send any amount. The money is recorded in the lunch accounting system and each meal is deducted from the individual child’s account

### **WELLNESS POLICY**

The Glidden-Ralston Community School District participates in the national hot lunch program administered by the Federal government. As part of the program we are required to have a wellness and nutrition policy with guidelines for food and beverage items available at school. The policy has specific guidelines for foods that are allowed for snacks, birthday parties, sack lunches etc. Pop and candy will not be allowed in the lunchroom during lunch. Students bringing their lunch from home may purchase milk or juice in the lunchroom or bring a beverage other than pop with them from home. The Glidden-Ralston policy is available on the web page or we will send you a copy in the mail at your request. We also have available a student and parent handbook with guidelines. Please make yourself aware of these guidelines

### **ROOM PARTIES**

Room parties will be limited to the following occasions: Halloween, Christmas, Valentine’s Day and the end of the school year. Committees are usually formed to provide treats for these occasions. Please refer to the Team Nutrition Handbook with information and ideas for snacks and healthy party ideas. We do allow students to bring birthday treats if they wish. **Please be aware of food allergies in your child’s classroom. Remember that home-baked goods are no longer acceptable classroom treats.** The district requires pre-packaged snacks for the safety of all students.

If birthday party or other invitations are brought to school to be distributed, every girl or every boy or every child in the classroom MUST be included in the invitation.

## **RECESS**

Daily recesses are held throughout the winter months. Please be sure your child is dressed appropriately for the winter weather. Every child will need boots, hats, snow pants and mittens at recess time. Please label your child's cold weather clothes, including mittens and gloves.

K-3 children have recess three times a day, for a total of 60 minutes. 4th - 6th grader students have recess two times a day for a total of 30 minutes. All children participate.

## **STUDENT VISITORS**

Student Visitors will only be allowed with permission from the Administration.

## **ANIMALS/PETS**

Occasionally students have requested to bring a pet or small animal to school. Prior permission must be obtained from the classroom teacher and in most cases we will try to arrange a site outside the building before any animal will be allowed in the school.

## **CLASSROOM RULES**

### **K-3 Classroom Rules**

1. Follow directions the first time given.
2. Keep hands, feet, and objects to yourself.
3. Raise hand to be recognized before talking.
4. Use a calm soft voice in the building.
5. No teasing, name calling, or inappropriate language.
6. Return and stay in your seat after recess and lunch.

### **4th - 6th grade classroom rules**

1. Follow directions the first time they are given.
2. Keep hands, feet and objects to yourself.
3. Raise your hand to be recognized before talking.
4. Use a calm, soft voice in the building.
5. No teasing, name calling, or inappropriate language.
6. All assignments are to be completed and handed in on time.
7. Come to class prepared and ready to work.

## **PLAYGROUND RULES**

1. There is to be NO rock throwing, snowball throwing, baseball playing, skates, or skateboards on the playground at any time.
2. Students are not to be allowed to run back and forth into the building during playground periods.
3. Students are not to play in the area West of the main building at any time. Elementary principal will grant exceptions only.
4. No guns of any kind will be permitted (toy guns, water guns, etc.).
5. Students are not to be allowed to play contact games such as tackle football. Any form of roughhousing is prohibited.
6. Basketballs only on the tennis court.
7. Students are not to go down slides except in the correct accepted position. No sliding down backwards, head first, etc.
8. The question of whether coats are to be worn on the playground during a recess period shall be at the discretion of the playground supervisor.

## **7-12 STUDENT HANDBOOK**

### **STUDENT DRESS**

There is a strong connection between academic performance, students' appearance and students' conduct. Students are expected to come to school looking clean and neat, dressed in a manner, which is accepted as being in good taste and consistent with an attitude and atmosphere that is conducive to study, and learning. Dress that is unduly immodest, distracting or vulgar will not be accepted.

1. Clothing with vulgar writing or "double meaning" messages will not be tolerated.
2. Shirts or clothing advertising alcoholic beverages or tobacco will not be worn at school.
3. If shorts are worn, briefly cut shorts may not be worn.
4. While plain white tee shirts may be worn to school, they may not be autographed at school or worn to school after having been autographed by other school students.
5. Spaghetti strapped shirts or dresses, *low cut shirts and dresses*, *halter-tops*, and "muscle shirts" will not be acceptable. This would include basketball practice jerseys. Bare midriiffs will not be acceptable.
6. Clothes with big holes or tears will be mended immediately or not worn at all.
7. Hats may not be worn in the building during the school day. Coats may not be worn in a classroom without permission of the teacher.
8. Undergarments should not be visible when wearing any type of clothing
9. Leggings & Yoga Pants can be worn with proper discretion. A shirt, sweater, or sweatshirt should be worn over the top, long enough to show proper discretion.

Any student violating the above guidelines will be subject to disciplinary action which will include: First offense warning and change of clothes, second offense detention after school in the high school office and change of clothes, third offense-2 detentions and change of clothes.

### **ASSEMBLIES**

All assemblies are scheduled for some purpose and benefit to the student body. Courtesy and respect are expected from all students at assemblies. Any student may elect to report to the office in lieu of most scheduled assemblies. Students may not be in any other part of the building nor may they leave the building during assemblies.

### **WATER BOTTLES**

Students will be allowed to have a clear or translucent water bottle with them in the hallways and classrooms.

### **WEAPONS**

The possession or use of weapons, whether manufactured or homemade, real or simulated, is prohibited at school, on school grounds, or school buses or at school activities. This includes firearms, ammunition, and knives of any kind, regardless of their size or the purpose for which they are designed. School Board policy calls for students found in possession of a weapon to be subject to disciplinary action, which would include suspension or expulsion.

Federal law mandates an expulsion of one calendar year for students who possess or use weapons at school, on school grounds, on buses or at school.

### **CELL PHONES**

Cell phone use is prohibited during class time. Use is interpreted as using any cell phone function or feature, not just sending or receiving of calls or text messages. Students may NOT get a pass out of class to use their cell phone. Teachers may chose to have students place their cell phones in an assigned location in the classroom.

Cell phone use will be permitted during passing time, resource room (no calling), and lunch, although all cell phones must be on silent mode only.

Any inappropriate use of cell phones, including but not limited to, inappropriate photographs, inappropriate text messages, and recording/video taping will result in confiscation of the phone; further consequences include possible police referral. **Obviously, usage in bathrooms and locker rooms is prohibited, as per Board of Education policy.**

Students bring electronic devices at their own risk. Glidden- Ralston Community School, its faculty and staff are NOT responsible for any damaged, missing, or stolen cell phones or electronic device. If a student has a cell phone or electronic device and it is damaged or stolen, the school will NOT utilize administrative time to investigate the incident, nor will the district take any financial responsibility for the electronic device, cell phone or cell phone chargers.

### **BOOK BAGS/BACK PACKS/LARGE PURSES**

Students are not allowed to carry a book bag, backpack or large purse from classroom to classroom. Students may bring a book bag, backpack or large purse to school but it must be left inside the locker during the school day.

### **VISITORS**

Students may not bring guests or visitors to accompany them through the school day. The exception to this will be former Glidden-Ralston students who may wish to visit some classes for part of the day or any other visitor with pre-approval.

Parents are encouraged to play an active role in the education of their children. Any parent wishing to visit a class of his/her son/daughter should notify the teacher and the office, allowing them to make plans to accommodate the visit.

### **CANDY**

Gum chewing is a privilege at Glidden-Ralston. Careless disposal of gum presents sanitation and cleaning problems and will result in the loss of this privilege. Suckers, candy, pop, etc. will not be allowed in the hallways. Continued abuse will result in the vending machines being turned off for a designated period of time. **Chewing gum in carpeted areas is prohibited**

### **VENDING MACHINES**

Food or beverages from vending machines cannot be taken into classrooms other than those designated as acceptable or to student lockers. Failure to follow these general rules will result in a loss of access. Students must dispose of bottles and food wrappers properly. If any such items are found littered in the hallways, lunchrooms, or classrooms the machines will be turned off.

### **DAILY BULLETIN**

Announcements will be sent via school email. Students are expected to check daily for announcements.

### **THREATS/THREATS OF VIOLENCE**



All threats of violence, whether oral, written, or symbolic, against students, staff, and visitors or to school facilities, are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school. Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion. The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior: the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the student and his or her parent(s) or guardian(s) in the investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source. All threats will be taken seriously and will be turned over to the police when deemed necessary by School Administration

**CREDITS/COURSE COMPLETION**

Students must successfully complete the courses required by the board of Iowa Department of Education in order to graduate. It shall be the responsibility of the Superintendent or designee to ensure that high school students complete 64 credits prior to graduation. The following credits will be required:

Language Arts	8 credits
Science	6 credits
Math	6 credits
Social Studies	6 credits
Physical Education	4 credits
21st Century Skills	1 credit
Electives	<u>33 credits</u>
	<b>64 Total</b>

1. Students must carry a minimum of 4.0 credits each term. Credit will be given only for those subjects and activities taken during the academic day.
2. Eight academic courses must be taken each semester unless in band and choir. Then, only 6 academic courses must be taken each semester.
3. Instrumental music and vocal music both carry .50 credits per semester.
4. The board will review the required course of study annually.
5. Graduation requirements for special education students will be in accordance with the prescribed course of study as described in the Individual Education Plan (IEP). Prior to the special education student's graduation, the IEP team shall determine whether the graduation requirements have been met.

**GENERAL GRADUATION INFORMATION**

1. To pass a course a student must satisfactorily complete all the requirements of the course. These requirements include regular attendance, class participation, as well as assigned schoolwork. If the teacher believes part of the course is essential to fulfilling all the requirements in order to pass the course, then incomplete assignments may cause failure for the entire course, even if the student has an above average grade for the course up to that point of time.
2. All students must take and pass physical education unless excused by a licensed physician and/or meet any waivers granted by the Department of Education. Students who miss physical education will be expected to make-up work for this class as he/she would for any other class.
3. To graduate from the Glidden-Ralston Community School District, you are required to pass 62 credits, 28 of which are required.
4. All fines, fees, and dues paid.

## **EARLY GRADUATION**

Generally, students will be required to complete the necessary course work and graduate from high school at the end of the grade twelve. Students may graduate prior to this time if they meet the minimum, previously stated, graduation requirements. **An early graduation request form must be filled out and returned to the high school principal by November 1.** A student who graduates early will no longer be considered a student and will become an alumnus of the school district. However, the student who graduates early will be invited to participate in commencement exercises.

## **POST SECONDARY ENROLLMENT OPTIONS (PSEO)**

The Post Secondary Enrollment Option provides dual credit course work completed off campus. Juniors, seniors, and TAG identified freshman and sophomores are eligible to take PSEO classes. The following restrictions apply:

1. Includes only courses that are not offered by the school where student attends.
2. Does not include religious or sectarian classes.
3. All appropriate forms must be completed and submitted to the counselor.

PSEO course grades and credits will apply to the student's grade point average and earned credits. See Mrs. Rohrbeck if interested in PSEO classes.

## **DMACC CLASS REQUIREMENTS**

Students must meet the following requirements before they can take any DMACC class or online class. **Students must be proficient on the Reading, Math and Science tests on the Iowa Assessments.**

Academic classes (*Examples include: Calculus, Physics, Chemistry, Psychology*) Student must be proficient in Reading, Math and Science on the ITED as stated above. In addition to the proficiency requirement above, DMACC recommends students enrolling have at least a 3.5 G.P.A. or a 21 ACT.

Vocational classes (*Examples include: Electricity, Construction, Auto, CNA, Health Careers*) If the student does not meet the proficiency requirements above and the student plans to go into the vocational area in the future, the student may request an admittance review meeting. The admittance review will consist of a meeting involving the principal, counselor and student where a review of the student's transcript, standardized tests, attendance, and behavior reports will take place. A decision concerning admittance will follow. In order for a student to be admitted into the Construction class at DMACC, they must first have taken 9th grade shop (General Industrial Arts) and 10th grade shop (Woodworking).

## **DMACC ONLINE CLASSES**

1. DMACC requires students to have a 3.5 GPA or 21 ACT to enroll in an online class.
2. Juniors may register for one online course per semester. Seniors may register for two online courses per semester.

## **AP ONLINE CLASSES (See Mrs. Rohrbeck)**

## **HEALTH EDUCATION**

(Glidden-Ralston Policy Reference Manual Code No.603.5)

Students in grade levels one through twelve shall receive, as part of their health education, instruction about personal health; food and nutrition; environmental health; safety and survival skills; consumer health; family life; human growth and development; substance abuse and non-use, including the effects of alcohol, tobacco, drugs and poisons on the human body; human sexuality; self-esteem; stress management; interpersonal relationships; emotional and social health; health resources; prevention and control of disease; communicable diseases, including sexually transmitted diseases and acquired immune deficiency syndrome; and current crucial health issues. The purpose of the health education program is to help each student protect, improve and maintain physical, emotional and social well-being. The areas stated above shall be included in health education and the instruction shall be adapted to each grade level to aid understanding by the students.

Parents who object to health education instruction in human growth and development may file a written request that the student be excused from the instruction. The written request shall include a proposed alternate activity or study acceptable to the superintendent. The superintendent shall have the final authority to determine the alternate activity or study.

### **PROGRESS REPORTS/ACADEMIC CONTRACTS**

While it is the ultimate charge of the student to know his/her academic status in a class, Glidden-Ralston also has the philosophy of keeping parents informed of their son's or daughter's progress in all academic classes.

Progress reports will be sent home to parents at regular times throughout the school year. Parents may login to the Infinite Campus parent portal to review grades at any time. For those students that may be struggling in a particular class, teachers may place a student on an academic contract for additional help. This extra time may be before school, during school, and/or after school.

### **HONOR ROLL**

1. All academic subjects will be counted
2. There will be an honor roll for each nine-week period and each semester.
3. In order to be a member of the Wildcat Club, a student must earn a grade point average of 3.5 or better on a 4.0 scale. All students with an earned grade-point average of 3.0 on a 4.0 scale will be named to the Honor Roll.

### **ACADEMIC LETTER RECOGNITION**

The academic letter will be awarded on a minimum of two semesters' performance. Letters will be awarded at the fall awards assembly with the exception of senior awards, which will be presented at commencement.

#### **Lettering Standards:**

Freshmen (2 semesters) - cumulative G.P.A. of 3.600

Sophomores (4 semesters) - cumulative G.P.A. of 3.600

Juniors (6 semesters) - cumulative G.P.A. of 3.500

Seniors (8 semesters) - cumulative G.P.A. of 3.500

OR: Any student earning a G.P.A. of 3.600 or better in a given year regardless of his/her cumulative G.P.A.

Once a student has attained the required G.P.A. as listed above, he or she must achieve at least a "B: (3.00) average during each intervening semester in order to letter again in addition to meeting the cumulative G.P.A. standard. First time academic letter-winners would receive a "letter" if they had not already earned one in another manner. The first and each succeeding time an academic letter is earned, the student will receive an academic pin/bar that can be attached to the letter.

### **GRADING SCALE**

All teachers in grades 4-12 will use the following scale:

96-100 = A

93-95 = A-

90-92 = B+

87-89 = B

84-86 = B-

81-83 = C+

78-80 = C

75-77 = C-

72-74 = D+

69-71 = D

66-68 = D-  
50-65 = F

## **ATTENDANCE**

Regular attendance in classes is one of the highest priorities of the Glidden-Ralston Schools. The interaction and activity that result from classroom instruction are a substantial part of the educational experience of any class. You can only hope to do your best in class by being in attendance.

The following absences will be excused, providing the excuse has been provided by the parent or guardian in advance of the absence, or at the time of personal illness:

1. Personal illness
2. Family death or emergency
3. Medical appointments that must be made during school time.
4. Court appearance if a summons or subpoena has been issued by the court and the clerk of the Magistrate Court validates the appearance.
5. College visits with the recommendation of the counselor (see page sixteen for allowable number).
6. Family trips and other extended absences, which can be justified from an educational standpoint. The Principal must approve these absences in advance and arrangements made with each teacher involved for the make-up of work to be missed.
7. School initiated absence (no parent excuse required)
8. State level tournament games or sessions in which Glidden-Ralston students are participating or in which the students have participated in during the school year.

The following absences are examples of unexcused absences:

1. Any absence not properly excused before the occurrence, or at the time in the case of personal illness.
2. Leaving the building during the day without parental excuse and authorization of the office.
3. Haircuts
4. Oversleeping
5. Car trouble (a parental call will help determine if this absence or tardy is excused or unexcused with the final determination being made by the administrator)
6. Shopping trips
7. Senior pictures
8. Hunting (unless it is a planned family vacation away from this area that can not be scheduled at another time).

Students who wish to participate in an extra-curricular event must be in attendance by 9:00 a.m. on that day. (An exception to this rule may be granted by the Principal for highly unusual circumstances such as a family funeral).

## **ABSENTEE PROCEDURES**

### **For illnesses and sudden emergencies:**

On days you are absent, your parent or guardian should telephone the Principal's office @ 659-2205 before 8:30 A.M. It is your responsibility to inform your parent or guardian of the necessity for doing this. It is to be understood that the phone call excuses you only for illness or sudden emergencies, such as sudden death of a member in the immediate family.

### **Other planned absences**

This section applies to absences occurring in the future for which you can provide advanced notification. Excused reasons involve funerals, permission to work at home, doctor or dental appointments, career/college visitations, and family vacations.

Student absences will be counted as excused if and only if all the following steps are taken:

1. Have a parent/guardian call the Principal's office stating when you will be absent, what time of the day (if only part of the day), and the reason for your absence. If the absence is for medical appointments, students are required to verify appointments and times (of appointment and time leaving the office) with an appointment card from that doctor. (The school reserves the right to confirm all appointments).
2. For record keeping purposes, if a student is absent for more hours than he/she is present during a half day, then that student will be counted absent for one-half of the school day.
3. Students attending an extracurricular sporting event during the regular school day. In order to go to this event and have it count as an excused absent the following must occur:
  - The student must have participated in that activity during the season and finished the entire season.
  - A parent note or phone call must be completed in order to notify the office of the absence.

### **Excessive absences**

Adequate class attendance and participation is a requirement for course credit earned and applied toward graduation. The Glidden-Ralston Schools will not grant credit to students who have casual attendance records.

When a student has been absent from school or class six (6) times during a given semester, the parent or guardian will be informed by telephone and mail of the student's absence record. This will be repeated when a student has eight (8) absences in a class. If the absence is unexcused, the parent will be notified after three unexcused absences.

Students wishing to earn academic credit for courses taken at the Glidden-Ralston Schools should not exceed a total of **five (5)** unexcused absences from regularly scheduled classes during a given semester.

After accumulating **five (5)** unexcused absences, the student will not receive credit for the course. However, the student will be encouraged to remain in the class for the remainder of the semester and receive an "audit" grade. An audit grade does not affect the student's cumulative GPA. If the student elects to drop the class and is assigned to a study hall, the student will receive an "F" for the semester, negatively affecting his/her GPA.

### **The following absences will not count toward excessive absences:**

1. A student's absence caused by a suspension will be treated as an administrative absence rather than a voluntary student absence and will not count toward the total of **five (5)** days permitted in this procedure.
2. When a student misses a class because of a school sponsored activity.
3. Some students will become ill for an extended period of time. Extended illnesses with written doctor verification will not count toward the total of the five (5) days limit.
4. None of the above is presumed to be all-inclusive. Unusual situations may arise that will, out of necessity, be judged on an individual basis. A detention must be served for any unexcused absence.

### **MAKE-UP WORK PROCEDURE**

The classroom teacher will determine time allowed for make-up work in each class. It is a general guideline that students are given two days to make up the assignment for each day missed.

### **COLLEGE VISITS**

Students are encouraged to keep college visitations to a minimum. Time missed from school is valuable and should be avoided if possible. The guidance counselor must arrange all visitations in advance in order that he/she may assist you in better utilizing your visit.

The following guidelines will be utilized for college visitations:

1. A student will be allowed one visit their junior year and two visitations their senior year. Any requests for additional visitations must be made in written form to the Principal and counselor.
2. A student who has an individual visitation may attend that visit independently.
3. Group visitation will require at least one parent to attend the visit with the students.

### **TARDINESS**

The only tardiness that will be excused will be that from being detained by another teacher (in which case the detaining teacher will issue a late pass) or because of a late bus.

To provide for those cases where being late is unavoidable, there will be no penalty assessed for the first three instances of tardiness per semester. Three unexcused tardies equals one unexcused absence. These tardies count toward the excessive absence policy. On the fourth tardy and each succeeding tardy up to six, the student will have a forty-minute detention. All subsequent tardies will require a meeting involving the student and Principal before the student is admitted to class. If a student repeatedly is late for class, a teacher may assign a tardy regardless if a student has a pass – this will only be done in extreme cases with adequate data. High school students earning more than 4 tardies will give up their open campus rights.

### **NURSES**

Students wanting to see the nurse need to get a pass from the supervising teacher. If you are in between classes, get a pass from the teacher whose class you will be missing for part of the time. Your Assignment book should be used when obtaining permission to see the nurse. **If the nurse is not in her office, students should return immediately to class.**

### **RESOURCE ROOM RULES**

Resource rooms are a needed opportunity for learning outside the classroom. During resource rooms students have an opportunity to study, work on class assignments, or read for enjoyment. Inappropriate behavior will not be tolerated. The following guidelines will be followed in all resource rooms:

1. Students are expected to bring enough work for the entire period.
2. No talking without time-limited permission from the instructor.
3. Passes will be issued only when deemed a necessity by the instructor.
4. Passes secured from instructors or the counselor prior to the start of resource rooms will be given preferential treatment.
5. A student who returns from a teacher's room after going there on a pass must return with the time and teacher's signature on the pass.
6. All newspapers must be neatly returned to the bookcase at the front of the room. All papers on the floor beside each student must be picked up and disposed of properly.
7. Students are expected to sign out and sign in when leaving study hall.
8. Students should bring a reading book with them to study hall in case all homework is completed before the end of the period.
9. Absolutely no sleeping in study hall.

### **WEIGHT ROOM**

Because of the potential of physical harm, the weight room may only be used when being supervised by an officially authorized staff member or an administratively approved adult community member. You will be denied access for an undetermined time period if you fail to follow this requirement.

### **GYMNASIUM**

Students are required to wear a clean pair of shoes when using the gymnasium. These shoes must be shoes that are clean and different from the shoes worn everyday to school. The shoes do not have to be new.

## **MOTOR VEHICLES**

Students failing to display responsible behavior when driving or parking automobiles, motorcycles, or mopeds on school property will lose the privilege of driving and parking on school property. Use common sense. Driving or parking improperly will result in a \$5.00 fine. Continued abuse will result in the vehicle being towed at the owner's expense. Students are reminded that they are not allowed in or around automobiles during the school day without the permission of a teacher/supervisor. Doing so will result in a minimum of a three day in school suspension.

## **SCHOOL PERMITS**

Students must realize it is up to the discretion of school officials whether a student is violating the proper use of a school permit and school officials may revoke that permit at any time. Students wishing to obtain a school permit must have passed a drivers education course and live at least one mile from the school district. Students living less than one mile from the school may be granted a school permit if the student is participating in an activity that meets daily after school hours throughout the school year. See examples below.

- **Example one:** Student is going to be in a fall activity, a winter activity and a spring activity.... They can receive the permit in the fall.
- **Example two:** Student is not going to be in a fall activity, but will be in a winter activity and a spring activity... they must wait until the winter activity begins to obtain the permit.
- **Example three:** The student will participate in a fall activity, but not a winter activity, but will participate in a spring activity... the student will not be eligible to receive the permit.

## **LEAVING THE BUILDING**

No student shall ever leave the school building or school grounds without first obtaining permission from the Principal's office. If the student is going to run an errand for a teacher, the student should first obtain a written pass from the teacher and then bring the pass to the office for permission from the Principal. Remember, leaving the building without knowledge or permission of the office **will** be regarded as truancy.

## **CAREER REPRESENTATIVES**

Notices of visitations by college representatives will be posted several days in advance of their arrival. If you wish to visit with the college representatives, obtain a pass from the guidance counselor and present it to the teacher before class begins, at least one day in advance. It is understood that your interest in visiting with a career representative is genuine and not just an excuse to skip a class. All work missed in class will have to be made up.

## **GRADE-LEVEL CLASS MEMBERSHIP PRIVILEGES**

The attendance at certain functions provided for students during the year such as the Jr.-Sr. Banquet, Prom, Commencement and Homecoming activities are privileges. If a student wishes to have the privileges of others in his/her grade-level class, then he/she must be a member in good standing. This means that each student should comply with the rules established by the members of his/her class at formal class meetings attended by class sponsors and approved by the Principal. Those privileges can also be denied if the student is suspended from school during the time those activities have been scheduled. Privilege to attend these functions may also be denied for all students, active and non-active for reasons outlined in the extra-curricular participation policy.

Junior high students will not be allowed to attend high school dances, but may schedule junior high dances and/or activities at the discretion of the Principal.

## **CLASS MEETING PROCEDURES**

Prior to having a class meeting, the sponsor or the class president must check with the Principal and the activity calendar to be sure there is no scheduling conflict. A proposed agenda should be drawn up to indicate the purpose of the meeting. Preferably one week's advance notice should be given prior to the scheduled meeting. Note: At least one faculty sponsor must be present when a class meeting is held.

## **CLASS OR ORGANIZATION PURCHASING PROCEDURE**

To make a purchase, a purchase order needs to be obtained from the Principal's office. Before making a purchase, approval must be obtained from both the faculty representative or class sponsor and the Principal. The purchase order needs to be filled out and returned to the Principal's office with the okay and signature of the faculty sponsor. If the merchandise is approved by the faculty sponsor, his/her signature must be on the sales slip. That signed sales slip must be brought to the Principal's office so that payment can be made. The school will not pay any purchase made without proper authorization and the person/organization responsible will assume the costs.

## **STUDENT COUNCIL**

The Student Council has several purposes. First it attempts to foster a spirit of cooperation among students and faculty members. Second, the Council encourages students to be interested and participate in classroom and extra-curricular activities. Third, its role is to promote loyalty, school spirit, and the general welfare of the student body. Finally, participation on the Council benefits members in that it trains them to be leaders for other organizations they will belong to in the future.

## **WORK RELEASE PROGRAM**

Students whose schedules permit may apply for "Work Release" one or two consecutive periods any time in the day during their junior and senior years. Applications are in the high school office and should be returned there. The principal's approval is needed before work release begins. Any academic or conduct problems may result in loss of the work release. Employers are called at various times to evaluate the student's work and to validate attendance. Students may not go to work if they are not in school the full day. Appointments are the exception. Students must maintain a C- average in order to continue with the work release program. Work release will only be considered if STC (School To Career) is not available. This decision will be made by the high school principal.

## **ACADEMIC ELIGIBILITY**

To be eligible for an activity, students participating must

- Be enrolled or dual-enrolled in school;
- Have earned passing grades in all classes the previous quarter/semester;
- For students in athletics, music, or speech activities, be under 20 years of age;
- For students in athletics, music, or speech activities, be enrolled in high school for eight semesters or less;
- For students in athletics, have not been a member of a college squad nor trained with a college squad, nor participated in a college contest nor engaged in that sport professionally;
- 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 shall not be denied eligibility on the basis of scholarship if the student is making adequate progress in the classroom, or as determined by the staffing team towards the goals and objectives on the student's IEP or accommodation plan. To eligible to participate in extra-curricular activities a student must be passing all classes currently taking at the end of the first or third quarter - first or second semester. If a student is failing one or more classes at that time he/she will be declared ineligible for a period of four weeks. (30 calendar days)

Upon serving a four-week (30 school days) ineligible period, the student may become eligible to participate in extra-curricular activities if he/she is receiving passing grades in all classes currently taking (including PE).

It will be the responsibility of the student to have their teachers verify classroom status on the assigned dates and report results to the administration and activity director. Failure to do so will result in continued ineligibility until verification is received. Any student failing second semester will be declared ineligible for 30 calendar days.



## **GOOD CONDUCT POLICY FOR EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES**

To retain eligibility for participation in Glidden-Ralston High School extracurricular and co-curricular activities, (band, choir, all student organizations and clubs), students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community.

Participants in high school activities are in the process of developing their own ideals of right and wrong behavior. Some may make poor decisions. We believe the participant has the sole responsibility to report his/her violation within 72 hours. Violations should be reported to the principal and/or athletic director. Students must also report violations to the coach or activity sponsor. Individuals not reporting violations within the prescribed time period will be subject to a doubling of the ineligibility period.

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

- Possession, use, or purchase of tobacco products, regardless of the student's age;
- Possession, use, or purchase of alcoholic beverages, including beer and wine ("use" includes having the odor of alcohol on one's breath);
- Being in a **car** or in attendance at a function or party where alcohol or drugs are being consumed illegally by minors;
- Possession, use, or purchase of illegal drugs or the unauthorized possession, use, or purchase of otherwise lawful drugs;
- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);

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 or school district, the student shall also be ineligible at Glidden-Ralston.

### **Penalties:**

**Eligibility includes all activities and or public performances. When the administration believes it is more likely than not that the student violated the Good Conduct Rule**, during the school year or summer, the student is subject to a loss of eligibility as follows:

- **First Offense within twelve (12) calendar months** – self report 21 calendar days, non report 42 calendar days of ineligibility
- **Second Offense within twelve (12) calendar months** – self report 42 calendar days, non report 84 calendar days of ineligibility
- **Third Offense within twelve (12) calendar months** – self report 84 calendar days of ineligibility, non report 1 year suspension from activities with a scheduled appearance before the Glidden-Ralston School Board at the next regularly scheduled board meeting at the end of the activity suspension period.

For Example: A student receives a possession charge on June 1, 2000. According to the student handbook, the student has a minimum ineligibility of 21 calendar days. The student must avoid all violations to the Good Conduct Policy for one calendar year to avoid punishment for a second offense (minimum of 42 calendar days). In other words, the student must avoid all violations to the Good Conduct Policy until May 31, 2001 to avoid punishment for the second violation to the Good Conduct Policy. The period of ineligibility attaches immediately upon a

finding of a violation if the student is currently engaged in an extracurricular activity. If the student is not currently engaged in an extracurricular activity, or if the penalty is not completed during the current activity, the penalty will begin or be carried over to the time the student seeks to go out for the next activity or contest. 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.

If a student who is in violation of the good conduct policy has not previously participated in the sport in season during the ineligibility period, the ineligibility time period will be applied during the student's usually participated in activity, i.e. participated the previous season. An ineligible student shall attend all practices or rehearsals, but may neither "suit up" nor perform/participate. If a student drops out of an activity prior to completion of the period of ineligibility, the penalty or remainder of the penalty will attach when the student next seeks to go out for an activity.

### **Reduction in Penalty:**

Evaluation and Treatment: A student who has a second violation of the alcohol or drug provisions of the Good Conduct Rule may elect to seek an evaluation and, if recommended, treatment from a recognized substance abuse facility at the student's or student's parent/guardian's expense. If the student seeks the evaluation and agrees to waive confidentiality to allow the facility to report back to the superintendent or designee regarding recommendations for the treatment or follow-up care, the student's penalty for the second violation may be reduced by two (2) weeks. This reduction is not available for first or third violations.

### **Academic Consequences:**

There will be no academic consequences for violating the Good Conduct Rule unless the violation occurred during school hours or at a school event off school grounds. If such a violation occurs, the superintendent or his/her designee may impose penalties beyond the scope of those identified above.

### **Letters and Awards:**

Students who are ineligible at the conclusion of an activity shall not receive a letter or award for that activity.

### **Appeals:**

Any student who is found by the administration, athletic director, or coach/sponsor to have violated the Good Conduct Rule may appeal this determination to the superintendent by contacting the superintendent within 3 days of being advised of the violation. The penalty will be in effect pending the superintendent's decision.

If the student is still dissatisfied, he or she may appeal to the school board by filing a written appeal with the board secretary at least 24 hours prior to the next 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 appeal to the school board are limited to the following: the student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the Handbook Rule or Board Policy. The penalty will remain in effect pending the outcome of the meeting with the board.

If the school board reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record. Regardless of the outcome of the hearing, parents will be notified as soon as possible.

## **INDIVIDUAL ACTIVITIES TRAINING AND CONDUCT RULES**

The sponsors and coaches will establish training and conduct rules for the activities for which they have been given responsibility. The Principal and Athletic Director will approve these rules. They will be distributed to each participant and their parents at the time the activity commences. Violation of any of these training and conduct

rules may be just cause for eliminating a student from the activity or restricting participation. These rules may exceed the penalties as outlined in the Good Conduct Policy.

### **INJURED STUDENT RETURN TO PARTICIPATION**

Any student who has been injured to the extent that he/she requires the services of a doctor must have a written release from the attending physician in order to return or begin participation in any Glidden-Ralston activity. This release shall be given to the activity director in charge. The activity director will in turn see that the release is given to the school nurse for her review and placement into the student's health record file.

### **NON-SCHOOL TEAM PARTICIPATION**

(State eligibility rule 36.15(7))

A student who is participating in a sport sponsored by a governing organization may not participate in that sport as an individual or a member of a team in an outside school event or on a non-school team during the same season during the same school year, except as provided below. At the conclusion of the school sport season, that is when a school is eliminated from tournament play, a student may then participate on a non-school team without jeopardizing eligibility.

**Exceptions.** Notwithstanding subrule 36.15(7), a student may participate on a non-school softball, baseball or swimming team sponsored by other than a registered governing organization while also participating in the same sport for the school but only with the permission of the school administration.

Nothing in subrule 36.15(7) is to be construed to prohibit a student from participating in events including, but not limited to, the Iowa Games or from trying out for the United States Olympic Team. A student athlete who desires to participate in these or similar events may compete with the knowledge and consent of the applicable governing organization. Penalty. A student who participates in a sport in violation of this subrule shall be ineligible to participate on a school-sponsored team in that sport for 12 calendar months.

### **CLASSROOM CONDUCT**

Teachers are in charge of their classrooms and have complete authority over the students enrolled. Students who disrupt classes keep teachers from doing their jobs effectively and cheat their classmates out of valuable learning time. Any student who is sent to the office from class for disciplinary reasons will be assigned a forty-minute detention. A second removal may result in probation or suspension and a conference involving the student, his or her parents, the teacher and the Principal. A third removal will result in the student's removal from the class and an (F) issued for the class.

### **PUBLIC DISPLAY OF AFFECTION**

The public display of affection between students is not appropriate in the educational setting. Kissing, long embraces, and other similar behaviors do not belong in a school. Repeated violations will result in disciplinary action.

### **FIGHTING**

Fighting will not be tolerated; mature people settle their differences with discussion and compromise. Since it generally takes two to make a fight, those people involved will receive disciplinary measures, which may result in a three day in school suspension.

### **VERBAL ABUSE**

Profane and vulgar language has no place in the school setting. Students using profane and/or vulgar language at any time will be subject to disciplinary action. Students using vulgar and/or profane language toward an employee of the district, or making threats toward a teacher or staff member, will be considered in serious breach of discipline and subject to suspension or expulsion.

## **DETENTION**

Teachers may detain a student for reasons of discipline, grades, or incomplete assignments. All detention assignments will be 40 minutes in length.

All detentions will be served either before school at 7:30 or after school, Monday through Thursday in a designated room. A 7-12 teacher will staff this room. Students will report to this room with adequate study materials. The door will be closed at 3:35 P.M. and opened at 4:15 P.M. Morning detentions may be served with the principal if there is a time constraint, by making arrangements with the principal.

Because detentions are a form of discipline for students and not parents, all students will have ample time to serve an issued detention. Any student failing to report for detention will first have detentions doubled.

## **SCHOOLWIDE BEHAVIOR DETENTIONS**

Students receiving four detentions due to inappropriate behavior during a semester will be issued a three day in school suspension. Subsequent detentions for behavior will result in additional in school suspensions plus loss of privileges.

## **IN-SCHOOL SUSPENSION**

1. The parent will be contacted by phone and/or mail.
2. Full day suspension students will eat lunch in the room in which they are suspended. They may not leave the room.
3. Suspended students will work on schoolwork or read for entertainment. Sleeping will not be tolerated.
4. Students will not be allowed to participate in extracurricular activities on days of the suspension.

## **Out-of-School Suspension**

1. The parent will be contacted by phone and/or mail
2. No extra curricular activities may be attended, nor will a suspended student be allowed in the school building
3. After the third out-of-school suspension, the student will be recommended for expulsion.

## **BREATHALYZER**

The school has purchased a Breathalyzer. All students are subject to a breath test if suspicion warrants. This device will also be used at student activities if the administration so chooses.

## **DISCIPLINARY ACTION**

Three levels of disciplinary action shall be addressed by the administration of the Glidden-Ralston Schools.

**Level 1:** Includes but not limited to public displays of affection, use of profanity, classroom misconduct, and hall violations.

**Recommended Discipline Action, but not limited to: verbal and written reprimands, assignment to detentions.**

**Level 2:** Includes but not limited to SECOND Level 1 violation, VERIFIED use of tobacco, harassment, insubordination, fighting, physical or verbal assault on a student, damage or destruction of school property, illegal trespass on school property, defiance of proper authority, and truancy.

**Recommended Discipline Action, but not limited to: Assignment of detention(s), or suspension for up to five days.**

**Level 3:** Includes but not limited to SECOND Level 2 violation; VERIFIED theft; use, sale, or possession of alcohol or drug substances on school grounds; verbal or physical assault on a staff member.

**Expulsion:** Expulsion is a disciplinary action taken by the school board, which prohibits a student from attending classes and any school activities for the remainder of the school year or up to 12 months at the discretion of the superintendent.

### **COMPUTER RESOURCES POLICY**

Computing and information systems serve a large number and variety of users. All users, in turn, are expected to exercise common sense and decency with regard to the computing resources at Glidden-Ralston. Unacceptable uses of these resources will result in the suspension or revoking of computer usage, as well as discipline and/or monetary consequences. Examples of such unacceptable uses are:

- Using the network for any illegal activity, including violation of copyright or other contracts
- Using the network for financial or commercial gain
- Disrupting equipment or system performance
- Vandalizing the data of another user
- Gaining unauthorized access to resources or entities
- Invading the privacy of individuals
- Using an account owned by another user
- Posting anonymous messages
- Destruction of computer hardware or software
- Using the network to access pornographic material
- Using the network to access restricted sites i.e. social networking sites (myspace, facebook, etc.) Giving out a personal account number/password
- Using the network to access sites advocating violence or the making of instruments used for violence. The only exception would be a classroom assignment, which would be specified by the instructor.

### **Recommended Disciplinary Action:**

First Offense: restriction from school computers for four weeks and assignment of detention(s).

Second Offense: restriction from school computers for eight weeks and assignment of detention(s) or suspension.

Third Offense: Banned from computers for rest of school year and assignment of detention(s) or suspension.

### **SENIOR PRIVILEGES**

Seniors may earn the privilege of open campus during the fourth quarter. This privilege allows seniors to be in attendance only when scheduled classes are in session. To maintain this privilege, a senior must....

1. Achieve grades of not less than a C- (special consideration may be given for students earning less than a C)
2. Report on time for all scheduled classes
  - a. Do not hang around the classroom waiting for class to begin.
  - b. As you enter the building-remember people are studying. Be quiet as you walk through the building.
3. Completed 15 hours of community service

### **Loss of Senior Privileges will occur if**

- Students have earned lower than C-. This will be checked at each of the Tri-terms:
- A student receives a tardy-3 weeks from the time of the tardy
- A student receives a behavior detention: Permanent Loss
- Violation of the Good Conduct Policy: Permanent Loss
- Unexcused Absence: 3 weeks from the time of the incident

*Seniors should understand that these opportunities are awarded to you as a privilege to be earned continuously throughout the senior year. Failure to uphold the expected standards of the school will result in loss of these privileges. Misconduct violations, attendance, good conduct violations, classroom misbehavior, and suspensions will be considered when students apply for senior privileges.*

### **JUNIOR-SENIOR PROM**

The Junior/Senior Prom is a privilege given to students attending Glidden-Ralston High School. It has been, and always will be, a cause for concern for the parents, staff, and school board. In an attempt to maintain the safety of all students attending prom the following guidelines have been approved:

- Students wanting to attend the dance must attend the banquet and stay for the entire time. Students leaving the banquet early will not be allowed to attend the dance.
- If a student is going to attend After Prom, they will need to attend the banquet and the dance for the entire allotted time. Students leaving the banquet or the dance early will not be allowed to attend after prom.
- Any conflicts with these guidelines should be addressed to the high school principal.

#### **Basic time guidelines for prom:**

7:00 PM Grand March

8:00 PM Banquet

9:00-11:30 PM Dance (Doors are locked at 8:15 PM)

12:00-3:00 AM After Prom (Doors are locked at 12:30)

### **NATIONAL HONOR SOCIETY**

#### **Standards for Induction**

National Honor Society is an honorary society based on the four principles of Scholarship, Service, Leadership, and Character. Induction into membership in the Glidden-Ralston chapter of NHS is based on representation of these four principles.

The first area of consideration is that of “scholarship.” In order to be considered for induction, a junior or senior must have a minimum of a 3.5 cumulative grade point average on a 4.0 scale. Any student with a 3.5 or better will be considered if they have not received a suspension their junior or senior year.

Students who then qualify will be asked to complete an essay as to why they believe they should be inducted into National Honor Society, based on the four principles of scholarship, service, leadership and character. An oral interview with the guidance counselor will then take place, using a point system to evaluate the areas of service and leadership. Sixty-five out of eighty points must be attained at this level.

The next step in the process calls for all teachers who have had a student in a class or activity to vote “yes” or “no” on the acceptance of the student, based on character, into National Honor Society. Seventy-five percent approval rating must be attained at this level.

Selected members will then be asked to sign a contract affirming their agreement to maintain the standards of the Glidden-Ralston National Honor Society chapter. Students inducted into National Honor Society will be allowed to wear the gold honor cords.

### **LUNCHROOM GUIDELINES FOR ALL LUNCH PERIODS**

Eating in the cafeteria with friends is a privilege. Those students who abuse that privilege will be assigned specific seating by the lunchroom supervisors. If problems continue a student will lose the privilege of eating in the cafeteria.

1. All students must eat at school unless special arrangements have been made through the high school office for a particular day.
2. Students are not to leave the lunchroom during their lunch period. The only exception would be to go to the Memorial Garden. Wait until one of the supervisors takes you out there.
3. Restrooms are not to be used as a meeting area during lunch.
4. Students may buy their lunch in the cafeteria or bring it from home.
5. When weather permits, students are allowed to go outside to the Memorial Garden after they have eaten. Students must wait until a supervisor is present to take them out.
6. All trash paper is to be placed in trash containers provided, and trays placed in a neat stack.
7. All food is eaten in the cafeteria and students must be seated while eating. Once seated, he/she must remain seated until finished. No food is to be taken from the eating areas.
8. All beverage containers should be thrown away in the proper place.
9. Walk in the lunch areas at all times. No cutting in line or saving places in line or at the tables.
10. The use of the lunchroom area will be denied any student who cannot conform to the standards set for the total student body.
11. The lunchroom supervisors are in charge of the cafeteria, hallways, bathrooms, and outside area. All students must obey any request given them by the supervisors and do as they are told without any kind of disrespect.
12. All students in the lunch areas must stay seated at all times, except when in line for food or returning trays to the proper area.

#### **7-12 REGULAR BELL SCHEDULE**

Block 1:	8:10 – 9:30
Block 2:	9:33 – 10:53
Block 3:	10:56 – 12:44 (includes lunch time)
Block 4:	12:47-2:07
Block 5:	2:10-3:30

#### **7-12 LATE START BELL SCHEDULE**

Block 1:	10:00-10:53
Block 3:	10:56 – 12:44 (includes lunch time)
Block 4:	12:47-1:37
Block 2:	1:40-2:30
Block 5:	2:33-3:33

ANTI-BULLYING/HARASSMENT COMPLAINT FORM

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

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

Name of student or employee target: \_\_\_\_\_

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

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

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

\_\_\_\_\_

Nature of Discrimination or Harassment Alleged (Check all that apply)

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

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

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

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

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