



STUDENT
& PARENT
HANDBOOK

2020-21

*'Promoting Lifelong Learning Through Real World Experiences' for the
IOWA communities of Cooper, Dana, Grand Junction, Jefferson,
Rippey, and Scranton*

Last Cover and Format Revision: July 2018

**GREENE
COUNTY**
Community
School
District

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2020-2021

Greene County Community School District PK- 12 Student and Parent Handbook

Greene County School District Vision, Mission, Values, Goals and Guiding Philosophy

Vision/Mission: *Promoting Lifelong Learners Through Real World Experiences*

Values:

- * *Celebrating Success*
- * *Collaborating Across the System*
- * *Building Relationships*
- * *Creating Partnerships with Parents and Community*
- * *Contributing to a Positive Culture and Climate*
- * *Trying Something New/Innovative*

Goal: **At Greene County Schools, we will work in collaborative teams to develop a guaranteed and viable curriculum for every grade level and content area and then monitor progress, through regular collaboration, toward every student mastering that curriculum.**

Guiding

Philosophy: *Expect Excellence*

DIRECTORY OF SCHOOLS

Greene County District Administration

204 West Madison, Jefferson, IA 50129
Tim Christensen, Superintendent..... 515-386-4168
Brenda Muir, Business Manager..... 515-386-4599
Brent Gerzema, Technology Director..... 515-386-3613

Greene County Elementary (Grades PK-4)

401 East Russell, Jefferson, IA 50129
Scott Johnson, Principal..... 515-386-3178
Karen Sandberg, Curriculum Director.....515-386-3178
Teresa Skalla, School Counselor.....515-386-4614

Mary Ticknor, School Counselor.....515-386-4614

Greene County Middle School (Grades 5-8)

101 Ram Drive, Jefferson, IA 50129

Shawn Zanders, Principal..... 515-386-8126

Karen Shannon, School Counselor..... 515-386-8126

Greene County High School (Grades 9-12)

1901 N. Grimmell Rd., Jefferson, IA 50129

Brian Phillips, Principal..... 515-386-2188

Ruth Broman, Guidance Counselor..... 515-386-4314

Alternative HS Program..... 515-386-3856

District Buildings/Maintenance

Adam Snowgren..... 515-386-4615

Greene County Board of Education

Mike Dennhardt

Steve Fisher

Dr. Steve Karber

John McConnell

Catherine Wilson

Greene County Website www.greencountyscd.net

PERSONNEL ASSIGNMENTS

Certified Staff

Erin Aalfs

Wesley Anderson

LeeAnna Ausberger

Rhonda Baker

Cassandra Bardole

Stormy Bascue-Fish

Tony Beger

Traci Beger

Shawn Bennett

Heather Berglund

Lucas Boyd

Kim Braun

Ruth Broman

Tammy Brophy

Doug Brown

Teresa Brown

Launa Buxton

Tiffanie Carey

Joshua Carlson

Julie Carlson

Head Start Preschool

Secondary Instrumental Music

Elementary Special Education & Learning Leader

Kindergarten & Learning Leader

Middle School & Learning Leader

Fourth Grade & Learning Leader

Part-time Secondary Business Education

Elementary Title I

IJAG

Middle School Science

Secondary Math & Learning Leader

Middle School Social Studies

Secondary Guidance Counselor

Middle School Language Arts

Middle School Math & Learning Leader

Elementary Special Education

Secondary Science

Third Grade

Secondary Industrial Technology

Secondary French, Public Speaking & Learning Leader

Kirsten Carman	Secondary Language Arts
Denise Carpenter	ELL
Tim Christensen	Superintendent
Annette Coil	Middle School Special Education & Learning Leader
Crystal Crichton	Secondary Social Studies & Learning Leader
Susie Cunningham	Elementary Art & Middle School TAG
Erin Daniel	½ time Elementary & Middle School Computers
Kirk Davis	Secondary Industrial Technology
Kathy Dobney	Elementary Special Education & Learning Leader
Caden Duncan	Middle School Physical Education
Lindsey Duncan	Middle School Special Education
Mary Ewalt	Second Grade
Jenny Fisher	District Media Specialist & 504 Coordinator
Patty Fisher	Secondary Math & Learning Leader
Maleea Gannon	Middle School Language Arts
Lisa Garnett	Secondary Work Based Learning Teacher & Middle School Family & Consumer Science
Abigail Gerzema	Middle School Language Arts
Todd Gordon	Activities Director
Kelley Gray	Secondary Language Arts & Learning Leader
Teresa Green	Secondary Business Education
Vicki Gustafson	Secondary Family & Consumer Science/Health
Maigan Haley	Fourth Grade
Shannon Hansen	Instructional Coach
Raelyn Harris	Secondary Agriculture/FFA
Grant Hayward	Middle School Science
Pat Heinrichs	Instructional Coach
Linda Henning	Pre-kindergarten
Maribel Hernandez	Secondary Spanish
David Heupel	Secondary Vocal Music
Kristen Heupel	Elementary Title I & Middle School Spanish
Audrey Hinote	Instructional Math Coach
Connie Hoffman	Middle School Title I
McClain Holst	Middle School Science
Whitney Hoyle	Middle School Language Arts
Amanda Huff	Fourth Grade
Tiffany Hupp	First Grade
Darren Jackson	Secondary Language Arts & Social Studies
Scott Johnson	Elementary Principal
Sandy Juhl	Elementary Title I
Nancy Kaufman	First Grade
Denise Kennedy	Kindergarten
Julie Kennedy	Secondary Family & Consumer Science
Kyle Kinne	Special Needs Counselor
Brenda Lingren	Third Grade
Emily Malamos	Elementary Music & Middle School Band
Heather Manken	Middle School Science & Learning Leader
Deb Marquardt	Secondary Social Science, Middle School Guidance Counselor & Learning Leader
Jennifer Martino	Secondary Special Education
Josephine McDonald	Second Grade
Donna Meredith	Pre-kindergarten
Derek Merk	Middle School Social Studies

Ashley Miller	Third Grade
Tammy Mohr	Middle School Language Arts
Heather Moody	Alternative School
Chad Morton	Secondary Special Education & Learning Leader
Karen Murphy	Fourth Grade
Julie Neal	Instructional Reading Coach
Kelly Olson	Secondary Special Education
Brenda Onken	Middle School Instructional Coach
Marla Orfield	Home School Assistance Teacher
Peyton Paddock	Secondary Special Education
Bob Palmer	Middle School Instrumental Music
Bailey Paulsen	Elementary Special Education
Kevin Paulsen	Third Grade
Matthew Paulsen	Middle School Social Studies
Anne Phillips	Middle School Special Education
Brian Phillips	High School Principal
JoAnn Rasmussen	First Grade
Melanie Rechkemmer	Secondary Language Arts & Learning Leader
Brenda Roberts	Middle School Vocal Music
Karen Sandberg	Director of Teaching & Learning/Director of Special Programs
Karen Shannon	Middle School Guidance Counselor
Chris Sheldon	Middle School Math
Steve Sillyman	Middle School Math
Teresa Deluhery-Skalla	Elementary School Counselor & Learning Leader
Laura Smith	Second Grade
Sarah Stott	Secondary Art
Maria Taylor	Pre-Kindergarten
Heath Telleen	Secondary Social Studies
Samantha Telleen	Middle School Special Education
Linda Thede	Middle School Special Education
Sean Thompson	Elementary Physical Education
Mary Ticknor	Elementary School Counselor
Carly Tiffany-Brown	First Grade & Learning Leader
Diana Towers	Pre-Kindergarten & Learning Leader
Amy van der Meer	Secondary Spanish
Emily Van Egmond	Secondary Science
Wendy Vander Linden	Talented & Gifted Coordinator/Teacher
Adrianna Vargas	Secondary Math
Allison Wenck	Secondary Science & Learning Leader
Tyler Westhoff	Secondary Physical Education
Jeff Whyte	Middle School & Secondary Computer Science/Programming
Michelle Wilkening	Kindergarten
Lisa Wilkins	Second Grade & Learning Leader
Dawn Young-Webb	Middle School Art
Shawn Zanders	Middle School Principal
Jennifer Zmolek	Kindergarten

Technology

Brent Gerzema	Technology Director
Josef Miller	Technician

Student Services

Emily Gannon	At-Risk Counselor, Technology Support & Equity Coordinator
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Office Personnel

Misty Bettey	Secondary/Athletic Secretary
Denise Buenz	Superintendent Secretary
Heather Hadley	Elementary & Middle School Secretary
Kate Hoskins	Middle School Secretary
Jill Lamoureux	Elementary Secretary
Laura Marshall	Assistant Business Manager
Brenda Muir	Board Secretary/Business Manager
Jacque Schirmebeck	Secondary Secretary

Teacher Associates

Mary Ambrose	Middle School Special Education
Cynthia Baugh	Elementary Special Education
Nicole Bills	Elementary Special Education
Kathy Booth	Elementary
Misty Brase	Middle School Special Education
Rona Challen	Middle School Media Center
Lois Custer	Elementary
Jessica Dane	Elementary Special Education
Tanya Druivenga	Secondary Success Center
Karla Dzuris	Middle School Special Education
Nancy Eckley	Elementary Special Education
Sara Etherton	Elementary Special Education
CheyAnne Exline	Elementary Special Education
Traci Ferguson	Middle School Special Education
Andrea Fester	Middle School Special Education & Technology
Ann Forkner	Elementary
Carrie Fox	Middle School Special Education
Jeri Gettler	Secondary Special Education
Erica Guge	Elementary Special Education
Brandon Gustoff	Secondary Family & Consumer Science
Stephanie Hall	Elementary Media Center
Nancy Halterman	Secondary Special Education
Charlie Hane	Secondary Computer Lab Supervisor
Stacy Hardaway	Alternative School
Mandy Jacobson	Middle School Special Education
Haily Larson	Middle School Special Education
Chelsi Lawrence	Elementary Special Education
Heidi Miller	Middle School Special Education
Jill Mills	Secondary Special Education
Lisa Mobley	Elementary Special Education
Tasha Monthei	Elementary Special Education
Ellen Morris	Secondary Media Center
Angela Murphy	Pre-K
Jeanise Pedersen	Middle School Special Education
Rosalie Petty	Secondary Special Education
Angi Popp	Pre-K
Anna Pound	Middle School Special Education
Jennifer Powers	Pre-K
Linda Redfern	Elementary Special Education
Amber Revell	Secondary Study Hall Monitor
Chelse Sanderson	Middle School Special Education & Technology

Samantha Schmidt	Elementary Special Education
Teresa Shahan	Elementary Special Education
Megan Sheeder	Pre-K
Kaleb Silbaugh	Elementary Special Education
Cynthia Thurman	Middle School Special Education
Nicole Townsley	Middle School Special Education
Jean Vickers	Elementary Special Education
Mona Weltz	Secondary Special Education
Kaija Wolf	Pre-K
Linda Wolterman	Elementary Special Education

Custodians/Transportation

David Baugh	Driver
Michael Bierl	Driver
Shawn DeMoss	Grounds/Transportation Supervisor
Richard Gano	Driver
Meladee Graven	Driver
Alex Hamilton	Driver
Robert Hemping	Middle School
Christine Louk	Activity Custodian
Michelle McDowell	Elementary
Brenda Miller	Secondary
Jeanise Pedersen	Driver
Mavis Sawhill	Driver
Coleen Sillyman	Middle School
Adam Snowgren	Buildings/Maintenance Supervisor
Jay Springer	Buildings/Grounds/Transportation Assistant
Robert Stofer	Grounds/Transportation Supervisor
Gregory Swecker	Driver
Mona Weltz	Driver
Rhonda Woltz	Secondary

Nutrition Personnel

Angie Bane
Julie Blackmer
Petra Dawson
Brenda Derry
Sindee Heaning
Sheila Hughes
Dalieth Johnston, District Food Service Director
Judy Kolbeck
Penni Moranville
Jackie Spaulding

School Nurses

Lita Bauer
Ann Hicks
Jill Wanninger

INTRODUCTION and DISTRICT INFORMATION

Equal Educational Opportunity and Compliance Officers (Ref: Policy No. 500; 603.4)

It is the policy of the Greene County Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs 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 please contact the district's Equity Coordinator, Emily Gannon, At-Risk Liaison, 204 W. Madison Jefferson, IA 50129, (515) 386-2188, gannone@greenecountycsd.net.

Es la política del Distrito Escolar de la Comunidad del Condado de Greene no discriminar ilegalmente sobre la base de raza, color, origen nacional, sexo, discapacidad, religión, creencias, edad (para el empleo), estado civil (para programas), orientación sexual, identidad de género y la situación socioeconómica (por programas) en sus programas educativos y sus prácticas de empleo. Existe un procedimiento de quejas para procesar las quejas de discriminación. Si usted tiene preguntas o una queja relacionada con esta política, por favor comuníquese con el Coordinador de Equidad del distrito, Emily Gannon, 204 W. Madison Jefferson, IA 50129, (515) 386-2188, gannone@greenecountycsd.net.

Grievance Procedure (Ref: Policy No. 102.1R)

Students, parents of students, employees, and applicants for employment in the school district will have the right to file a formal complaint alleging discrimination under federal or state regulations requiring nondiscrimination in programs and employment.

Level One - Principal, Immediate Supervisor
or Personnel Contact Person
(Informal and Optional - may be bypassed by the grievant).

Employees with a complaint of discrimination based upon their gender, race, national origin, creed, religion, sexual orientation, gender identity, or disability are encouraged to first discuss it with their immediate supervisor, with the objective of resolving the matter informally. An applicant for employment with a complaint of discrimination based upon their gender, race, national origin, creed, religion, age, sexual orientation, gender identity or disability are encouraged to first discuss it with the personnel contact person. This paragraph is for employees and "marital status" isn't a protected class for employees.

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

Level Two - Compliance Officer

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

Level Three - Superintendent

If the complaint is not resolved at Level Two, the grievant may appeal it to Level Three by presenting a written appeal to the superintendent within five working days after the grievant receives the report from the Compliance Officer, the grievant may request a meeting with the Superintendent. The superintendent may request a meeting with the grievant to discuss the appeal. A decision will be rendered by the superintendent within a reasonable time after the receipt of the written appeal. If, in cases of disability grievances at the elementary and secondary level, the issue is not resolved through the grievance process, the parents have a right to an impartial hearing to resolve the issue.

GRIEVANCE PROCEDURE

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

Level Four - Appeal to Board

If the grievant is not satisfied with the superintendent's decision, the grievant can file an appeal with the board within five working days of the decision. It is within the discretion of the board to determine whether it will hear the appeal. The Compliance Officer is: Karen Sandberg, 405 12th Street South, Grand Junction, IA 50107, (515) 738-5741. Office Hours, 7:30 AM – 4:30 PM.

The Greene County School District, in its educational program, has a process to assist students experiencing behavior and learning difficulties. The building level solving teams is responsible for this process. Representatives from the area education agency may also assist the school district in this process. Parents wanting access to this process should contact building level guidance counselor.

Affirmative Action Compliance Coordinator

Greene County CSD Compliance Coordinator for Affirmative Action is Mr. Tim Christensen, Superintendent, 204 West Madison, Jefferson, IA 50129, (515) 386-4168.

Homeless Coordinator

Greene County CSD Homeless Coordinator for Affirmative Action is Mr. Kyle Kinne, Mental Health Counselor, 101 Ram Drive, Jefferson, IA 50129, (515)386-2188.

Physical/ Sexual Abuse Reporting Personnel

Greene County CSD Designated Investigator of Physical/Sexual Abuse of Students by School Employees is Scott Johnson, 401 E. Russell, Jefferson, IA, 50129, (515) 386-3178.

Harassment Complaints and Allegations

Greene County Officer for Harassment Complaints and Allegations is Mr. Tim Christensen, Superintendent of Schools, 204 West Madison, Jefferson, IA, 50129, and (515) 386-4168.

Home School Coordinator

Greene County CSD Home School Coordinator is Marla Orfield. Additional info. may be obtained from Mr. Tim Christensen, Superintendent of Schools, 204 West Madison, Jefferson, IA, 50129, (515) 386-4168.

Jurisdictional and Behavioral Expectations Statement (500)

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

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

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

The school reserves and retains the right to modify, eliminate or establish school district policies, rules, regulations and student handbook provisions as circumstances warrant, including those

contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the building level principals' office for information about the current enforcement of the policies, rules, regulations or student handbook of the school district.

Asbestos Notification (804.3)

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools. The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

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

Definitions

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

School Fees (503.3)

The Greene County Community School District charges fees for certain items, such as textbook rental. Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), transportation assistance under open enrollment, or students who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the building level secretary at registration or at the time hardship occurs for a waiver form. This waiver does not carry over from year to year and must be completed annually.

Emergency Forms (507.4)

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

Student Directory Information (506.2)

The schools will release the following directory information for each student unless any student over the age of 18, parent, or guardian not wanting this information released to the public makes an objection in writing to the principal in charge of the school building the student is attending, within 15 days of the date of this publication and within 15 days of enrollment should enrollment occur after the date. The information is: the student's name, address, telephone listing, date and place of birth, major fields of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. This notice is made to comply with the Family Education and Privacy Act of 1974. The following persons, agencies and organizations may have restricted access to student's records without prior written consent of the parent or student over the age of 18 years. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

- A. School officials, teachers and AEA personnel with legitimate educational interest.
- B. Officials of other schools in which the student proposes to enroll.
- C. Representatives of state and local government when auditing and evaluating Federal Educational Programs.
- D. Officials connected with a student's educational financial aid applications.
- E. Government officials to whom information is to be reported under state law was adopted on November 19, 1974.
- F. Organizations that process and evaluate standardized tests.
- G. Accrediting organizations for accrediting purposes.
- H. Parents of dependent children, regardless of child's age.
- I. Appropriate parties in a health or safety emergency.

Homeless information (505.15)

The Board of Education shall make reasonable efforts to identify homeless children and youth within the district, encourage their enrollment and eliminate existing barriers to their receiving education which may exist in district policies or practices. The designated coordinator for identification of homeless children and for tracking and monitoring programs and activities for these children is Kyle Kinne, Special Needs Counselor..

Definition of a Homeless Student:

Chapter 33 of Iowa Administrative Code defines "homeless child or youth" as a child or youth from the age of 3 years through 21 years who lacks a fixed, regular, and adequate nighttime residence and includes the following:

1. A child or youth who is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or camping grounds due to the lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement.
2. A child or youth who has a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
3. A child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting.

4. A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in items 1 – 3 above.

Dual Enrollment Students (604.7)

Home school or home school assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact superintendent.

Open Enrollment (501.13; 501.14)

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon parent request. Students wishing to open enroll to another school district must apply for open enrollment by March 1 of the school year preceding the school year in which they wish to open enroll unless there is good cause. Open enrolled students from low-income families may qualify for transportation assistance. Open enrollment may result in loss of athletic eligibility for students open enrolling. Students interested in open enrolling out of the school district must contact the superintendent for information and forms.

Inclement Weather and School Cancellations (507.11)

The following media will be contacted for school cancellations: radio stations KGRA (98.9 FM) and KDLS (1310 AM) in Jefferson, KCIM (1380 AM) in Carroll, KWMT (540 AM) in Ft. Dodge, and WHO in Des Moines, as well as television stations WOI (5), KCCI (8), and WHO (13), and Channel 9 and Channel 23 Cablevision in Jefferson, Channel 12 Cablevision in Scranton, and online at: www.gccsd.k12.ia.us.

Information is also available by calling ParentLink Information and Homework Hotline (712-652-3331 for Scranton residents, 515-386-8126 for Jefferson residents) and selecting bulletin #110 or by calling the school's district voicemail box at 515-386-9250.

Patrons should listen to these when weather is inclement. Do not call the administration at home or school. Telephone lines are needed to contact bus drivers, radio stations, cooks, etc. If school is dismissed during the school day, there will be no afternoon pre-kindergarten classes. If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means.

Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are generally canceled or postponed. The superintendent and/or activities director may determine whether to hold extracurricular activities or practices. If the extracurricular activity is to be held, students and parents are notified in the same manner as the notification that school was dismissed.

STUDENT ATTENDANCE

Statement of Attendance Philosophy (501.3)

Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the education program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to an absence can never be replaced. Regular attendance and being well prepared for class helps students in school as well as prepares students for adulthood.

Administration emphasizes to staff the importance of contacting parents/guardians for behavior/attendance concerns at school. The intent of these contacts is to seek assistance and partnerships with the school. Verbal abuse of staff by parents/guardians will erode staff desire to make these contacts.

Monitoring student attendance is not the sole responsibility of the school. Parents/Guardians are encouraged to monitor their parent Infinite Campus Student Portal for attendance , grades and discipline infractions. There is a phone application that can be utilized for attendance, grades and discipline infraction notification/s. Parents and Guardians are highly encouraged to use this technology. In addition, parents/guardians can contact the main office secretary to “spot-check” their students attendance and are encouraged to do so before there are concerns.

Administration and staff have the right (at any time) to contact employers and military recruiters to seek their assistance in problem-solving poor student attendance. Often these entities can have more motivation than the school and parents/guardians for the student to make the needed adjustments to improve their attendance.

Students who know they will be absent must notify the office prior to the absence. If advance notification is not possible, parents must notify the office at your child’s building on the day of the absence prior to 9 a.m. A messaging system at all buildings allows the parent to leave messages before and after school hours. If notification is not received, the office attempts to contact the parents.

The school determines whether an absence is excused or unexcused. Failure to notify the building by phone call or written communication within 24 hours of student returning to school may result in an unexcused absence. Students that are not in school a full day are not allowed to attend practices/events, unless it is an excused absence or permission is granted from administration (see school board policy 501.9). Students are expected to be to class on time and distance of parking spots is not a valid excuse.

Elementary/Intermediate

For the Greene County Elementary building, after 10 absences, a letter may be sent to parents. When a child is absent for 15 days for any reason, the county attorney could be contacted. Situations will be evaluated case by case. After 15 illness days, a doctor's verification of an illness absence may be required.

Middle School

Regular school attendance is important for a student to be successful. Attendance is the student's responsibility shared by the parent. Iowa Law requires daily attendance through age 16. Unexcused absences are considered truancy. Truancy from school may result in discipline. Continued truancy will initiate action from the County Attorney toward the parent. Students are excused when they are ill, seeing a doctor or dentist and attending a funeral.

Students are responsible for arranging to make up schoolwork. Students who know they are going to be absent prior to an absence must make arrangements with their teachers in advance to make up schoolwork. Students have 2 days per day of absence to make up schoolwork upon return from the absence.

Regular daily attendance is crucial to the success of the student. The following procedures will be used for absence by the office:

1. If a call is not received from a parent/guardian that their student will be absent, a call will be made to the parent/guardian advising them that their student is not in attendance. If the parent cannot be reached at home, a call to the place of employment will be made.
2. When a student has been absent five (5) times from any or all classes, a letter will be sent to the parent/guardian advising them of the fifth absence.
3. When a student has been absent eight (8) times from any or all classes, a letter will be sent to the parent/guardian advising them of the eight (8) absences.
4. When a student has been absent 10 days from any or all classes, a meeting with the student, parent, counselor and principal may be held and an attendance plan will be written. Failure to abide by the plan may result in being dropped from any or all classes.
5. Absences that will not count in the five, eight, or ten absences include: school-sponsored event, medical, ISS or OSS, funeral, court date, family leave, college visits, or other activities with prior approval by the administration.

Middle School Unexcused Absences

- A call will be made to the parent/guardian advising them that their student is not in attendance.
- At the third (3rd) unexcused absence, a letter will be sent home advising the parent/guardian that their student has attained 3 unexcused absences in a class or classes.
- At the sixth (6th) unexcused absence, a meeting will be held with the student, parent, counselor and principal.

- When a child is absent for 15 days for any reason, the county attorney could be contacted. Situations will be evaluated case by case. After 15 illness days, a doctor's verification of an illness absence may be required.

High School

Students who need to leave school during the school day must receive permission from the office and have a note signed by the student's parents, have their parents telephone the office or have their parents pick them up and sign the student out of the building. Students who return to class or arrive after the school day has begun must report to the office. Students are not released to anyone other than their parents during the school day unless the office has been notified by the student's parents.

*Students participating in school activities must be in school the Entire School Day in order to Compete in a game or competition that day. Only in extraordinary circumstances, may this rule be waived by the principal or his designee (HS Activities/Athletic Director). Students with an unexcused absence will be allowed to practice but will adhere to the coaches discipline policy for their sport/activity. If you have question/s about a particular absence before it happens, it is a good idea to contact the Activities/Athletic Director first before that absence takes place.

WHAT TO DO example:

Student attending a state competition to support friend/classmate in that competition have a parent notify the school to gain approval of the principal/designee prior to leaving school.

WHAT NOT TO DO example:

Student leaves school before parent has contacted school to gain excusal for absence to support friend/classmate participating in a state or other competition.

* Definition of ENTIRE school day:

The start of 1st period through the end of 6th hour. This would include Advisory or Seminar too.

If a student is tardy to class (less than 15 minutes late), they still may be eligible--but, student will need to adhere to tardy consequences from school and/or coach of their sport. If this happens to a student, it would be wise for them to check in with the Activities/Athletic Director that day. Note: Student should "check-in" between classes or check out of their study hall and not miss class to accomplish this task.

Some other examples:

1. Student is 15 minutes or more late to 1st hour class for oversleeping. Parents call to excuse student. Over-sleeping is not excused. The student will be eligible to practice In any activity that day (after any detentions served/owed). However, the student would not be able to participate in any competition as they need to be in school the entire day. Note: The 15 minute rule applies to any class period. Note: A tardy does not apply to missing a competition, unless it becomes an unexcused absence in being late over 15 minutes.
2. Student misses 1st hour class due to illness. Student comes to school, 2nd hour and parent calls to excuse. Student is eligible to practice that day, but **not** able to participate in a competition.

3. Student leaves school building during lunch (or at any time) and does not have prior permission to do so. Time gone could be 30 seconds to longer. Student is eligible to practice that day, but **not** able to participate in a competition.
4. Student is not in scheduled class period class. Student was in the library (or another area) and teacher went to get him/her. Student told teacher that he/she was working on their online/another class and it was more important than her class. Student is Eligible to practice that day, but **not** able to participate in a competition.
5. Student is late or misses 1st hour class due to taking their parent/sibling to hospital emergency room for asthma attack. Student will be eligible for practice or participation in activity that day.
6. Student has to leave school (with prior parent permission) because family pet is sick/terminal/in car accident and is being put "to sleep" by the family. Student can return to school and be eligible.
7. Students assigned to in-school are eligible to attend practice, but **not** compete in games/events occurring the day/period of in-school suspension.
8. Students out-of-school are not eligible to practice or competition until suspension has been served. A Friday suspension includes weekend events/games/activities.

Note:

- a. Study Hall/Success Center/RAM/Teacher Aide/Advisory/Seminar, etc. **are** considered class periods.

Students who know they are going to be absent must make arrangements with their teachers in advance to make up schoolwork. Students who are absent for a short term illness have 2 days per day of absence to make up schoolwork upon return from the absence. However, assignments that are known in advance are an exception to this rule. ****Students are not allowed to make up school work nor submit late school work due to an unexcused absence.***

*****Check to see what board policy is that was updated March 2020***

- B. UNEXCUSED ABSENCES: Following an unexcused absence, this procedure shall be in force:***
- 1. All work must be made up within the limit of number of days (or periods) missed plus one.***
 - 2. The principal or teachers, at their discretion, may require time make-up rather than work make-up if the activity missed was such that time is required to catch up, or makeup time is appropriate. This time make-up will be done at the convenience of the teacher. Student study hall time may be used unless the makeup time is assigned by the principal, in which case it must be done before or after school. Failure to get work and/or time made up within prescribed time limits may result in loss of opportunity to make up the work for credit, and a consequent grade reduction.***
 - 3. Following the 3rd unexcused absence in a semester, the teacher will cause a letter to be sent home informing parents, and warning them of possible loss of credit at 5 unexcused absences. This will apply to any class in which the student accumulates 3 unexcused absences.***
 - 4. Following the 5th unexcused absence in a semester, the student may lose credit in a class. The principal at his/her discretion may remove the student from the class and assign the student to study hall. This provision will apply to any class in which the student accumulates 5 unexcused absences.***

Regular daily attendance is crucial to the success of the student. All teachers strive to encourage good student attendance by doing the following:

- Developing relevant, engaging and real world application lessons;
- Developing positive, collaborative working relationships with each and every student;
- Validating the importance of student attendance by taking accurate attendance every day;
- Celebrating success;
- Using differentiated instruction and providing immediate feedback;
- Increasing opportunities for student creativity, problem-solving, and critical thinking.

The following procedures will be used for absences:

1. If a call is not received from a parent/guardian that their student will be absent, a call will be made to the parent/guardian advising them that their student is not in attendance. If the parent cannot be reached at home, a call to the place of employment will be made. In most cases, this call will be made by a building secretary. Side note: The high school principal reserves the right to determine what is an excused or unexcused absence.
2. When a student has been absent five (5) times from any or all classes, a letter will be sent to the parent/guardian advising them of the fifth absence. The At-Risk Counselor (Emily Gannon) will send this letter. Note: The At-Risk Counselor is the link for any truancy referrals to the Greene County Prosecuting Attorney.
3. When a student has been absent eight (8) times from any or all classes, a letter will be sent to the parent/guardian advising them of the eight (8) absences. The At-Risk Counselor will send this letter.
4. When a student has been absent 10 days from any or all classes, a meeting could be scheduled with the student, parent, counselor and principal or other arrangements via email/phone/Skype. Failure to abide by a written or verbal plan may result in a student being dropped from any or all classes. **As the high school moves towards competency-based classes, it is the school's desire not to remove students from any class, if at all possible.** However, if a student becomes disruptive to the learning environment of other students and/or disrespectful to the teacher, then removal will be expedited. If a student is removed, they will have a withdrawal ("W") for their final grade, with no credit earned.
5. Absences that will not count in the five, eight, or ten absences include: School-sponsored event, medical, ISS or OSS, funeral, court date, family leave, college visits, or other activities with prior approval by the administration. However, these days are counted in letters sent home (5 and 8 days) so parents are made aware of the number of days their child is not attending school or missing instruction, whether excused or unexcused. It should be noted that excused absences cannot be combined

with unexcused absences for sanctions. Regular attendance by students is essential for students to obtain maximum opportunities from the educational program.

6. Students with attendance issues could be referred to a 2-hour Prediversion or Diversion type Program through a Juvenile Court Services that would place emphasis on good school attendance. This program could be used at any point the high school principal believes there would be benefit and off-set suspension (both in and out of school) of a student from school. If a student refused to attend the program then they would receive out-of-school suspension for a period of time. Note: This program may or may not be offered each year due to funding and ability to find an entity to facilitate the program.

High School Unexcused Absences (501.10A)

- A call will be made to the parent/guardian advising them that their student is not in attendance.
- At the third (3rd) unexcused absence, a letter will be sent home advising the parent/guardian that their student has attained 3 unexcused absences in a class or classes.
- At the sixth (6th) unexcused absence, a meeting could be held with the student, parent, counselor and principal. Student could receive various forms of consequences that range from: detention, ISS, OSS, and short-term alternative education placement. However, these will only be used if administration feels they will deter future attendance problems or are needed for behavioral issues linked with attendance. These decisions will be handled on a case-by-case basis.
- At the ninth (9th) unexcused absences, the student may be dropped from the class or classes in which the student has been unexcused. Student could receive various forms of consequences that range from: detention, ISS, OSS, and short-term alternative education placement. However, these will only be used if administration feels they will deter future attendance problems or are needed for behavioral issues linked with attendance. These decisions will be handled on a case-by-case basis.

Common Questions on Attendance:

1. Why is excessive tardiness more harshly punished than an unexcused absence when a student misses more school for an unexcused absence? *There are policies to address both tardiness and unexcused absences.*
2. Why aren't certain policies being enforced and who is in charge of enforcing them? *Attendance is a collaboration between teachers, office staff, Mrs. Gannon and Mr. Phillips. It used to be handled by the Juvenile Court Liaison. That was a position cut in 2016 and therefore the task has been absorbed by others. There are many factors to consider in upholding a policy - parents/guardians who are willing to excuse absences, balancing additional missed class time and disruption of other students' learning.*
3. Why are these consequences forced only on some and not others? For an example, I know one student that has an excessive amount of absences and the consequences have not been enforced, only threatened. How could this be monitored more effectively? *Each student and situation is unique. The handbook wording leaves discretion to those helping students to be successful. There is also a piece of confidentiality. Students interpretation of how one student has been addressed may not be an accurate view of what is happening.*
4. Why are students given out of school suspension for missing school? *The school does not employ an in-school suspension supervisor. Monitoring of in-school suspension students places additional responsibilities on staff that are already full-time employed in another area.*

Parents/Guardians need to assist in motivating their child to correct their poor attendance issues at school and not make out-of-school suspension a vacation at home.

High School College Visits

Seniors and juniors are encouraged to visit college campuses on weekends or school holidays. However, if that cannot be arranged, seniors may be excused up to 2 days and juniors for 1 day to visit college campuses with parental permission. A college visit form must be completed prior to day of the college visit. This form may be obtained from the office. If the form is not completed prior to the visit, the day is unexcused. Students should have their parent sign the form first.

Middle and High School Leaving School During School Hours

Students are required to check out through the office any time they need to leave the building during school hours. No excuse to leave will be given without prior parental approval. Permission to leave will be granted by the principal or his/her designee only when absolutely necessary. Anyone leaving school during school hours without checking out will be considered truant and will be dealt with according to school policy. For school sponsored events, students who leave prior to the announced time may be subject to discipline.

High School Open Campus

One open campus period will be granted to seniors who meet the requirements for open campus and have parental permission for open campus. Seniors who choose to take open campus must leave the building during open campus time. Seniors who choose to take open campus and need to remain in the building to work on school work, use the computer lab or meet with teachers need to receive permission from the principal. Seniors who remain on campus on a regular basis during open campus time rather than leave the building can have their open campus privileges revoked.

Students that DO NOT have Open Campus CANNOT have their parent/guardian call the school and excuse them to leave for lunch off campus. Open Campus for lunch is intended for Senior students that have earned that privilege.

Middle School and High School Tardiness

Students are expected to be in their seat and ready to learn when the period begins. Teachers will report tardiness to the office through Infinite Campus. Teachers have the liberty to address tardy issues within their classroom by assigning detentions, and this is highly encouraged by administration. Having 2-3 detentions served with teachers (vs. in the office) allows for the following conditions:

- Any extra help/tutoring needed by students is more viable with the student *being with* the teacher in the classroom setting;
- There is a time available to enhance positive rapport building, proactive communication and collaboration;
- Staff are also encouraged to make contact home to seek parental support with tardy issues. Ideally, a phone call is made, but contact could be via email or text. Parents are encouraged to let teachers know how they prefer to be contacted.

Students who are habitually tardy are subject to the following consequences:

Cumulative tardies per class:

- **1-2 tardies per trimester** - verbal warnings and verbal conversations by the teacher with the student to collaboratively problem-solve the issue.
- **3rd tardy** - Teacher will talk to the student, assign 30-minute detention to be served with the teacher and make contact home. The teacher will document that contact and share it with the high school principal. Either verbal, text or email acknowledgment of that contact by parent/guardian needs to be made by the teacher. Emergency student contacts will be used--if parents/guardians can not be reached.
- **4-6 tardy**- 30-minute detention to be served before or after school in the office. A call will be made home by office personnel to inform and seek assistance on this repetitive behavior.
- **7th** - Up to full day in-school suspension and parent/guardian contact.
- **8th-9th** Parent/Guardian meeting at school and possible out-of-school suspension.
- **10th tardy** - Dropped from class with an “F” and no credit for the class given (no matter what the current grade is). Note: Being dropped from a class would affect a student's grade point average, Open Campus Eligibility, Athletic/Fine Arts Eligibility and/or ability to Graduate on-time.

Students that have multiple tardies through their daily class course schedule may have accountability measure beyond a warning/detention that are instead an in-school or out-of-school suspension consequence. For example, a student that is late to 1st hour, 2nd hour on Monday, then late to 3rd hour, 4th hour on Tuesday, then late to 2nd hour, 6th hour on Wednesday and so on during the same week. This can further be complicated by unexcused absences mixed with tardy situations.

Multiple detentions may be combined to be served as an in-school suspension or extended detention on Wednesdays (as available); as deemed appropriate by the administration. We will strive to stay in contact with parents via phone calls, email and letters.

*Parents please periodically check your student's attendance on Infinite Campus and be knowledgeable on their attendance during the entire school year. Parents are encouraged to contact the school for any attendance concerns they may have on their child and set-up notification texts on their phone through the Parent Portal of Infinite Campus. Good school attendance is a partnership between parents and the school, not the sole responsibility of the school.

Student Athletes are expected to serve detention and not use *the need to participate* in practice as an excuse not to serve detention/s owed. Tardies will not be an automatic precursor to students not being able to participate in practices/games/events; as this will be determined by the Head Coach/Supervisor of that sport/activity.

STUDENT HEALTH, WELL-BEING & SAFETY

School Day (601.2)

Students may be present on school grounds before 7:45 a.m. or after 3:45 p.m. only when they are under the supervision of an employee or an extracurricular activity sponsor. If school is dismissed early, students are expected to leave the school grounds within 15 minutes of dismissal.

School Nurse

School hours for the middle school and high school are from 8:00 a.m. to 3:30 p.m. For the elementary building, the school nurse is available from 8:30 – 3:15p.m.

HAWK-I Insurance for Children / Student Insurance (507.5)

Parents can apply for low- or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children, birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescription, immunizations, physical therapy, vision care, speech therapy and hospital services to name a few. Parents are urged to call 1-800-257-8563 (toll-free) or go to the web site at <http://www.hawk-i.org/> for more information.

Student athletes must either have health and accident insurance or sign an appropriate waiver stating that the responsibility of medical care is accepted by the family, in order to participate in intramural or extracurricular athletics. Students must provide this required paperwork prior to the start of the athletic activity.

Immunizations (507.1)

Prior to starting school or when transferring into Greene County CSD, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations or the student makes arrangements with the principal. Only for specific medical or religious purposes are students exempted from the immunization requirements. Parents who have questions should contact the school nurse at the building level office.

Physical Examinations

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

No athlete will be allowed to participate in practice until he/she has filed physical and participation forms. These records are maintained in the HS office for high school athletes and in the middle school office for middle school athletes.

Emergency Drills (507.12)

Periodically the school holds emergency fire, tornado and emergency threat drills. Emergency procedures and proper exit areas are posted in all rooms and are reviewed yearly by staff. Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials.

Administration of Medication (507.2)

Students may need to take prescription or non-prescription medication during school hours. Students may carry medication only with the permission of the parents and principal. The school must know the medications a student is taking in the event the student has a reaction or illness. Students must provide written instructions for administration of the medication as well as parental authorization to administer the medication.

Medication is held in the office and distributed by school nurse or approved personal. Medication must be in the original container with the following information either on the container, in the instruction sheet or in the parental authorization: name of the student; name of the medication; directions for use including dosage, times and duration; name, phone number and address of the pharmacy; date of the prescription; name of the physician; potential side effects; and emergency number for parents.

Student Illness or Injury at School (507.4)

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

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

Health Guidelines

Sometimes it's difficult to determine whether or not to send your child if he/she complains of feeling ill. Guidelines of signs and symptoms to monitor are listed below. If your child has any of these symptoms, please keep him/her at home. If you have any questions whether you should send your child or if you like the school nurse to check him/her when arriving at school, please call the school nurse.

- Diarrhea, nausea or vomiting
- Excessive coughing and sneezing
- Sore, reddened throat, swollen glands, especially with a fever
- Red, watering or mattery eyes
- Large skin eruptions or rashes-especially with a fever
- Earache or drainage from the ears
- Temperature of 99.6 degrees or more and with symptoms

In case of absences, please notify the school secretary or teacher before schools starts, if possible.

Good Health habits are important for your child to develop so that he/she will stay healthy and free from illness. Some of them are listed below:

- Brush teeth twice a day-after eating is possible
- Wash hands thoroughly with soap and water after using the restroom, playing and before and

- After eating. Dry thoroughly
- Flush the toilet after using
 - Cover nose and mouth with tissue when coughing or sneezing
 - Keep hands away from mouth, nose, ears and eyes
 - Wear suitable clothing for weather conditions. For elementary students this includes hats, coats, snow pants, mittens and water-tight boots. (Children will be going outside for recess unless the wind chill factor is too cold or there are other adverse weather conditions. Boots are required once winter begins. If your child forgets to bring boots, he/she will have to stay inside at recess. If this happens frequently, parents will be notified.)
 - Instruct your child not to share hats, coats, combs, etc. with other children. Teach him/her to place his/her hat inside the coat sleeves when hanging coats-this will prevent the hat from being in contact with other children's hats.

Communicable and Infectious Diseases (507.3)

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

Health Screening (607.2)

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

Sexual Abuse and Harassment of Students by Employees (402.3)

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated Scott Johnson at (515) 386-3178 as its Level I investigator.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm.

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

Physical Restraint of Students

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

State law also places limits on school employees' ability to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent.

If you have any questions about this state law, please contact your school. The complete text of this law and additional information is available on the Iowa Department of Education's website: www.iowa.gov/educate and search for "timeout," "seclusion and restraint."

STUDENT ACTIVITIES

Assemblies

Throughout the year the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly and on their way back to the classroom after an assembly (aka. Following PBIS Expectations for Assemblies). Students attend assemblies unless, for disciplinary reasons, the privilege is taken away (examples, students are expected to: stand for the school song, not put feet on seat back in front of them, make loud noises/comments/catcalls or what not when others are speaking). Students who are not attending assemblies shall report to office during assemblies.

Field Trips (606.5)

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. Middle School students must meet specific requirements to be eligible to go on field trips (see MS rules). If a field trip is required for a course, students are expected to attend the field trip. Absences in other

classes or school activities due to attendance on field trips or excursions are considered excused absences.

While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones and guides with respect and courtesy. Students with excessive absences may not be allowed to attend field trips.

School-Sponsored Student Organizations (504.2)

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

Activity Bus

The school district may sponsor an activity bus to transport students to school activities. A fee may be charged to students riding the activity bus. Riding on the activity bus is a privilege that can be taken away. Students who ride an activity bus must ride to and from the event on the bus.

Student Funds and Fund Raising (504.7)

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

Use of School District Facilities by Student Organizations

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

High School Dances (504.4)

- Dances must have the written approval of the sponsor and principal prior to the dance. There must be at least **five** faculty chaperones at any dance and a police officer and/or sheriff.
- **Parents that wish to supervise their child at a school dance need to obtain the permission of the school principal before the end of the school day of the dance. The school day ends at 4 p.m.**
- Without special permission, no organization should plan more than two dances per year.
- Only *full-time students of the district, their registered guests, and faculty, or other sponsors are to attend school-sponsored dances.
- Student guests are limited to individuals in ninth grade up to age twenty. School district policies and regulations apply to students as well as non-students.
- Former students with any prior school suspensions are not eligible to attend any dances.
- Places rented for a school activity are under **the** authority of the school and school rules.
- Some dances may be designated as local dances only, with no out-of-school dates allowed. This is at the discretion of the administration.

- Students are allowed to bring one date. The date must be a full-time high school student. Dates not in high school, must be under 21 of age and be approved by the administration prior to the dance.
- If a student must leave and wishes to return, sponsor or chaperone approval is required. Permission will be given sparingly.
- No profanity is to be sung or chanted under any circumstances.
- Moshing or slam dancing at school dances is prohibited. Violators will be asked to leave.
- *Full-time student is defined as: a. Student that has been attending GCHS since the trimester started for the dance in question, b. Student is taking at least 5 classes (unless only ½ time Alt. Program), and c. is not on an attendance “lay-off” at the Alternative Program. Note: Senior students can possibly be waived by building principal that **do not** need a full-load of classes to graduate. The intent of this is not to require a senior student to take a full-load of classes--just so they can attend their Senior Prom. Students should be in good academic, behavioral and attendance standing for this waiver to be considered.

Dances on Friday and Saturday nights must end by 11:00 pm. The administrator in charge of the dance (or designee) has the right to end the dance at any point if, in their opinion, students are not behaving appropriately.

High School Homecoming

Homecoming is sponsored by the cheerleaders, pep club and the high school student council. Events during Homecoming include a pep rally, crowning of the king and queen, the football game followed by the dance. The following additional rules regarding Homecoming were passed by the Board of Education in 2003:

- ❖ Freshman **do not** vote for the homecoming king and queen.
- ❖ Other board policies and regulations apply to homecoming.
- ❖ The administration reserves the right to cancel homecoming activities.
- ❖ Homecoming candidates should be in good standing in the district. **Meaning: a student should not be currently serving a Code of Conduct violation, serving any type of suspension, be on juvenile probation, in litigation for an accused crime or in correctional education placement. The intent of this rule is to be precautionary and not have a single person potentially overshadow the positive celebration of Homecoming for the entire school and community.**
- ❖ Students that have not graduated with their class are not eligible for Homecoming Court.

High School Junior-Senior Prom

The Junior-Senior Prom is an outstanding social event. At prom, the juniors entertain the seniors with a dance and a planned program of activities. Only juniors, seniors, and their dates are allowed to attend. Dates of Greene County junior and senior students must be in 9th grade or older. Dates not in high school, must be under 21 of age and be approved by the administration prior to the dance. Junior high and middle school students from any school are not allowed to attend. The administrator in charge of the dance has the right to end the dance at any point if, in their opinion, students are not behaving appropriately.

Notice: Although each music DJ is different, high school dance venues can include some sort of light show that could include strobe-lights. Similar to DJ’s, professional photographers at dances include

some type of large light “flashes” to provide additional light. Students who are at risk of seizures from these type of light effects may unfortunately not be able to attend these dance events.

All attendees must have their MAPS career assessment completed by Friday @ 4:00 p.m. before Prom. A list of completers will be posted in the office window. The percentile MUST read 100% AND all six activities MUST have a check mark.

Students will NOT be able to attend Prom if:

- They have dropped out of school. This includes attempting to be the date of someone that is currently enrolled.
- One exception to drop-out rule: Students who have dropped out 1st trimester and have returned to full-time status by 2nd trimester and are also attending classes 3rd trimester will be allowed to attend Prom.
- Students with less than 60% attendance 2nd trimester will not be allowed to attend Prom.
- Students **can not** be on the waiting list for the Alternative School Program or on an attendance lay-off, if they are currently in the Alternative School Program.
- After-Prom is only for students that have attended Prom (ex. Students that attend our Prom Dance can not invite friends to join them at After-Prom Activity).
- Prom is a privilege (**not a right**). Behavior issues that surface can be cause to not allow a student to attend. This would also include the After Prom Party.
- They are a 5th year (or more) Senior **and have less than 30 credits as Senior.**

High School Student Council (504.1)

The student council provides for student activities, serves as a training experience for student leaders, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school district affairs and helps solve problems that may arise.

High School National Honor Society (504.2)

The National Honor Society at Greene County High School was first chartered in 1944 with its charter number being 2853. A student must have a GPA of 3.25 or above for 6 trimesters of work and be recognized as a student who has given “service” to his/her school, has a very high “character” rating by the faculty and demonstrated true “loyalty” to the school. All junior and senior students with a GPA of 3.25 or above who applied for NHS membership are voted on by the faculty as to service, character, and loyalty demonstrated by each student who is eligible. Additional rules and regulations may be found in the board policy 504.9A and 504.9B.

Student Activity Tickets

Students may purchase a student activity ticket for admission to certain school district activities. Students not wishing to purchase an activity ticket must pay regular prices to attend school district activities.

Student Participation in Non-School Activities (504.9F)

A student who participates in school sponsored activities may participate in a non-school sponsored sport during the same season. Such outside participation will not conflict with the school sponsored activity.

Educational Records (506.1; 506.1A; 506.1B)

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

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

1. The right to inspect and review the student's education records within 45 days of receipt of the request.
 - Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.
 - Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
 - If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.
 - One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff law enforcement unit personnel and certain volunteers); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.
 - A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
 - Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to inform the school district the parent does not want directory information, as defined below, to be released. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by September 15th or

within 15 days of enrollment to the building level office. The objection needs to be renewed annually.

- NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, E-MAIL ADDRESS, GRADE LEVEL, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION.

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC, 20202-4605 or visit their web site at: <http://www.ed.gov/offices/OII/fpco/> for more information.

Notice: The Greene County CSD Board of Education has adopted a policy permitting information sharing with juvenile justice agencies.

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

The purpose for the sharing of information prior to a student's adjudication is to improve school safety, reduce alcohol and illegal drug use, reduce truancy, reduce in-school and out-of-school suspensions, and support alternatives to in-school and out-of-school suspensions and expulsions which provide structured and well supervised educational programs supplemented by coordinated and appropriate services designed to correct behaviors that lead to truancy, suspension, and expulsions and to support students in successfully completing their education. Information shared will not be used in a school disciplinary proceeding.

Middle and High School Church Nights and Sundays (508.2)

From the first day of school to the first legal practice date for BB/SB, the Greene County CSD will not schedule activities on Wednesday evenings and all activities (practices, weightlifting, etc) will conclude by 6:00 PM. State level competitions may be scheduled on Wednesday evenings. Normally, we do not conduct Sunday practices, optional or otherwise. In unusual circumstances practice may be held on Sunday *subject to the approval of the activities director and the superintendent.*

Public/Spectator Behavior at School Events ()

Spectators that choose to exhibit poor sportsmanship will be asked to leave school grounds.

Examples of poor sportsmanship include, but not limited to:

- Negative comments made about officials
- Negative comments made about participants
- Negative comments made about coaches
- Inappropriate language
- Inappropriate gestures

Individuals that chose to exhibit poor sportsmanship, and have been asked to leave school grounds will be:

- Suspended from Greene County activities for a period of time determined by Greene County Administration.
- Prior to attending any further Greene County events, will meet with the Greene County Administration during school hours and watch the online Sportsmanship Course provided by the National Federation of High Schools.

Furthermore:

- Any expense incurred will be the responsibility of the individual
- Failure to meet these guidelines will result in permanent suspension from Greene County activities.

STUDENT RIGHTS and RESPONSIBILITIES

Students Rights and Responsibilities at Age 18

Under current law, all male US citizens between 18–25 years of age are required to register within 30 days of their 18th birthday. In addition, non-US citizen men between the ages of 18 and 25 (inclusive) living in the United States must register.

Per Mr. Matt Carver Legal Counsel with School Administrators of Iowa: *18 year old students have authority to make their own education decisions. This might not go over well with the parents, but that is a family matter. If the student wishes for parents not to be involved in decisions, then that is the student's prerogative.*

Students that have an Individual Education Plan (I.E.P.) also retain the rights of an adult and their own education upon their 18th birthday. Parents and Guardians are notified of this transfer of rights by their child's IEP teacher often several years in advance of it happening.

Legal Guardianship and/or Power of Attorney documents must be provided to the school to verify educational decisions are not the students alone to make. Failure to provide these documents will result in the 18 year old student being able to make their own educational decisions.

Examples:

- 1). An 18 year old student *must approve* of any parent and school personnel meeting taking place in regards to their education. If a meeting is approved by an 18 year old student, then that student needs to be at the meeting and not just their parent/s.
- 2). An 18 year old student who *does not* live at home can contact the school for attendance validation if they will not be in school. Administration still ultimately determines if a student's absence are excused or unexcused. It is advised that students living on their own (and not at parents home) come to school every day and not put themselves under the scrutiny of attendance infractions.
- 3). If an 18 year old student *does not* want their parent involved in their education, then parent demands of staff emailing, calling, texting or any paper documentation of academic/behavioral reports on their child will not occur.
- 4). 18 year old students are responsible for the fines/fees/unpaid lunch accounts, etc... that they have occurred in high school. They should not expect a parent to "pick up their tab" if they have eliminated the parents input into educational decisions.

It is highly advised that 18 year old students and their parent/s maintain an open communication line with each other and collaborate towards the students progress in graduating high school. It is also advised that students stay at home with their parent/s through their high school years.

Student Searches (502.8; 502.8A; 502.8B)

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

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

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

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

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

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

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

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

**** The district will also use drug dogs periodically to conduct searches of buildings and grounds. All student backpacks in any classroom will be placed in the hallway for drug dogs to evaluate.***

Student Lockers and Desks (502.5)

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

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

The contents of a student's locker, desk or other space (coat, backpack/fanny pack, purse, etc.) may be searched when a school official has a reasonable and particularly suspicion that the contents contains illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible. ***Only school issued locks may be used to lock lockers.***

Threats of Violence

All threats of violence, whether real or implied including oral, written, or symbolic, against students, employees, 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. ***Threats of violence that result in a loss of a school day, the day will be made up.***

Elementary, Middle, and High School Discipline Procedure (503.1)

Routine discipline problems will be handled by the classroom teacher. If the problem persists the parent will be contacted. If the problem cannot be resolved by the classroom teacher, the student will be referred to the principal or designee. When the student is referred to the office, discipline could include a conference with the student, parent and principal. If the infraction is severe the student may be referred directly to the office for disciplinary action.

Consequences to be used to deal with discipline concerns will include the following:

- Verbal Redirection
- Being withheld from class
- Behavior Contracts
- Review of PBIS Expectations
- Parent Conference
- Morning, Lunch, Afternoon Detention
- Extra Assignments
- Removal from activities/loss of privilege
- Referral to school counselor

Elementary, Middle, and High School Insubordination

Insubordination is defined as refusal to obey a school rule, regulation or failure to respond to the reasonable request of a teacher or school employee. When a student is found to be insubordinate, the teacher/employee will make every attempt to resolve the issue with the student. If a reasonable

resolution cannot be reached, the student will be referred to the office for further discipline. Generally, the consequence for insubordination will be either in school or out of school suspension.

Elementary, Middle, and High School Misbehavior in Class and Consequences

A teacher may send a student from class if, in the teacher's estimation, the educational process of that student or other students is being disrupted, or any other reason deemed necessary by the teacher. When a student is sent from a class, they must go to the office-even if the class has changed. Once in the office, the student must report what class he/she was sent from. The student will be seen by the principal or designee and disciplinary actions taken. At least one of the following courses of action will occur:

- Student and parent conference
- Detention
- Suspension in or out of school
- Recommendation of "off- site" intervention
- Removal from class and possible lost credit
- Recommendation of expulsion from school

Detentions: Students may be assigned "make up time" time, called a detention, by any teacher, school employee or administrator. Detention usually results because of a discipline problem, not completing an assignment, continual forgetting of supplies, failing to be to class on time, or other school violations. Length of the detention depends on the staff who has assigned the detention. Students who skip detentions will be sent to the administration for further disciplinary actions.

In-school suspensions: Students may receive in school suspension when behavior choices result in a serious disruption of the educational program for that student and others. Students in ISS are allowed to complete the work they are missing in the classroom. Students who are in ISS are expected to follow the rules, otherwise they will be sent home for the remainder of the day and will not get credit for the time served. During the time of ISS a student may practice with the extra-curricular activity, but may NOT participate in events or activities.

Out-of-School suspensions: An out of school suspension means that a student is temporarily removed from school and all school-sponsored activities. The principal or designee has the authority to suspend a student as a disciplinary measure. In order to receive credit, assignments must be completed and returned to the teacher upon returning to school or the student will receive a "0" for the work assigned. During the time of suspension a student may NOT practice or participate in school sponsored activities or be on school property. A student suspended on Friday will not be eligible to participate in activities during the weekend.

Expulsion: Only the Board of Education may permanently remove a student from the school environment. The removal of a student from the school environment, which includes, but is not limited to, classes and school sponsored activities, is an expulsion from school. Students may be expelled for violations of board policies, school rules or the law. It shall be within the discretion of the Board of Education to discipline a student by using an expulsion for a single offense or for a series of offenses depending on the nature of the offense and the circumstances surrounding the offense.

Elementary, Middle School and High School Removal from Class

If an instructor asks a student to leave class for disciplinary reasons, the student should immediately comply with the request and the following procedures will be enforced:

- 1st removal from class - student is sent to the office and teacher will contact parents/guardian by means of phone call or e-mail
- 2nd removal from class - student is sent to the office and administration will contact parent/guardian and a parent conference is held, either in person or by phone, and a conduct report is sent home
- 3rd removal from class - student may be dropped from the class with options for earning credit for the class by alternate means at the student's and parent/guardian's expense.
- If an administrator needs to remove a student from class, disciplinary steps will be accelerated.

Weapons /Illegal Items Found in School or in Students' Possession (502.6)

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products or look-a-like substances. Students who choose to bring such items to school will face disciplinary actions set by the administration of the building.

The board believes weapons and other dangerous objects and look-a-likes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district. School district facilities are not an appropriate place for weapons or dangerous objects and look-a-likes. Weapons and other dangerous objects and look-a-likes shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district. Students may carry pliers in a sheath on their belt--if the pliers is a non-issue at school. Multi-purpose/Utility Tools that have a blade and/or hold a razor for cutting are not allowed to be carried by students or on school grounds.

Example of what not to do concerning the above:

- a. Have item and carry it in pocket with only the clip side showing.
- b. Have item in vehicle in parking lot that can be viewed from any window.
- c. Use blade/razor to cut food .

Parents of students found to possess weapons or dangerous objects or look-a-likes on school property shall be notified of the incident. Students will be subject to disciplinary action which may include suspension or expulsion. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials. Students bringing firearms to school or knowingly possessing firearms at school shall be expelled for not less than one year. Students bringing to school or possessing dangerous weapons, including firearms, will be referred to law enforcement authorities. The superintendent shall have the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or an explosive, incendiary or poison gas. *Weapons under the control of law enforcement officials shall be exempt from this policy.*

The principal may allow authorized persons to display weapons or other dangerous objects or look-a-likes for educational purposes. Such a display shall also be exempt from this policy. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Internet (605.6; 605.6B)

Students will be able to access the internet and individual student accounts will be issued. It is a goal to allow teachers and students access to the rich opportunities on the Internet, while we protect the rights of students and parents who choose not to risk exposure to questionable material. The amount of time available for each student may be limited by the number of available terminals and the demands for each terminal.

The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.

Students will adhere to on-line protocol:

- Respect all copyright and license agreements.
- Cite all quotes, references and sources.
- Remain on the system long enough to get needed information, then exit the system.
- Apply the same privacy, ethical and educational considerations utilized in other forms of communication.

Restricted Material - Students will not intentionally access or download any text file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Unauthorized Costs - If a student gains access to any service via the Internet which has a cost involved or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs.

Students who access restricted items on the Internet are subject to the following consequences:

- **First Violation** - A verbal and written notice will be issued to the student. The student may lose internet access for a period of 15 school days*. A copy of the notice will be mailed to the student's parent.
- **Second Violation** - A verbal and written "Second Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parent. The student will forfeit all internet privileges for a minimum period of 30 school days*
- **Third Violation** - A verbal and written "Third Violation" notice will be issued to the student.

A copy of the notice will be sent to the student's parent. The student will forfeit all Internet privileges for the balance of the school year or 60 school days*, whichever is longer.

*** Note: Although violations consequences start over each school year, violations are carried over.**

Dress Code (502.1)

There is a strong connection between academic performance, students' appearance and students' conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. Students are expected to wear clothing and footwear that are appropriate to their age level and that does not disrupt the school or educational environment. Students are expected to adhere to reasonable levels of cleanliness (i.e. change gym clothes frequently) and modesty as determined by the principal, school counselor, school nurse or any school staff member.

Under certain circumstances or during certain classes or activities, including the graduation ceremony, a stricter dress code may be appropriate; students must comply with the stricter dress code. Examples: no flip flops, no tennis shoes, boys wear long pants. **The principal makes the final determination of the appropriateness of the student's appearance.** Students who are wearing inappropriate clothing will be called to the office during the school day. **Students inappropriately dressed are required to change their clothing or leave the school.** Detention and/or other forms of discipline may be given to first time offenders and/or repeat offenders. Parents are encouraged to know what their children are wearing to school.

Framework for what is prohibited:

- ❑ Clothing which advertises/promotes makes innuendos of items illegal for use by minors, but not limited to: alcohol, tobacco, drugs, bars, taverns, and casinos.
- ❑ Students are allowed (but not required) to wear a school appropriate mask, face shield and/or gloves to school in relation to **COVID-19** concerns. Masks are to only cover the face and mouth, so the student can be better identified for safety reasons. A clear face shield can also be used. The list of examples below are not all-inclusive to what students should not be wearing:
 - ❑ Masks such as: plague type that may or may not have a beak on them, full painter's types, gas types, halloween masks, and paintball types. Masks need to meet the standards similar to school appropriate clothing references in regards to profanity, vulgarity, alcohol, tobacco, innuendoes, etc. Note: sunglasses and/or eye coverings/goggles, are not allowed.
 - ❑ Gloves worn by students should not be of the costume variety, but rather latex medical and/or painter's type. Welding gloves, large ski mittens, and cooking mittens should not be used.
 - ❑ Face shields such as a welder's mask, knight's helmet or similar are not allowed.
- ❑ Clothing displaying or making reference/innuendo (aka. **play on words**) to obscenity, profanity, vulgarity, racial or sexual remarks/acts, or language demeaning to any person or group.
- ❑ Strapless clothing which reveals a student's bare shoulder, navel/midriff region, open back or undergarments (this includes slit shirts that expose the navel or midriff from the side and excessive ripped shorts/pants).

- ❑ Good judgment and modesty should be considered *before* buying, borrowing or wearing trendy styles of clothing (i.e. Victoria Secret, see through/transparent pants/leggings/skirts/shirts...etc...for boys meaning jumpsuits that bring undue attention to them and away from the learning environment of school). This will help to prevent cleavage/private body part type issues and prevent any embarrassment or hurt feelings.
- ❑ Sleeveless shirts worn by boys should not be cut “so low” that they show the pectoral of their chest from the side. Sagging pants or underwear showing is not allowed.
- ❑ Bra straps should not be showing. Rule of Thumb: Shirt straps should be at least 1 inch (aka. No spaghetti straps).
- ❑ Shorts and skirts must be in good taste and appropriate for school wear. Length of shorts/skirts should be minimally at mid-thigh. This rule is intended to give parents and students some idea of what is acceptable for school wear.
- ❑ Shoes with cleats (except for outdoor athletic practices), “heelies,” spurs on boots and other footwear with wheels in the soles.
- ❑ Chains, headscarves, any color handkerchief to express any type of potential color code, sunglasses, hairnets or hats (Hats are allowed after 3:40 dismissal bell) cannot be worn in any part of the building except as required for health, safety and religious reasons. Documentation from a professional for these exceptions will be required (i.e. doctor, accredited religious leader).
- ❑ Any clothing or clothing modification considered gang attire--as determined by administration. Tattoos that are perceived to be affiliated with a gang will need to be covered.
- ❑ Students should not “hold” electronic devices in what would be considered private areas of a student’s body. For example, a female student holding her phone half-way out of her bra.

Care of School Property (502.2)

- Students are expected to take care of school property including Chromebooks, desks, chairs, books, lockers and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials
- Students are not allowed to camp (set up tents, etc...) on school property.

High School Student Drivers and the Parking Lot

1. Students driving cars to school must park in the student parking lot located **south** of the school. There is no designated area for Seniors, Juniors or Sophomores. Parking is on a first come first serve basis! The parking area located **north of the school** is reserved for staff and visitors.
2. The parking lot is off limits during the school day unless the student has received express permission from the principal or his/her designee. Meaning: parking lot visits are not allowed and/are limited to students.
3. Students who are improperly parked anywhere on the school premises will be warned for the first offense. Subsequent parking violations may result in loss of parking privileges and/or being towed at owner's expense! Ignorance of knowing this policy is no excuse. This information is posted frequently on the school announcements.
4. We understand that there may be times when a student's car “breaks down” in the school parking lot. Students/Parents should make the high school main office aware of these situations--so the vehicle in question is not inadvertently towed. The school expects “broken down” cars to be moved within a reasonable time period (for example 1 week).

Middle and High School Hall Passes

Students must have a hall pass to be in the halls when classes are in session. High School students may obtain a hall pass (lanyard) from their teacher or the office. Middle School students will use their student planners.

Cheating (605.6B)

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, providing answers to someone else via cellphone or other electronic device, copying from other sources or similar cheating is not tolerated. In addition to the discipline outlined in this handbook, disciplinary action may include the loss of credit for assignment, being required to redo the assignment for half-credit, the loss of use of their Chromebook, media center or computer labs and/or possible suspension.

Technology Information (605.7)

Personal Use of Student-Owned Laptops and/or Mobile Internet Devices (MID) in School

PURPOSE: Greene County CSD allows students to bring in a personal laptop or MID as a means to enhance their education. The purpose of this policy is to assure that students recognize the limitations that the school imposes on their use of personal laptops or MIDs. In addition to this policy, the use of any school computer, including personal laptop computers or MIDs, also requires students to abide by other Board and building policies relating to computer use.

During the course of the school year, additional rules regarding the use of personal laptops or MIDs may be added. If this occurs, any new rule will become a part of this policy.

General Usage

Greene County CSD provides the opportunity for students to bring a personal laptop or MID to school to use as an educational tool. **The use of these laptops or MIDs will be at teacher discretion.**

1. Students must obtain teacher permission before using a personal laptop or MID during classroom instruction.
2. Student use of a personal laptop or MID must support the instructional activities currently occurring in each classroom and lab.
3. Students must turn off and put away a personal laptop or MID when requested by a teacher.
4. Students should be aware that their use of the laptop or MID could cause distraction for others in the classroom, especially in regards to audio. Therefore, audio should be muted, since headphones should not be used during instructional time.
5. Students may use their personal laptop or MID before school, at lunch, and after school in **adult supervised areas only**, such as the Media Center or classrooms with the teacher present. The laptop or MID should be used for educational purposes during these times also. If an adult asks a student to put his/her laptop or MID away because of games or other non-instructional activities during these times, the student must comply.

Consequences of General Usage

If students refuse to comply with the above guidelines, the following consequences will apply. Student infractions can be documented as a referral for each offense. The possible consequences for these infractions are outlined below:

- 1st offense – phone/device taken – 30 minute detention with office, student can pick up phone/device after the detention is

- served, parent called. Note: Use of Seminar for detention is allowed ONLY if a student is not scheduled for Seminar time.
- 2nd offense – phone/device taken – 60 minute detention with office (served in separate 30 minute time periods), student can pick up phone/device after 1st 30 minutes served.
- 3rd offense – phone/device taken – 1-2 day out of school suspension – parent called - parent picks up phone/device
- 4th offense – phone/device taken – 3 day out of school suspension – parent called - parent picks up phone/device
- 5th offense – phone/device taken – 5-10 day out of school suspension with the recommendation to school board for expulsion – parent called – parent picks up phone/device

Students with personal laptops or MID devices taken on Friday can have them back on Friday after school and make –up detention the following Monday.

Using cell phones (or any electronic device) in class to take pictures/video of others or using a cell phone to take pictures/video of any assignment/project/assessment with what is viewed as intended cheating by staff is cause for discipline consequences.

Laptop security risks

Laptops and other portable computing devices are especially vulnerable to loss and theft. Opportunistic and organized thieves will target these devices in school, on school grounds, and on buses. To counter these risks, security must be addressed in the following ways;

1. Student Responsibility

- The Greene County CSD accepts no responsibility for personal property brought to the school by students. This includes laptop computers and other personal digital devices.
- Students who choose to bring a laptop to school assume total responsibility for the laptop. Laptops that are stolen or damaged are the responsibility of the student and their parents or guardians.
- Students should take all reasonable steps to protect against the theft or damage of their personal laptop.

2. Physical security

Users should take the following physical security preventative measures.

- Your laptop or MID should NEVER be left unattended for ANY period of time. When not using your laptop, it should be locked in your school locker.
- Laptop computers must not be:
 - Left unattended at any time (**If a laptop is left unattended it will be picked up by staff and turned in to the Media Center.**)
 - Left in view of an unattended vehicle

3. Network Access Control

Students do not at this time have access to the school network (wired or wireless) using a personal laptop or MID. Educational accommodations for certain situations requiring access may be granted.

- Any student found connecting his/her personal laptop or MID to the network using an ethernet cable plugged into a wall jack or wirelessly will have his/her laptop confiscated and lose personal laptop privileges. The student and his parents/guardians will be financially liable for any damage caused to the school district network servers and computers by worms or viruses on a personal device that is connected to the school network.
- No student shall knowingly gain access to, or attempt to gain access to, any computer, computer system, computer network, information storage media, or peripheral equipment without the consent of authorized school or district personnel.

Cell Phones:

Elementary

Cell phones are not to be on during school hours. If a student needs to use a phone during school hours they should go to the office. If a student uses a cell phone during school hours the phone will be taken the first time and can be picked up from the principal's office at the end of the day. The second infraction will result

in the phone being taken and a parent will have to come in to get the phone. Third and subsequent infractions will result in discipline ranging from detention to suspension and the parent coming in to get the cell phone. Also, if a student has a cell phone with photo capability, they are not to take it into the locker rooms or restrooms. Students who are caught taking pictures will be disciplined and possible law enforcement will be called. Students should give the phone to a teacher or coach if they need to be in these areas. A serious offense may result in the administration recommending a more serious consequence.

Middle School

Middle School students have access to a school phone in the office and, with permission, can call home at any time. In addition, parents may call the school (515-386-8126) and we can reach your student very quickly, if necessary. However, we do realize that some family communication via cell phone may be desired. Therefore, **cell phones and other electronic devices may be brought to school but must be turned off by 8:15AM and stored in the student's locker. Cell phones and other electronic devices must remain in the student's locker and not turned on until school dismisses for the day.**

Cell phones that are seen by staff during the school day will be confiscated. Students who are unable or unwilling to follow these expectations will be subject to the following consequences:

1st infraction - Device will be confiscated for remainder of school day and will be returned to the student in the office after school dismissal.

2nd infraction - Device will be checked into office at the beginning of the school day and will be returned at dismissal. This arrangement will continue for 5 school days.

Subsequent infractions - Device will be checked into the office at the beginning of the school day and will be returned at dismissal. This arrangement will continue for the remainder of the school year.

High School

In our age of technology, most students have a cell phone. Most students are able to bring a cell phone to school and to be able to follow our technology guidelines. Administration has no desire to be the "phone police" over any student. Frequently, students and parents/guardians may think their student needs a cell phone to survive, but they do not.

The school has a free phone in the hallway outside of the office, and students can request to use a phone in the office for more privacy. If a parent/guardian needs to speak to their child by phone, they can contact the school at 515-386-2188, and a secretary will get their student a message or have them contact home.

The first line of consequence for student cell phone issues is for the parent/guardian to take away their child's cell phone, so it cannot be brought to school. If a child refuses to give up their cell phone to a parent, then it is suggested that the parent contact their cell phone provider and turn the device off or not purchase any further data/minutes for the cell phone in question. If the child has their own cell phone plan, but lives with parents/guardians, parents/guardians can use their authority to take the cell phone away.

The school does not employ an in-school suspension person. This is why there is not an in-school suspension clause in this particular policy. After two offenses, out-of-school suspension is the third. If it has not already occurred, as stated, it is highly suggested that a student's cell phone be taken away from them by a parent/guardian, so the school is not forced to remove their student from school.

Capturing of Video/Photos/Audio at School or School Activities

Smartphones and other technology devices capable of storing and/or transmitting and/or receiving images are banned from use for any purpose in locker rooms and restrooms at ALL times. Students will be disciplined for any use of technology devices in school locker rooms or restrooms. At no time are students or visitors authorized to video capture, photograph, or audio record others in the school building, on school property (to include school vehicles), or at school activities (unless recording a public performance, such as a game, honor assembly, concert, contest, etc.), without the permission of other parties captured in the video, audio, or photo.

School administrators, teachers, coaches, and other school officials may further restrict the capturing of video, audio, or photos, even if all individuals present have given consent. Capturing of video, audio, or photos is not permitted if it violates copyright laws, or includes content that is disparaging toward others (either due to the content of the video, photo, or audio itself or how the content is disseminated) or encourages or depicts violation of other school policies or state or federal law.

Students violating this policy shall be subject to reasonable discipline, and the device shall be confiscated and not returned until the end of the school day or after a parent/guardian conference has been held, if such conference is determined necessary by a building administrator or the administrator's designee. Students violating this policy may be prohibited from possessing any smartphone or technology device following the incident on school property for a reasonable period of time, unless otherwise permitted by a school administrator or a student's IEP or 504 Plan.

Security Cameras

The Board of Education has noted to install security cameras in the district's attendance centers. The cameras have been installed to protect school/district property and assets from theft and vandalism through deterrence and video documentation, as well as, to assist the school administrator's performance of disciplinary investigations. Cameras have been installed in the interior and on the exterior all buildings and are operational at all times. Recordings from the security cameras may be viewed by the administration and law enforcement at any time. Building administration determines the parameters, in which, staff resources will be utilized to view security footage or if it will be viewed at all. Parents or members of the community **do not** have viewing access to any security footage in any building. Signs are posted warning students about the use of cameras.

Electronic Devices

Middle School

Possession of electronic devices such as laser pointers, pagers, beepers, radios, CD/DVD players, headphones, toys, etc. is discouraged.

- 1st Offense – Warning to student to put device away
- 2nd Offense – Device is taken and student will serve a 20 minutes detention. The device is not returned until the detention is served.
- 3rd Offense – Device is taken and the student will serve 3 – 20 minute detentions with the teacher. The device is returned when the detentions are served.
- 4th Offense – Device is turned over to the Principal, it will be released to the student's parent/guardian. The student may be required to serve an ISS or OSS.

If at any time the student refuses to give up the device, the Principal will be informed and the student may be required to spend time in a 40 minute after-school detention, ISS or OSS.

High School

Possession of laser pointers, pagers or “beepers” radios, CD/DVD players, television, headphones, toys or other similar items on school grounds or at school activities is discouraged.

- 1st offense – phone/device taken – 30 minute detention with office, student can pick up phone/device after the detention is served, parent called
- 2nd offense – phone/device taken – 1 day in school suspension – parent called - parent picks up phone/device
- 3rd offense – phone/device taken – 3 day out of school suspension – parent called - parent picks up phone/device
- 4th offense – phone/device taken – 5 day out of school suspension – parent called - parent picks up phone/device
- 5th offense – phone/device taken – 10 day out of school suspension with the recommendation to school board for expulsion – parent called – parent picks up phone/device

Electronic Bullying/Intimidation (105; 605.6B)

The Board of Education has no duty to regulate or review off-campus Internet messages, statements, postings, or acts. If those acts threaten violence against another student or otherwise substantially disrupt the learning environment or orderly conduct of the school, the school can take action, from conferencing with parents and students, to expulsion.

Posting of Information

Students who wish to post or distribute information must receive permission from the principal prior to posting or distributing the information. This applies whether the information deals with school-sponsored or non-school-sponsored activities. The principal can explain or answer questions regarding the school's rules on posting and distributing materials.

Initiations, Hazing or Harassment (105)

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

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

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
 - ❑ tell a teacher, counselor or principal; and
 - ❑ write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
 - what, when and where it happened;
 - who was involved;
 - exactly what was said or what the harasser or bully did;
 - witnesses to the harassment or bullying;
 - what the student said or did, either at the time or later;
 - how the student felt; and
 - how the harasser or bully responded.
- Continued harassment will result in disciplinary consequences including suspension and/or expulsion regardless of the setting. (e.g. Previous harassment on the bus will be considered when harassment continues at school or at a school activity or vice versa.)

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

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

Student Complaints (502.4)

Students may file a complaint regarding school district policies, rules and regulations or other matters by complying with the following procedure. This procedure is strictly followed except in extreme cases.

- If an employee is involved, discuss the complaint with the employee;
- If unsatisfied with the employee's response or if there is no employee involved, talk to the principal within 5 school days of the employee's response or the incident;
- If unsatisfied with the principal's response, talk to the superintendent within 5 days of the principal's response;
- If unsatisfied with the superintendent's response, students may request to speak to the board within 5 school days of the superintendent's response. The board determines whether it will address the complaint.

Student Publications (504.3; 504.3A)

Students may produce official school district publications as part of the curriculum under the supervision of a faculty advisor and principal. Official school district publications include, but are not limited to, the school newspaper and yearbook. Expression made by students, including student expression in the school district publications, is not an expression of official school district policy. The school district, the board and the employees are not liable in any civil or criminal action for student expression made or published by students unless the employees or board have interfered with or altered the content of the student speech or expression. Copies of the school district publication code (board policy 504.3) can be obtained from superintendent.

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

- obscene;
- libelous;
- slanderous; or
- encourages students to:

commit unlawful acts;

- violate school district policies, rules or regulations;

- cause the material and substantial disruption of the orderly and efficient operation of the school or school activity;
- disrupt or interfere with the education program;
- interrupt the maintenance of a disciplined atmosphere; or
- infringe on the rights of others.

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

STUDENT SCHOLASTIC ACHIEVEMENT

District Literacy Policy (603.12)

The Greene County Board of Education has a reasonable expectation that a student's progress toward reading proficiency be sufficient to master appropriate grade level reading skills prior to the promotion to that grade level.

Grades K-8 Reading Deficiency and Parental Notification

- a. The Greene County school district shall assess all students enrolled in kindergarten through grade eight at the beginning of each school year for their level of reading or reading readiness using the FAST(K-6) and STAR (7-8) assessment. The Greene County school district shall provide intensive reading instruction to any student who exhibits a substantial deficiency in reading, based upon the assessment or through teacher observations. The student's reading proficiency shall be re-assessed by using FAST (K-6) and STAR (7-8) assessment throughout the year and in the spring using the statewide assessments. The student shall continue to be provided with intensive reading instruction until the reading deficiency is remediated.
- b. The parent or guardian of any student in kindergarten through grade eight who exhibits a substantial deficiency in reading, as described in paragraph "a", shall be notified at least annually in writing of the following:
 - (1) That the child has been identified as having a substantial deficiency in reading.
 - (2) A description of the services currently provided to the child.
 - (3) A description of the proposed supplemental instructional services and supports (that are designed to remediate the identified area of reading deficiency) that the school district will provide to the child.
 - (4) Strategies for parents and guardians to use in helping the child to achieve reading proficiency, including but not limited to the promotion of parent-guided home reading.
- c. if the student's (grades K-8) reading deficiency is not remedied by the end of the year, as demonstrated by a proficient score on the statewide assessment (FAST (K-6) or STAR (7-8) will be administered after the statewide assessment as a second assessment if the student is not proficient), the school district shall notify the student's parent or guardian that the parent or guardian may enroll (80% attendance) the student in an intensive summer reading program (School Based Summer School, recognized commercial reading program, Tutoring administered by a certified teacher). If the parent or guardian does not enroll the student in the intensive

summer reading program the student shall be retained in the current grade in the area of reading.

Grades 8-11 Reading Deficiency and Parental Notification

- a. The Greene County school district shall assess all students enrolled in grades eight through eleven in the spring of each school year for their level of reading or reading readiness using the state assessment. The Greene County school district shall provide intensive reading instruction to any student who exhibits a substantial deficiency in reading, based upon this assessment or through teacher observations. Students in grades 9-12 who do not demonstrate proficiency on the state assessment will be enrolled in the READ 180 class. The student's reading proficiency shall be reassessed throughout the year in the READ 180 class. The student shall continue taking READ 180 class until the reading deficiency is remedied. Students that have already taken the READ 180 class and are still not proficient will be required to take Reading Success class.

**** In determining whether to promote a student to the next grade level, the Greene County School District shall place significant weight on any reading deficiency identified that is not yet remediated. The school district shall also weigh the student's progress in other subject areas, as well as the student's overall intellectual, physical, emotional, and social development. A decision to retain a student shall be made only after direct, personal consultation with the student's parent or guardian and after the formulation of a specific plan of action to remedy the student's reading deficiency.***

Grade Reports (608.1)

Students progress reports in the form of report cards are not mailed home, unless requested by parent/guardian. Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance. Parents are also requested to support their child attending Extended-Learning Time, which is built into the school day.

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

Note: Middle and High students and parents have access to grades at all times through Infinite Campus 24/7. Log-in and password information can be obtained from the technology office located at the South Grade building during school hours.

Grade Scale for Middle and High School Students

A+ = 99%-100%	A = 93%-98%	A- = 90%-92%
B+ = 87%-89%	B = 83%-86%	B- = 80%-82%
C+ = 77%-79%	C = 73%-76%	C- = 70%-72%
D+ = 67%-69%	D = 63%-66%	D- = 60%-62%
F = 0%-59%		

Homework

Teachers assign homework, extra class activities or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make-up incomplete class work. Students are expected to complete homework on time. Failure to complete homework may result in loss of class credit and a failing grade in the class.

Middle School

The office will not collect student assignments unless an extended period of illness has occurred, generally after three consecutive missed school days. Students and families may find daily homework assignments posted on the middle school web page.

High School

The main office **is not** responsible for gathering student homework upon absences. Students need to utilize the resources available to them and take ownership for their learning: class syllabi, staff e-mail, staff voice mail, Infinite Campus Resources, teachers' web pages, and Google Chromebook resources.

Standardized Tests (505.4)

Students are given standardized tests annually. Iowa Assessments are given in grades 3-11 and tests are administered in the spring of the school year. These tests are used to determine academic progress for individual students, for groups of students, for the school district and to comply with state law. Students are encouraged to take tests seriously as they are part of High School Transcripts.

Seminar

During seminar, students who need additional help or time to complete work will be assigned to a teacher's classroom. For students who are completely caught up with coursework and are passing all classes, there will be a variety of offerings from which to choose. Some of those might include: ACT preparation, college and career exploration, STEM activities, workplace readiness activities, makerspace, learning games, small group work, physical activities, cooking, sewing, and many more.

The time frame is between fifth and sixth periods of the day. Seminar will be on Tuesday, Thursday and Friday of each week. Every student will meet with his or her adviser every Monday during Advisory time to schedule that week's seminar activities. Attendance is required every day that Advisory and Seminar occur. Any absence from this time is counted the same way any class absence would be. Students that skip either of these will face progressively harsher consequences.

Seminar Time:

- Opens up gradual release and self-directed learning by the student during the school day.
- Students are more involved in tracking and owning their own learning.
- Time is focused on learning--not punishment.
 - If a student skips Seminar, this missed opportunity for learning needs to be communicated to parents by teachers (thus) fostering contact home and parent/guardian engagement.
 - Parents are encouraged to assist in having their child stay for Seminar and be actively engaged in knowing their child's grades/attendance in school.

- Students that skip Seminar can be assigned to detention time during Seminar time. Refusal to complete detention/s owed will lead to more severe consequences.
- Opportunity for Enrichment Activities during this time:
 - Clubs can meet during Seminar time.
 - Students need to be passing all their classes in order to attend Club meetings during Seminar Time.

Notes:

1. Seminar is built directly into the school day, so bus transportation is not an issue.
2. A reminder to parents/guardians that the main office is not the collection/distribution center for student homework. Google Documents, Class Syllabuses, Infinite Campus Assignments, and Email should be used for this endeavor. Personal situations that require a longer length of absence from school (aka. Hospital, Outside Agencies) should be routed through Ms. Broman our school counselor or Mrs. Emily Gannon, our At-Risk Coordinator.

Human Growth and Development (603.5; 603.5A)

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

Middle and High School Student Adding/Dropping Courses

Beginning of the school year:

2-days for student change w/o teacher approval, 1-week for class change WITH teacher approval for class dropped and added. After that change limited to teacher or counselor request-new student, IEP/504, wrong class, etc.

After 2 day period at the start of 1st trimester:

No other changes will be given or student will be assigned a W (withdrawn from class) **up to** midterm of the current trimester. Mid-term is: 30 school days from the start of the trimester and that class grades have been posted.. After mid-term a "WF" (withdraw fail) will be assigned. Note: Students will not be able to add another class after withdrawing from a class, per the 1-week class change guideline.

A "W" will affect high school eligibility, not their G.P.A., but could have an effect on a students' future collegiate eligibility. A "WF" will affect high school a students' G.P.A. and eligibility, meaning a student will need to sit out 30 calendar days for athletics and events/activities that are not co-curricular.

***This is for HS classes only, ICCC runs on a different time frame that we must follow.*

*A "I" (incomplete) can be assigned at the end of a trimester. This "I" can be carried over until the mid-term of the next tri or until the end of that tri--if determined appropriate by a guidance counselor. Longer will need approval of the high school principal. A student with an "I" will still be **ineligible**.*

Trimesters: 2 and 3

Changes need to be done *before* trimester starts. There will be a 1-week for class change WITH teacher approval for class being dropped and added. After that changes limited to teacher or counselor request, new student, IEP/504, wrong class, etc. No other changes will be given or student will be assigned a W up to trimester mid-term. ***This is for HS classes only, ICCC runs on a different time frame that we must follow.*

Middle school students wishing to add or drop vocal/band must do so within 10 school days. The teacher, guidance counselor, and parent permission are necessary to add or drop a class.

High School Student Class Loads

Students must be registered for at least 5 hours per trimester. Students will remain in Early Bird PE until they have turned in a completed PE waiver form. A student may be placed on a shortened daily schedule by a Guidance Counselor/At-Risk Coordinator/Mental Health Coordinator with approval of the high school principal.

High School Physical Education (PE)

All students grades 9-12 must be scheduled for at least two trimesters of PE. Students may be excused from one of those trimesters of PE because of participation in an organized and supervised athletic program that requires at least 1800 minutes of participation. Note: if a student drops out of the athletic program they would need to enroll in a trimester of PE. Students may fill out the district's PE waiver form to request this exemption.

Middle School Study Hall General Rules

While in study hall, students are expected to conduct themselves as they would in class. Students must bring enough work to occupy them for the entire study hall. Once in study hall, students are only allowed to leave with the permission of the study hall monitor and with a hall pass. Students who receive a D or F at any grading period are restricted to study hall unless written permission from a teacher. These students will have first priority to use computers in the study hall.

High School Study Hall General Rules

While in study hall, students are expected to do one or more of the following:

- a. Listen and follow directions from Study Hall Monitor (this includes any Sub Monitor)
- b. Take advantage of the time to work on needed school work or required tasks (i.e. M.A.P., Iowa Safe School Surveys, Scheduling, or other school related things).
- c. Have school appropriate reading material to occupy them for the entire study hall.
- d. Be able to visit quietly with other students.
- e. Once in study hall, students are only allowed to leave with the permission of the study hall monitor and with a hall lanyard pass.
- f. Use their Chromebooks for academic endeavors and not their personal entertainment by watching videos, playing games, etc...

High School Success Center Rules

Students that receive failing grade/s can be placed in the Success Center as a means to help them improve their grades. It is the school's due diligence to help students help themselves in this manner. Students may also be placed in Success Center--if they are not able to control their behaviors in the larger class setting of Study Hall. The high school principal reserves the right to make this determination. Students that do not comply with any placement changes will be considered insubordinate.

High School-Honor Roll (505.3)

A scholastic honor roll will be published each trimester. The honor roll is figured on a 12 point basis. Grades are figured as follows: An A = 4.00, A- = 3.67, B+ = 3.33, B = 3.00, B- =2.67, C+ = 2.33, C = 2.00, C- = 1.67, D+ = 1.33, D = 1.00, D- = .67. Students must have a 3 point average or better in all courses. High honors may be attained by having a 3.5 average or better in all courses. All courses taken for credit including all dual-credit and college credit classes will count towards a student's class rank, GPA, and honor roll.

Middle School-Honor Roll (505.3)

A scholastic honor roll will be published each semester. The honor roll is figured on a 12 point basis. Grades are figured as follows: An A = 4.00, A- = 3.67, B+ = 3.33, B = 3.00, B- =2.67, C+ = 2.33, C = 2.00, C- = 1.67, D+ = 1.33, D = 1.00, D- = .67. 'High Honors' may be earned by having a 3.67 grade point average (GPA) or higher for the trimester term. Students who earn a 3.00 to 3.66 GPA for the term will earn 'Honor Roll' designations. Students must have earned no grade lower than a C- to be included on either roll.

High School Cumulative Grade Point Average

Each semester a student's cumulative Grade Point Average (G.P.A.) will be computed using the grade numbers described under the Honor Roll section of this book. Grades earned in Band, Vocal Music, and P.E. will be figured in the computation. Pass-Fail courses will not be used in this computation nor will credits earned by examination. Grades earned in college classes will be used in the computation for a student's cumulative G.P.A.

G.P.A.'s are calculated by dividing the total points by the total credits. The following example illustrates the process:

English 1	1 credit	B+	3.33 points
Algebra	1 credit	A	4.00 points
US History	1 credit	B+	3.33 points
P.E.	1 credit	B	3.00 points
Band	1 credit	A-	3.67 points
Biology	1 credit	C+	2.33 points
Total	6 credits		19.66 points

19.66 points divided by 6 credits = 3.27 G.P.A

Middle School Academic Policy for Extracurricular Activities (504.9D)

Students involved in athletics, band, choir, plays or other activities must maintain good grades to participate. All students will begin each school year academically eligible to participate in extra-curricular activities. Grades will be reviewed every three weeks, a period of time referred to as

a 'tri-term.' Students receiving no failing grades on the tri-term review date will retain their eligibility to participate in extracurricular activities until the next tri-term reporting period. Students receiving one or more failing grades on the tri-term review date will not be allowed to participate in extracurricular activities the following week. Academic eligibility for these students will become a week-to-week determination until the next tri-term reporting period. Students meeting eligibility requirements at the end of the week will be allowed to participate for the following week. Students not meeting eligibility requirements will continue the period of ineligibility until such time that they meet the requirements outlined in this policy.

High School Academic Eligibility for Extracurricular Activities (504.9D)

Under Iowa law students must receive passing grades in all courses the previous grading period in which credit is earned to participate in activities. Students who do not meet this requirement are not allowed the privilege of participating in activities for 30 calendar days from the posting of grades.

High School Postsecondary Enrollment Options, Dual Credit (Concurrent) Classes (604.6)

Students in grades nine through 12 may receive class or vocational-technical credits that count toward graduation requirements for successfully completing courses at community colleges, private colleges or state universities.

The school district may pay up to \$350 of the cost of a course taken by 9th and 10th grade talented and gifted students and 11th and 12th grade students. The school district pays only for courses which are not offered by the high school and which are offered during the regular school year by the community college, private college or state university. The school district does not pay for the costs of summer school classes. Summer school classes, however are eligible for credit.

Students who fail the course or fail to receive credit in the course paid for by the school district must reimburse the school district for all costs directly related to the course. Prior to enrolling in a course, students age 18 or over or the parents of students under age 18 shall sign a form indicating they are responsible for the costs of the course should the student fail the course or fail to receive credit for the course. The school district may waive the cost of the course for students who fail the course for reasons beyond their control, including, but not limited to, the student's incapacity, death in the family or a move to another school district.

Students interested in participating in this program should contact the high school counselor.

- 1) Any high school junior or senior or identified TAG student may be eligible to enroll in a college course at a community college or state university at school district expense, and take it during the school day.
- 2) Juniors, seniors, and identified TAG students who wish to enroll in a class that carries college credit - either through dual enrollment or through PSEOA, must successfully pass the *Accuplacer* test. The *Accuplacer* test will be administered at any time during the year. Students may retake the test or parts of the test in order to register for college credit classes. The first test is free, second and subsequent tests will be \$10 each. Students will need to take the ALEKS test for entrance into Statistics. The test may be taken five times before a cost will be added.

- 3) Earlybird and PSEO classes that students complete in high school apply to programs at Iowa Central. These credits can be used toward an A.A., A.S., or A.A.S degrees, a diploma, or a certificate. If a student plans to attend a four-year institution, they should contact that institution to see how the credit will apply.
- 4) ICCC grading system:
 - A - excellent - 4 grade points
 - B - above average - 3 grade points
 - C - average - 2 grade points
 - D - below average - 1 grade point
 - F - failing - no grade points
 - Iowa Central Community College does NOT use a plus/minus system.
- 5) If the student fails to complete the course or receives an "F" for the course, the student and his/her parents are responsible for repaying the district for the course - up to \$350 per course. There are some additional restrictions that apply. See the principal for more information.
- 6) If the student wants to drop an internet, ICN, ICTN or guided self-study class, the student must drop the class within the first three school days of the start of the class (same as for regular high school classes). Paperwork must be completed by the student and the principal and submitted to the college or university.
- 7) The college instructor or the high school mentor has the option of withdrawing the student from class if the student has missed 20% of the scheduled class time.
- 8) Students taking internet or guided-self-study courses will be monitored by the high school guidance counselor until the class is completed and the guidance counselor has been notified of the final grade in the class. When notification has been received, the student will be granted open campus only if they have parent permission.
- 9) Students taking a college class (grades 11-12) that is completed by that college's end-time can have Open Campus for that period/s **with** parent permission.
- 10) Students enrolled in any PSEO course are required to follow the institution's calendar with regard to attendance, due dates or any other requirements appropriate to the course.
- 11) Students are required to take 5 full-credit courses each trimester. ICN, ICTN, internet, or guided self-study courses may count in the 5 full-credit courses. A shortened schedule may be approved by the high school principal.
- 12) ALL COURSES TAKEN DURING HIGH SCHOOL, INCLUDING ALL COLLEGE CLASSES, ICN CLASSES, GUIDED SELF-STUDY COURSES, INTERNET CLASSES, OR ANY COURSE THAT IS TAKEN FOR CREDIT WILL COUNT TOWARDS A STUDENT'S GPA, CLASS RANK, AND HONOR ROLL. (Exception: Paton-Churdan does not include college classes in their G.P.A.)
- 13) Do Earlybird and PSEO grades in high school affect financial aid in college?

The answer is "YES."

 - a. Even though high school students do not get financial aid, their grades in the Earlybird or PSEO classes can affect their financial aid in college.
 - b. A student must maintain a minimum cumulative Grade Point Average of 2.0
 - c. If this GPA is not met, the student will be on financial aid probation after the semester where they fall below a 2.0 GPA.
 - d. If the student's GPA is not above a 2.0 after the probation semester, they will be considered academically ineligible and will not receive financial aid until their GPA is above a 2.0.

Students may take selected courses as independent study. Student may take one (1) independent study course per trimester with approval of the instructor, the parent, guidance counselor, and principal. Any course carrying college credit may not be taken as an independent study class per the PSEO and Early bird guidelines. ***Juniors will not be able to take online courses the first trimester.***

High School Incompletes

Students who receive a grade of incomplete at any grading period have five (5) school days to complete the work. If a student does not make up the incomplete work within the five (5) school days, the student's grade could automatically result in an "F" or failing grade. Extended time can be approved by administration, but is not guaranteed.

Acceleration Procedure

Grade level acceleration is when a student is able to skip a grade or grades. Course/subject acceleration is when a student is able to skip a course/subject. The purpose behind grade level and course/subject acceleration is to provide every student academically rigorous courses.

The Greene County CSD will follow these grade level and/or course/subject acceleration procedures:

1. Parents of students that score at the 95th percentile (Iowa norms) or above on a specific subject area of an Iowa Assessment test may request that their child have an opportunity for academic acceleration.
2. Parents wishing to take advantage of this opportunity will need to contact the school to complete a Recommendation for Acceleration form (this recommendation may also be completed by a teacher, guidance counselor, or principal)

Upon receipt of a Recommendation for Acceleration, a committee consisting of the following individuals will be convened: Parents, Student, Teachers, Counselor, District Talented and Gifted Teacher and Principal. The purpose of this committee will be to determine the following:

- Student Desires Acceleration – It must be concluded that the student desires acceleration.
- Social-Emotional Maturity – It must be concluded that the student's social-emotional maturity is at a level where acceleration is desirable. A psychologist from Prairie Lakes AEA may be asked to assist in this determination through the use of an appropriate assessment.
- Minimum level of skill proficiency – It must be concluded that the student will be able to perform at a minimum skill level in their new placement.

If a student meets all of the criteria for acceleration the committee will develop a Written Acceleration Plan for the student. The committee will reconvene after six weeks to evaluate the success of the acceleration. A student may be returned to their original placement if the committee determines they are not being successful. If the committee decides to not approve the acceleration, the parents and/or student may appeal the decision to the superintendent. ****Requests for acceleration may be denied if the school district does not have the proper equipment, facilities or funding to support the request.***

Advanced Placement Classes

Students may take AP (Advanced Placement) classes in a number of areas. Students must submit an application for approval. Student grades, standardized test scores, and student desire to take an AP class are all considered in making the decision to allow a student to take an AP class.

High School Elective Pass/Fail courses

Any student may take an elective course on the basis of getting either a grade of “Pass” (P) or a grade of “Fail” (F) and earn credit for the course if they pass or earn no credit for the course if they fail. The grade would not affect their trimester or cumulative grade-point average. The student can take only one course on this basis during any single trimester, and the course can be taken on this basis only with the permission of the instructor, the counselor, the parent and the principal. The intention of taking a course on a Pass/Fail basis must be declared at the start of the trimester. Student must earn at least a grade of C- in order for it to be considered a “pass.” No course carrying college credit may be taken on a pass/fail basis.

High School Trimester Exams

Starting in 2017-2018, trimester exams are optional by teacher and could be in the form of: a presentation, project, verbal test, written test, group assignment, role-play, quiz test-out format, participation in community activity or multi-assessment piece. Any trimester exams given may take place during the normal daily schedule, can start at different times during the end of a trimester, but need to be completed by the end of the trimester. Since, each curricular area is different “the when and how” these tests take place is really not comparable to each other. Students are expected to be aware of any trimester testing protocol for all their classes. A trimester exam is calculated at 15 percent in Infinite Campus.

Middle School Report Cards (608.1)

At midterm of each grading period and at the end of each grading period, grade reports will be issued. Report cards are mailed home unless Parent-Teacher conferences are scheduled. Midterm reports may be mailed or given to the student to take home. Report cards issued at the end of the first and second semesters/trimesters will be mailed home.

High School Report Cards

Students grades are accessible 24-7 on the high school Infinite Campus Portal. If you do not have an Infinite Campus account contact Mrs. Jacque Schirmbeck or Mrs. Emily Gannon at the high school. No report cards will be mailed home, unless a request is made by a parent/guardian.

Early Graduation (505.6)

Students who meet the graduation requirements set by the board prior to the end of their senior year may apply to the Board of Education for early graduation. Students must apply by October 31st. An early graduation form may be obtained from the principal. Students who graduate early become alumni of the school district and are not allowed to participate in school activities, including senior activities, except for graduation ceremonies and prom.

Graduation (505.5)

Students who are in good standing and who meet the graduation requirements set by the Board of Education are allowed to participate in the graduation ceremony and in senior activities.

Important Notes About Graduation:

- It is possible that students who have discipline issues *will not* be able to walk or attend graduation ceremony or other activities (i.e. Senior Awards Night, Senior Building Walk).
- Students are not required to participate in the graduation ceremony.

- High School Graduation is a formal event, formal dress and dress shoes will be required (no flip-flops, no shorts, no tennis shoes).
 - Students that do not attend graduation practice or leave practice early **will not** be able to participate in the graduation ceremony. Ignorance of *not knowing* about mandatory graduation practice *is not* an excuse to then thereby be able to walk at graduation.
- Samples of ways a student would know about graduation practice:
- a. Senior letter sent home.
 - b. Personally told when picking up cap and gown in high school office.
 - c. School announcements.
 - d. Senior assemblies.
 - e. Seniors are expected to communicate with their peer group and have the presence of mind, to know what is going on, in preparation to graduate high school.
- **Graduates are allowed to decorate their graduation caps. The principal will make the final determination under the following decoration guidelines:**
 - a. School appropriate and/or in good taste for a **formal** event.
 - b. The decorations do not distract from the ceremony to bring attention to one individual. Examples of what not to do: add flashing lights on the cap or any type of light for that matter, fans, propellers or anything that moves. Mirrors or stickers that cause reflection of light.
 - c. The decorations are contained on the top of the cap and not drape over the cap top.
 - d. Any phrase that is considered negative, offensive or a “code” for another meaning should not be used.
 - e. The cap is to remain in its original size and should not be cut-up and/or modified to look anything beyond a graduation cap.
 - f. The cap needs to remain the original color under the cap in addition to the section that holds the cap on the students head.

Students that refused to remove something on their cap that is not deemed appropriate **will not** walk at the graduation ceremony and will be given their diploma at another time and place.

- Students are encouraged to participate in *The Senior Walk* in lower grade buildings after graduation practice. Students are required to ride school transportation to buildings and not drive on their own.
- Seniors that are not passing a class/es by the time senior 3rd trimester tests are completed (end of school day meaning 3:40 p.m.) **will not** be able to participate in walking at graduation. The school as a whole, can not be held hostage, in waiting on senior student/s to complete work right up to graduation practice and the organizing/producing of a well coordinated graduation ceremony. However, any student in this situation will be able to return to school and complete needed work towards graduation requirements for their diploma within these guidelines:
 - a. Work being completed is done by the end of the 3rd trimester for 9th-11th graders.
 - b. If a student has behavioral issues (as determined by the high school principal) special arrangements could be made on when and where this work will be completed.
 - c. If a student does not wish to attend graduation, they will need to wait until the next school day after graduation to receive their diploma.
 - d. Students/parents are requested not to pressure teachers to reduce assignments in order for required work to be completed to graduate.

Graduation Credits (505.5)

Students in grades nine through twelve will be promoted on the basis of credits earned. Seniors will need to attain a minimum of 42 credits for a Basic Diploma, 58 credits for a Regular Diploma and 66 credits for an Honors Diploma. It is the student's responsibility to know their credit status at all times. The high school counselor has an up-to-date Credit Status Sheet for each student.

MISCELLANEOUS

Telephone Use During the School Day

Generally, students receiving telephone calls during school hours will not be called to the telephone. The office will take a message and forward it to the student. Only in emergency situations are students removed from class or another school activity to receive a telephone call.

Students **should not** have their cell phones out during class--unless express permission has been given by the classroom teacher or supervisor. Infractions can lead to suspicion of cheating on course content, off-task/distracting behavior and to disciplinary consequence

Backpacks/Bookbags

Students may have a backpack or book bag on their person at school and also have one in class. It is requested that some "common sense" be used in the size of the backpack or bookbag be used. The intent of this privilege is to allow students to carry some books, personal belongings, etc...not to have full-size luggage, large duffle bags, and similar being hauled around school or taking up space in the classroom. If a student is found to be in violation of drug/tobacco/alcohol/weapon or any other violation deemed connected by the administration, this privilege will be revoked.

Therapy/Emotional Support Animal

Per Matt Carver, (legal representative with School Administrators of Iowa) schools **are not** required to permit therapy or emotional support animals. Per our board policy, animals are not allowed in the school building, unless permission is given by the high school principal. As example of permission would be an animal brought in for demonstration speech/presentation. Expectations would be handled on a case-by-case basis.

School Announcements

Announcements will be read over the intercom and emailed on a daily basis. Students are responsible for knowing the content of daily announcements. Students who wish to have an item included in the daily announcements must have permission from the principal.

Visitors/Guests

Visitors to the school grounds must check in at the principal's office. If a student wishes to bring a guest to school, the student must receive permission from the principal prior to the guest's visit. Such visits are usually limited to one to two hours. Visits during the first and last weeks of school or close

to holiday breaks will not usually be honored. Final determination of the visit will be left to the discretion of the building principal. *Visitors such as students from another school will normally not be approved.*

Legal Status of Student

If a student's legal status, such as the student's name or the student's custodial arrangement, should change during the school year, the parent or guardian must notify the school district. The school district needs to know when these changes occur to ensure that the school district has a current student record.

Buses and Other School District Vehicles (711.2)

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

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

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

Greene County Bus Regulations

The safety of every child on our school buses is of great concern to all of us. While every precaution is taken to see that the children arrive at their destination safely, the cooperation of the parents is needed in this endeavor. Driving a bus is a difficult responsibility. Inappropriate student conduct can distract the driver and immediately endangers the safety of the riders. It is, therefore, absolutely necessary that the children riding the bus conduct themselves in the best possible manner.

In general, any activity which worries or distracts the driver is objectionable. If the driver is worried about the activity on the bus, he/she cannot be a safe driver. Furthermore, transportation equipment is expensive and pupils are expected to cooperate in its maintenance and preservation. School bus transportation is a privilege that can be taken away any time a student's conduct is considered bad enough to jeopardize the safety of the other passengers.

School bus drivers have the same authority as teachers in the classroom. They may give instructions, assign seats, and initiate disciplinary measures against students who misbehave or disobey. Since all rules will be enforced, students should be reminded of the following:

1. Students are under the authority of the bus driver
2. Students shall be on time for the bus both morning and evening
3. Student shall remain seated while the bus is in motion
4. Students shall not extend their hands, arms, legs, or head through the bus windows.

5. Students shall converse in normal tones. No loud or vulgar language is permitted
6. Students shall keep the bus clean and refrain from damaging it
7. Students shall be courteous to the driver, to fellow students and to passers-by
8. Students shall enter and leave the bus at school loading stations and at highway stops in an orderly fashion and in accordance with the rules
9. Students must refrain from crowding or pushing
10. Students shall refrain from talking to the driver while the bus is in motion
11. Each student must go directly to his/her seat upon entering the bus and remain seated until reaching his/her destination
12. Fighting and scuffling on the bus is prohibited
13. Students must keep feet off the seats
14. Students must keep sharp objects off the upholstery
15. Student must not throw objects about in the bus or throw objects out through the Windows
16. Books and other property must be properly stowed
17. Students must avoid playing or loitering on the highway or roadway while waiting for a bus
18. Students must cross the road in accordance with instructions from the bus driver and the laws of the State of Iowa.
19. The school administration is authorized to suspend and/or recommend expulsion in cases of gross disobedience or misconduct that occurs on or off campus including such conduct that occurs on school buses, at bus stops, and while students are traveling to or from school or school bus stops; at school sponsored activities connected with the school program; and any event having a nexus with the school; and at any other time such action is necessary for the safety and supervision of students.

Consequences regarding bus misconduct are as follows:

1. First offense: Verbal Warning
2. Second Offense: Written Warning, Parents notified.
3. Third offense: Student assigned a seat, Parents notified
4. Fourth offense: Transportation privileges may be suspended for one to three school days. Parents Notified.
5. Fifth Offense: Transportation privileges may be suspended for three to Five school days. Parents Notified.
6. Sixth Offense or Severe Offense: Transportation privileges may be suspended for up to the Remainder of the school year.

Media Center (605.6)

The school Media Center is available to students during school hours. The Media Center is a place for study, research, project completion, reading and **quiet** socializing. Students are expected to conduct themselves as if they were in class while in the media center. The supervisor in charge of the Media Center has the authority to restrict the use of the Media Center for students that can not follow his/her directions and rules of the Media Center. Any consequences for students in this regard, will first be approved by the building principal.

Guidance Program (607.1)

The school district guidance program is divided into four separate categories. The categories are counseling services, information services, appraisal services and placement services. Each of these categories is interdependent and assists students with their personal educational and career development and in becoming well-rounded, productive adults. Confidentiality is maintained by the employees involved in the guidance program.

Citizenship

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

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

Inspection of Educational Materials (605.2)

Parents and other members of the school district community may view the instructional materials used by students in the office. Copies may be obtained according to board policy (605.2). Tests and assessment materials are only available for inspection with the consent of the superintendent.

Persons wishing to view instructional materials or to express concerns about instructional materials should contact curriculum director.

Middle and High School Public Displays of Affection

Public displays of affection are not allowed at school during regular school hours or at school activities. Students engaging in public displays of affection will be warned on the first offense and asked to refrain from the display. If these behaviors continue, appropriate discipline, ranging from detention to recommendation for expulsion, will be enforced. Parents will be contacted as deemed appropriate by the principal or his/her designee. The Greene County administration will notify the Paton-Churdan administration of any public displays of affection by their students while attending classes at Greene County.

Skateboards, Scooters, Bikes and Rollerblades (507.9)

When students arrive on school grounds, there is no riding or using of the items listed above or any other similar item. All bikes should be parked in the bike racks provided on the grounds. Students found riding bikes or using other items carelessly or recklessly may lose the privilege to have these items at school. Skateboards, scooters, and rollerblades may not be ridden on school property at any time.

Transfer Students

Students transferring to another district or to the alternative school must notify the principal. A withdrawal form must be completed by the principal, teachers, and the student and parental permission for withdrawal must be received. A student transferring into the district that have been declared ineligible under the prior school district's Good Conduct Rule, and then without having completed the full period of ineligibility at that school transfers to our district will not be eligible for

interscholastic competition until the full period of ineligibility has been completed. Once that time period of ineligibility has been completed, the student is then immediately eligible for interscholastic competition as far as any Good Conduct Rule is concerned.

Animals in the Classroom (606.3)

Live animals will not be allowed in the building except under special circumstances and only for an educational purpose. Permission from the building principal will be required of anyone wishing to bring an animal into the school facility. The person bringing the animal must furnish transportation for the animal to be brought to school. Animals will not be allowed to travel on the school bus to and from the student's attendance center without the prior approval from the building principal.

Middle School Candy and Pop

Candy and pop are allowed only as a part of a student's sack lunch. Students are to eat and drink these items during lunch. Candy or pop is not to be consumed in the hallways or classrooms. Students are not to have open containers in their lockers. At other times, candy and pop will be allowed at the discretion of the classroom teacher.

Gum/Candy/Pop/Soda/Gatorade at High School

Students are allowed to have gum/candy in school. Gum can be chewed during class; unless the teacher determines it is becoming a distraction from learning. Gum should not be placed under tables/desks. Candy should be eaten between classes and wrappers thrown in the garbage (not the floor). Students are allowed to have pop/soda during the day, but not during class time. Students can keep a resealable pop/soda in their locker, but only 1-2 of these items at one time. Administration would like to stress that students use good judgment on these issues and throw wrappers, cans, bottles in the garbage--not on the floor or store them up in their lockers. Students are not allowed to sell candy/pop out of their lockers. Energy drinks/packets/gum usage should be kept to a minimum. Administration reserves the right to determine if a student is following the gum/candy/pop/soda/energy drink policy and take away this privilege.

High School Lunch (710.4)

Students are allowed to bring a single serving item from a restaurant outside of school. Some guidelines for clarification:

- a. Students **are not** to order a pizza and have it delivered to the school and then disseminate that pizza out in single servings.
- b. Only Senior students that have qualified with appropriate paperwork for Open Campus can leave school grounds. Those Senior's **are not** to be taking other students *without* Open Campus privileges off school grounds.
- c. Having a parent drop-off outside food is not advised. The Main Office is not a stopping point for food distribution to students.
- d. Consuming outside food is not cause for students to be late for class or any drama/behavioral issues related to that food.

Middle School Student Planners

Student planners will be provided. Planners contain hall passes. If a student loses their planner, they need to purchase a new one from the office for \$3.00.

Middle School Stairlift

Due to the fragile nature of the stair lift and the necessity to the students using it, students are not allowed to touch the stair lift for any reason. Students found tampering with the stair lift shall be disciplined in accordance with the school district discipline policy and shall reimburse the school district for any repairs or replacement necessary as a result of the tampering.

Middle School Common Rules and Reminders

Students are expected to follow the following common rules:

1. Be in the classroom when the tone sounds
2. Follow directions first time given
3. Bring all materials to class
4. Raise hand to speak (be in control)
5. Keep hands, feet and objects to self
6. Don't disturb others
7. Use time wisely (beginning to end of class)
8. Follow pillars of good character

Alternative High School Jurisdictional Statement

All rules and policies list in this handbook apply to these students with additional requirements as specified in the Alternative Program Handbook.

Student only attending school in the Alternative Program are not to be on high school grounds without permission from the high school principal. Student/s that do not comply with this rule will be referred to police for trespassing charges.

Dropping Out of School

Beginning in the 1995-1996 school year, state law requires any student who drops out of school before age 18 to lose his or her driver's license. If the student does not have a driver's license, he/she is not eligible for a driver's license until the age of 18. At the time a student drops from school, the district is required to notify the Iowa Department of Transportation. The DOT will then revoke the student's license and notify local law enforcement agencies. State law mandates that a student must be sixteen (16) years of age by September 15 to legally drop out of school.

ADDITIONAL SPECIFIC ELEMENTARY RULES

Elementary Communications to and from School

When sending a note or money to school, the student should receive clear instruction from the parents about who the appropriate person is to receive the note or the money. Lunch money and attendance notes are to be given to classroom teacher. Also, the school regularly sends notes and papers home with students. Parents need to remind their child to notify them of notes or papers from school for the parents. Parents are responsible for knowing the contents of the notes or papers sent home.

Elementary -Recess and Playground Rules

1. One at a time on slides-slide down feet first
2. Don't climb on equipment that is not made for climbing. No jumping off equipment.

3. No tackle football, wrestling, kicking, or rough play anywhere
4. Don't return to building without supervisor's permission
5. Use jump ropes for jumping only, not for tug-of-war, lassos, etc.
6. Don't throw rocks or snow
7. Come in promptly when the supervisors blow the whistles
8. Don't run in front of or behind the swing sets when in use. One student sitting, not standing, per seat on the swing set.
9. Ask supervisor's permission to go after a ball in the street or neighbor's yard.

Elementary -Birthday Treats/Parties

Birthday parties and treats are not permitted at school. Children may pass out party invitations at the end of the school day.

Elementary -School Supplies

A list of school supplies will be posted on the district website and provide to area businesses where school supplies may be purchased.

Elementary -School Parties

Any party or social occasion for which the school is responsible must have the approval of the administration, which will make reasonable rules for the health, safety, and welfare of those involved.

SUPPLEMENTAL MATERIALS

ACTIVITY ELIGIBILITY POLICY

Middle and High School-Activity Eligibility/Good Conduct Policy (Policy 504.9A)

Student participation in activities is a privilege, since no student is required to participate in such activities. However, these activities are within the jurisdiction of the Board of Directors of the Greene County Community School District and certain rules and policies are necessary for the continued efficient operation of the program.

The following are major, but by no means the only, considerations in the establishment of these rules:

1. Pride, morale, and positive attitudes are important to the success of any activity. Students who violate established rules with impunity have a detrimental effect on other participants.
2. Public confidence is necessary for long-range continuation of activity programs in the public schools. Students whose actions are not consistent with the goals to be achieved through activity programs erode the public's support of the programs and jeopardize their continuation.
3. The use of controlled substances, not pursuant to a physician's prescription or direction, and the use of alcohol, tobacco, or nicotine are detrimental to the physical and psychological development of adolescents and reduce a participant's ability to perform at his/her fullest capacity.

I. **Definitions:**

- A. Participants: Any student in good standing in the Greene County Community School District who is participating in an extracurricular activity.
- B. Extracurricular Activity: Any program offered as part of, or in addition to, regular academic classes in the Greene County Community School District which includes without limitation: vocal and instrumental music, drama, speech, Quill, yearbook, FFA, student government, National Honor Society, athletics, cheerleading, academic competitions, and all school-sanctioned clubs.

II. **Academic Eligibility:**

High School participants must meet all academic eligibility requirements set forth by the State of Iowa and the athletic and activity associations.

III. **Middle School/High School Eligibility**

Upon completion of the 8th grade school year (i.e. the final day school is in session), all middle school violations of the good conduct code are dismissed and the student begins his/her high school career as though no violations existed. The only exception is for an 8th grade student who was still serving a penalty. Completion of that penalty must take place before becoming eligible for high school competition.

IV. **Violations:**

A participant shall be subject to disciplinary proceedings if s/he violates or admits to violating any of the following provisions:

- A. Possession, use, or purchase of alcoholic beverages, including beer and wine (having the odor of alcohol on one's breath is evidence of use).
- B. Possession, use, or purchase of tobacco and/or nicotine products, regardless of student's age.
- C. Possession, use, purchase, or attempted sale/purchase of illegal drugs or look alike drugs or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs. Possession, use, purchase, or attempted sale/purchases of look alike drugs.
- D. Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing, violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s).
- E. Exceedingly inappropriate or offensive conduct such as assaulting staff or students (as defined in Policy 503.1), gross insubordination (talking back or refusing to cooperate with authorities), serious hazing or harassment of others. Note: This could include group conduct.

V. **Sanction for Violation:**

Participants who violate the provisions of this eligibility policy are subject to the following sanctions:

A. First Offense (In middle school career or high school career)

1. The student will not be permitted to dress for, or participate in 1/4 of the contests or performances of the activity or activities in which s/he was participating during the time of the violation based upon the total scheduled number of regular-season competitions for said activity(ies). The student must practice during the period of ineligibility and attend competitions as a non-participant. If the student is not currently in an activity, s/he will serve their suspension in the next activity in which s/he participates after the violation. Students will not be allowed to begin participating in an activity already in progress in order to serve their Activity Eligibility/Good Conduct Policy penalty. In addition, the participant and his/her parents will be required to meet with the activities director to discuss the violation, sign a contract, and make arrangements to perform twenty five (25) hours of community service. This will be set up with the approval of the activities director. The participant and their parent/guardian must also take part in counseling/education classes related to the area of the violation. The student will remain ineligible until each of the conditions has been met. The cost of the counseling/education will be paid for by the student/parents. A written report from the counselor must be provided to the activities director for review and verification of completion.

Class officers, Student Council members, National Honor Society members, and club members will forfeit said position(s) and all accompanying privileges for 45 attendance days. If the student is re-elected to either the position of Class Officer or Student Council, any remaining attendance days to be served will be done so at the beginning of the next term.

Community service hours related to this policy may not be used to also fulfill other community service related hours (NHS, Graduation related)

The Superintendent of Schools or his/her designee reserves the right to institute a more substantial penalty depending on the severity of the underlying violation.

In addition, a student found guilty of a serious criminal offense/felony offense may be declared ineligible for participation in activities for an additional period of time determined by the Superintendent of Schools or his/her designee. Minimum ineligibility will be one year from the date of the conviction.

B. Second Offense (In middle school career or high school career)

1. The student will not be permitted to dress for, or participate in 1/2 of the

contests or performances of the activity or activities in which s/he was participating during the time of the violation based upon the total scheduled number of regular-season competitions for said activity(ies). The student must practice during the period of ineligibility and attend competitions as a non-participant. If the student is not currently in an activity, s/he will serve their suspension in the next activity in which s/he participates after the violation. Students will not be allowed to begin participating in an activity already in progress in order to serve their Activity Eligibility/Good Conduct Policy penalty. In addition, the participant and his/her parents will be required to meet with the activities director to discuss the violation, sign a contract, and make arrangements to perform fifty (50) hours of community service. This will be set up with the approval of the activities director. The participant and their parent/guardian must also take part in counseling/education classes related to the area of the violation. The student will remain ineligible until each of the conditions has been met. The cost of the counseling/education will be paid for by the student/parents. A written report from the counselor must be provided to the activities director for review and verification of completion.

Class Officers, Student Council members, National Honor Society members, or club members forfeit said position(s) and all accompanying privileges for 90 attendance days. If the student is reelected to either the position of Class Officer or Student Council, any remaining attendance days to be served will be done so at the beginning of the next term.

Community service hours related to this policy may not be used to also fulfill other community service related hours (NHS, Graduation related)

The Superintendent of Schools or his/her designee reserves the right to institute a more substantial penalty depending on the severity of the underlying violation.

In addition, a student found guilty of a serious criminal offense/felony offense may be declared ineligible for participation in activities for an additional period of time determined by the Superintendent of Schools or his/her designee. Minimum ineligibility will be one year from the date of the conviction.

C. Third Offense (In middle school career or high school career)

1. The student will not be permitted to dress for, or participate in contests or performances for a minimum of one calendar year. In addition, the participant and his/her parents will be required to meet with the activities director to discuss the violation, sign a contract, and make arrangements to perform one-hundred fifty (150) hours of community service. This will be set up with the approval of the activities director. The participant and their parent/guardian must also take part in counseling/education classes related to the area of the violation. Upon completion of these requirements, the student may appeal to the school board to have their activity eligibility

reinstated. The student requesting reinstatement will be required to appear in front of the school board in closed session and present their case for reinstatement (impact community service, and counseling has had on them, why the board should reinstate them). The cost of the counseling/education will be paid for by the student/parents. A written report from the counselor must be provided to the activities director for review and verification of completion.

Class Officers, Student Council members, National Honor Society members, or club members forfeit said position(s) and all accompanying privileges for a minimum of one year and will be required to meet the same conditions above.

The Superintendent of Schools or his/her designee reserves the right to institute a more substantial penalty depending on the severity of the underlying violation.

In addition, a student found guilty of a serious criminal offense/felony offense may be declared ineligible for participation in activities for an additional period of time determined by the Superintendent of Schools or his/her designee. Minimum ineligibility will be one year from the date of the conviction.

Community service hours related to this policy may not be used to also fulfill Other community service related hours (NHS, Graduation related)

D. Subsequent Violations

Any subsequent violations will result in students losing activity eligibility for the Remainder of their career with no opportunity for reinstatement.

- E. A student is ineligible to speak at commencement or participate as a member of the Homecoming Court if s/he has been in violation of this policy two or more times in their high school career.

VI. **Procedure:**

Whenever it appears that a participant has violated one or more of the foregoing rules, the following procedure shall be involved:

Any student who is found by the administration to have violated the Good Conduct Rule may obtain review of this determination by the Superintendent by filing a written appeal within 5 days of being advised of the violation. The penalty will be in effect until reversed. If the student is still dissatisfied, he or she may seek further review by the School Board by filing a written appeal with the Board Secretary at least 24 hours prior to the next Board meeting. A special meeting may be called at the sole discretion of the board on a case-by-case basis. The review by the Board will be in closed session unless the student's parents (or the student, if the student is 18) request an open session. The grounds for the review by the School Board are limited to the following:

the student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the Handbook Rule or Board Policy. The penalty will remain in effect pending the outcome of the meeting with the board.

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

Operational Procedures for Eligibility Policy (Code No. 504.9B)

- A. Each day of actual competition or performance, regardless of the number of competitions on that day, will count as one event when completing the period of ineligibility.
- B. If a student's period of ineligibility begins at a point in the season or activity when less than the ineligible number of contests or performances remains, the ineligibility will carry over into the next season or activity. The percentage of the assessed period of ineligibility shall be computed. The student will be ineligible for the remaining percentage of activities in his or her next season or activity. (Example: An athlete participates in both basketball and track. There are 21 regular season basketball games. One-fourth of the season equals six (6) contests. If only two (2) regular season contests exist at the time of the violation, the remaining 2/3 of the contests carry over to track. With 12 regular season track meets, 1/4 of the track season would total three (3) meets. The athlete would then miss 2/3 of that amount, or two (2) track meets.)

NOTE: When this remaining percentage of ineligibility is computed into number of contests, all fractions of contests will be rounded up to the next larger whole number.

- C. The student must practice and attend competitions as a non-participant during the period of ineligibility.
- D. Students who have been suspended from school or placed in in-school suspension are not eligible to practice or to participate in public performances or contests while under suspension. Contests/performances missed during suspension will not be included in the number of contests required to be missed due to violation of Policy 504.9A.
- E. Each activity sponsor shall retain the prerogative to add additional regulations pertaining to the activity. A copy of these regulations should be on file with the activities director and shall be provided to the students/parents prior to the beginning of competition.
- F. In the event that a situation occurs which is not covered in these policies, the Principal will provide a ruling based upon the intentions of the Policy.
- G. For a student who is participating in two or more activities at the time of the violation,

the period of ineligibility will be served in each activity.

- H. When computing the number of contests/performances to be missed, all fractions will be rounded up to the next larger whole number.
- I. These activities shall be deemed contest-/performance-based for the purpose of determining ineligibility: athletics, vocal and instrumental music, drama, speech, cheerleading, color guard, drill team, and academic competitions. All other student participation will be governed by the attendance day clause.
- J. Participants who are in 2 or more different levels of the same activity shall be declared ineligible for both levels. The following are examples:
 - 1. JV and Varsity Football -- 1/4 of varsity games and 1/4 of JV games.
 - 2. Band -- 1/4 of Marching Band, 1/4 of Pep Band, 1/4 of Jazz Band, 1/4 of Concert Band.
 - 3. Vocal Music -- 1/4 of Concert Choir, 1/4 of Swing Choir.Others not mentioned shall follow this guide.
- K. Students will not be allowed to begin participating in an activity already in progress in order to serve their Activity Eligibility/Good Conduct Policy penalty.
- L. The Superintendent of Schools or his/her designee reserves the right to institute a more substantial penalty depending on the severity of the underlying violation.
- M. In addition, a student found guilty of a serious criminal offense/felony offense may be declared ineligible for participation in activities for an additional period of time determined by the Superintendent of Schools or his/her designee. Minimum ineligibility will be one year from the date of the conviction.

GREENE COUNTY HIGH SCHOOL BEHAVIOR INFORMATION

The Conduct Matrix serves **as a guide** for discipline actions. Discipline infractions vary in their degree of seriousness and each situation has different variables and different outcomes. This makes consistency of consequences difficult to achieve. Therefore, parents/guardians are highly advised to:

- a. Refrain from searching for handbook "loopholes" to condone/enable their students behavior.
- b. Trying to make connections from one situation to another to provide a basis for similar consequences given to students.
- c. Dictate to administration what consequences should be.
- d. Requesting information on what happened to other student/s of the incident. Note: This is **not** possible due to confidentiality restrictions.
- e. From jumping the Chain-of-Command. Take concern to the person closest to the problem first (teacher, coach, sponsor, etc.). See board policy 208.11A for guidance.
- f. To refrain from venting on social media/electronic messaging of any type and/or form.

- ❑ A corresponding degree of latitude will be given to school personnel in disciplining those involved.
- ❑ The administration shall make the final determination of action(s) for any inappropriate student conduct.
- ❑ Parents will be contacted whenever consequences are given to students. This contact can take the form of a phone call, email, text, instant message format or letter sent home. Ideally, phone contact can be made in nearly all situations.
- ❑ Regarding the concept of **Fairness**: It is recognized that *each student* is unique and individual. Therefore each behavioral situation has varying factors that need to be taken into consideration for consequences given to a student. Influential factors regarding consequences could include these examples:
 - a. Lying/Deception
 - b. Withholding Information (student knows or should know)
 - c. Recurring pattern of behavioral issues/choices
 - d. Lack of Accountability/Responsibility for one's own actions/choices (aka. blaming others, accusing staff of playing favorites, excuses, deflection from main issue)
 - e. Making a mockery of the rules established, (mockery synonyms such as: scoffing, taunting, ridicule or sneering)
 - f. Yelling/Screaming/Swearing or other disrespectful actions toward, near or within hearing distance of any staff member
 - g. Special Education Disability/Mental Health Issues/504 Plan
- ❑ The school does not have an in-school suspension supervisor. Any in-school suspension assigned is at the liberty of the high school principal.
- ❑ Major infractions (aka. Alcohol, Drugs, Tobacco, Fighting, etc...) are cumulative in their discipline steps, while in high school.
- ❑ Students that receive suspension time that exceeds the number of days left in the current year will serve that time owed at the start of the next academic year.
- ❑ If school is cancelled for some reason, these cancelled days “do not count” towards the number of days a student is serving suspension. Meaning: a student's out-of-school suspension would extend out, depending on the number of school cancellation days.
- ❑ School officials are not obligated to agree to a parent's demand to be present when school officials question their child. Nothing in state or federal law restricts school officials from interviewing a student without parents/guardians being present. If a student is taken into custody by law enforcement, then an attempt should be made to contact parents prior to questioning. In addition, school officials are not required to follow a parent's demand to contact them every time they are interviewed or otherwise communicate with.

Using Alternative Consequences are frequently used *before* (not always) using suspension/expulsion. These may be used and include, but not be limited to:

- | | |
|-------------------------------------|--|
| *Re-teaching PBIS Expectations | *Being removed/withheld from class |
| *Student Behavior Contract | *Apology (verbal and/or written) |
| *Parent/Guardian Conference | *Morning, Lunch, Afternoon Detention |
| *Restitution (natural consequences) | *Community Service |
| *Written Assignment | *Extra Assignment on Social Skills |
| *Alternative Classroom | *Alternative Placement |
| *Referral to school counselor | *Verbal Redirection |
| *Call to Parent/Guardian | *Removal from school activities/events/loss of |

privilege

*Student to Student Reconciliation

*Referral to Internal Resources

*Referral to Outside Resources

*Probation (warning system)

*Eating lunch in the office or away from cafeteria

*Loss of electronic privilege (Chromebook, Cell phone)

Greene County High School has implemented School-Wide Positive Behavior Intervention Supports (PBIS), which is a set of strategies and expectations to educate all students and increase the capacity of our school to reduce disruptions. The goal of PBIS is to create a more positive environment where students are recognized for doing the right things. The motto of PBIS is: Be in the Right Place, At the Right Time, Doing the Right Thing, With the Right People.

The Character Education Pillars (Respect, Trustworthiness, Responsibility, Caring, Fairness and Citizenship) are an important aspect in developing young people for life after high school. Being involved in or a spectator at questionable activities (etc... boxing matches, fights, theft, nudity, gambling activities) outside of school normally does not reflect the character traits the high school is attempting to promote by student and non-student athletes. Being at an activity deemed questionable by administration, places potential consequences (OSS, ISS) to be implemented by administration. An affiliation between the school and the activity will be examined on a case-by-case basis to determine school involvement in the situation.

Student Behavior as it relates to athletic participation: While a student is in out-of-school suspension she/he cannot participate/attend in extracurricular activities during the duration of the suspension. A student under out-of-school suspension will not be allowed to attend any type of game and/or practice, during that suspension time. This means having an out-of-school suspension all day on a Friday (for example) would not allow a student to participate in that Friday's events in any shape or form (including a Saturday event). The student would not be allowed on school property, until the following Monday. Students are not able to participate until they have been back in school in good standing; as determined by the Activities Director. Good standing is defined as: A student in good standing is regarded as having complied all of his/her explicit consequences/obligations and thereby having the ability to participate in activities.

Students that miss an activity bus (aka. Fine Arts Trip to Worlds of Fun, or similar) are not to travel on their own or have their friends/parents/guardians drive them to the event. By missing the bus, they are deemed ineligible to participate.

Participating in activities is a privilege. Students having discipline problems during the school day will lose the privilege of participating in activities. The following guidelines will be followed:

- Students suspended out-of-school will not be eligible for practice or competition the day(s) they are suspended. They will not be eligible to participate until after the next school day in which they are in good standing has been completed.
- Students receiving in-school suspension will not be eligible to compete in game/event, but can practice. Students **will not** be eligible to participate in a competition, until the next school day in which they are in good standing.
- Students removed from class for disciplinary reasons are eligible for practice (subject to coaches discipline policy), but not competition (game/event) the day they are removed from class.

If a student athlete continues to have discipline issues during the school day, upon the 3rd out-of-school or in-school suspension (for the current school year), the Student Good Conduct Policy will be invoked.

The school administration is authorized to suspend and/or recommend expulsion in cases of gross disobedience or misconduct that occurs on or off campus, including such conduct that occurs on school buses, at bus stops, and while students are traveling to or from school or school bus stops; at school sponsored events and activities connected with the school program; any event having an affiliation with the school; and at any other time such action is necessary for the safety and supervision of students.

The Chain-of-Command regarding concerns in athletic/extracurricular activities are:

First: Talking to the Head Coach.

Second: Talking to the Athletic Director.

Third: Talking the Superintendent.

Fourth: 4. If all of the above have not produced a suitable answer, contact a school board member with a written request to be placed on the board agenda. This request should be in writing, signed and explain the steps (who they have contacted and when) the individual has followed to that point. The board member will share the request with the board president and the board secretary.

Reasonable Suspicion

- Is defined as: a legal standard of proof that is less than probable cause, it is based on specific and articulable facts, taken together with rational inferences made from those facts, and the suspicion must be associated with the specific individual.
- Reasonable Suspicion: “The lesser standard for school officials that could readily be described as a moderate chance of finding evidence of wrongdoing.”
Sanford v Redding, 557 US 364 (2009)

Five examples of Reasonable Suspicion:

1). A student requests to go to the bathroom and permission is granted by the classroom teacher. The student does not go to the most direct bathroom, but goes across the school to a distant bathroom or to a gym locker room bathroom. Students that do not use the closest bathroom are setting themselves up for reasonable suspicion in the area they were at--if there was: damage to school property, theft of item/s, smell of smoke/vapor in the air, wasting time for learning time or other disturbances of any nature determined by the high school principal.

2). Student leaves school grounds, in the school parking lot, or is outside the building without administrative permission and returns smelling like smoke/e-cigarette vapor. Administration does not need to “see” a student smoking or catch them with tobacco/e-cigarettes to reasonably suspect that they have been smoking--if they return to the school building/or from the school area smelling of smoke or e-cigarette vapor.

3). Students should not be going to the parking lot during the school day for any reason. Going to any parking lot by a student places them in an unneeded light of potential liability. Examples: they could

be accused of damaging another student's vehicle, skipping school, smoking/vaping/chewing tobacco, stealing from other vehicles, leaving school for lunch when they do not have Open Campus, etc...Students need to be responsible to bring any needed materials from their vehicle when they first arrive at school.

4). Students are involved in any type of attempted teepeeing/vandalism/trespassing on school property. This includes students trying to access school grounds **from surrounding properties** and then denying doing anything or going on school property. Students out after dark with dark clothing, masks, backpacks, teepee and whatnot near school property are putting themselves under reasonable suspicion. Parents coming to their defense to excuse their child's behavior is not acceptable. Having students clean up as a consequence has not worked in the past (aka. Excuses such as: this is not the particular teepee used in the incident or this was from someone else days ago.) Students who put themselves in this type of situation will be considered for out-of-school suspension and loss of Homecoming Activities (if it is that time of the school year).

5). Students should not loan out their Chromebook (or password), Phone or any electronic device in which they are directly responsible for. With ownership comes responsibility! If a student lends out an electronic device and someone uses it for an inappropriate use, the owner of the device bears accountability.

- a. Students should have a *sense of awareness* of someone playing a prank/joke or possible threat with their device. Claiming ignorance is not an excuse for not being held accountable.
- b. Inappropriate use of a device by someone other than the owner should be reported immediately to a teacher and/or secretary in the main office.

Freedom of Expression, Civil Liberties, 2nd Amendment Speech Rights:

- Students **are allowed** to express their viewpoints/opinions in a civil manner (meaning: not yelling, swearing, talking over people, being disrespectful, making threatening statements, threatening petitions to get their way, ranting on social media, etc...) and within an appropriate situation and/or context such as: class discussion/debate, speech for public speaking class, *written position paper, and club/activity meeting (Note: the club/activity staff supervisor (or sub) is in-charge), individual/group class presentation.
- Freedom of Expression, Civil Liberties, 2nd Amendment Speech Rights, Public Property Usage, etc...**does not** give someone the right and/or liberties to do *Whatever they Want, When they Want and How they Want*.

Some examples:

1. Listening to music and singing out loud for other students to hear. In regards to this, school issued Chromebooks are for classroom academic pursuits, not for the entertainment purposes of students by: music, videos and games (list is not all inclusive).
2. Wrapping a flag/banner/blanket (of any type, nor is list all inclusive) around oneself and walking around the school building or on school property at any time of day.
3. *Writing position papers for classroom assignments that are subversive to the positive climate and safe culture of the school are highly discouraged. In addition, position papers that negatively target specific staff, their job areas and/or job responsibilities **are not** allowed.
4. Using school equipment/email address to send (or attempting to send) mass electronic communication of how they have been wronged by an individual, the school, our county, political party or government.

5. Wearing any type of mask/makeup/costume in school and/or personal attire items that hinders recognition of that person.
6. Bathroom use for students is before school, between classes, lunchtime and after school. If there is an “emergency” request to use the bathroom, these requests are generally approved during the last 5 minutes of class.
7. Walking in the school building without shoes or with only socks on. This is a fire code issue.
8. Students going into the teachers lounge **is not** allowed unless specific permission is given to do so from a staff member. Students/Parents lamenting everyone goes there to buy pop/soda, get food, make coffee, use the refrigerator or whatnot is not factual or acceptable.
9. Students that are not involved in an activity (as a class member or athlete) are not allowed to ride a bus to the event.

GREENE COUNTY HIGH SCHOOL STUDENT CONDUCT MATRIX

PROHIBITED BEHAVIORS	CLARIFICATION	ACTION
<p>I. Disrespect for the Rights of Others</p>	<p>Any violation in any category could result in some form of Mental Health counseling services <i>before</i> returning to school.</p>	<p>Any violation in this entire matrix can be subject to more intense consequences (jumping offense levels or expulsion) depending on the incident.</p>
<p>A. Loud/Boisterous and Unacceptable Conduct: (Examples, but not limited to: Written or Verbal Profanity, Obscenity, Name Calling, Horse Play, Yelling/Screaming, Avoidance of staff, Singing out loud, Ignoring staff and Disrespectful conduct in general).</p> <p>B. Insubordination</p> <p>C. Bullying/Harassment: Bullying/Harassment are multidimensional topics. Where one aspect of it may or may not apply, another one</p>	<p>A. Loud/Boisterous and Unacceptable conduct which disturbs the orderly and disciplined atmosphere of the school is prohibited; this includes temper tantrums, yelling/screaming, overt display of affection, disturbing classes or meetings, verbal or physical behavior which results in inappropriately exuberant, disorderly or rowdy actions and/or reactions and horseplay.</p> <p>B. Insubordination is: the refusal to comply with staff requests, arguing, not following directions, interrupting, leaving without permission, not accepting responsibility/accountability for one's actions. It may also include repetitious infractions (ex. repeated digital/electronic device issues and incidents at school sponsored events).</p> <p>C. Bullying/Harassment- When looking at the <i>totality</i> of the circumstances this shall be construed to mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or</p>	<p>Consequences are not limited to any one of the following:</p> <ul style="list-style-type: none"> · Reprimand · Apology with Restitution · Re-teach PBIS Expectations · Detention · Parents Contacted - Community Service - Suspension (ISS or OSS) <p><u>Disciplinary Action May Include:</u></p> <p>First Offense: 1-3 days suspension Second Offense: 3-5 days suspension Third offense: 5-10 days suspension</p> <p>Law enforcement may be notified in any incident.</p>

<p>may or may not. Interpretation of each situation can be different, because each situation/incident is different. Staff within in the building are given latitude to address each and every situation, as it applies to that particular event.</p> <p><i>General definition of bullying: aggressive behavior intended to cause harm. It is intentional, repeated over time and includes an imbalance of power and/or strength.</i></p> <p><u>Bullying is generally not:</u></p> <ul style="list-style-type: none"> - Perception that someone is looking at them “funny” in the hallway, classroom, bus stop, etc... - *Drumming up third party “hearsay” that someone does not like them, calling them names, or whatnot for attention seeking purposes, to cause conflict/drama or avoid attending class. *Depending on the principals view of Intent and Context regarding the situation. - Paranoia by parents(that seem to have a general dislike for each other) and putting the word “bullying” into the mix to cause drama/conflict, invented reality and sensationalism at school. - Going <i>back in time</i> to year/s ago issues; when there has been a <i>pause</i> in events since that time (Example 1: My son/daughter had trouble with that student in 4th grade and that student is now in 9th grade, Example 2: this person broke my son/daughters heart (they use to date) and now they are getting back at them or whatnot). - Name calling that has happened several times. This is more connected to peer conflict and exchange 	<p>characteristic of the student and which creates an objectively <i>hostile</i> school environment that meets one or more of the following conditions:</p> <ol style="list-style-type: none"> 1. Places the student in <i>reasonable</i> fear or harm to the student's person or property. 2. Has a substantially <i>detrimental</i> effect on the student's physical or mental health. 3. Has the effect of <i>substantially</i> interfering with a student's academic performance. 4. Has the effect of <i>substantially</i> interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school. When student behavior outside of school makes other student/s feel <i>substantially</i> unsafe at school and <i>substantially</i> disrupts learning, the school can determine appropriate action to take. This can take the form of one or more of the following: warning, re-teaching, suspension, having guidance and/or law enforcement talk to individual/s. · <i>Hostile</i> defined as meeting all the following conditions: <ol style="list-style-type: none"> 1. Harm Occurs (an intentional act that inflicted physical hurt or psychological distress)/Target in a Protected Class. 2. Unwelcomed 3. Severe, Persistent or Pervasive 4. Unreasonably Interferes with Education 5. Subjectively and Objectively Interferes (Subjectively, did the alleged offended person experience unreasonable interference? Objectively, would a reasonable person similarly situated to the offended person be unreasonably interfered with, given the totality of these circumstances?) <p>The following definitions are based off administrative interpretation of events and definitions below:</p> <ul style="list-style-type: none"> · <i>Reasonable</i> defined as: That which is proper, rational, and fair. Precludes conduct that can be characterized as immoderate, excessive, and unsuitable to the particular conditions or circumstances by administration. 	<p>Students that refuse to leave class and be escorted to the office by administration, resulting in the police to remove them, will be suspended for 5-10 school days.</p> <p>The severity of this suspension time is due to the following:</p> <ol style="list-style-type: none"> a. Severe defiance to school authority figure/s. b. Typically, the classroom being cleared of all other students and learning is stopped entirely, for what can be a lengthy period. c. School building going into a lock-down/out situation, which affects all staff and students. d. Law enforcement (usually numerous Jefferson Police Officers and Greene County Sheriff's) being pulled from various areas of town/county to come to the high school. e. A OneNotify message is normally sent out to all parents/staff (in the district) to calm fears of violence in the school building. f. Student will need to attend Two Mental Health Sessions for this type of incident before returning to school. It is up to the student and parent to arrange/schedule these free sessions with our guidance staff. <p>Student may have to attend a minimum of 1 Mental Health counseling session off-site from Approved Provider List in Jefferson (no cost) <u>before</u> returning to school.</p> <p>-Students can be referred to juvenile court services pre-diversion program. This program can be used instead of formal charges by law enforcement. Availability of this program is</p>
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<p style="color: red;">of insults in varying degrees with peers.</p> <p><u>Notes:</u> Consent does not mean that the behavior was welcome. With bullying there is often an imbalance of power. A person may not feel like he/she can say “no”, so he or she goes along. But going along does not mean the behavior was welcome. For example, a student could respond by laughing, when they felt like crying or running away.</p> <p>Bullying/harassment are not the same as a peer conflict.</p> <p><u>Peer Conflict defined as:</u> Peer conflict refers to mutual disagreement or hostility between peers or peer groups. It is characterized as conflict between people of equal or similar power (friends); it occurs occasionally; it is unplanned; and it does not involve violence or result in serious harm. Perpetrators of peer conflict do not seek power or attention. However, peer conflict can escalate into violence. Those involved in violence and aggression usually have comparable emotional reactions, demonstrate some remorse, and actively try to resolve the problem. Toxic Stress: Students that have a lot of toxic stress often create it when there is none (aka. they feel something is missing in their life or don't feel normal).</p>	<ul style="list-style-type: none"> · <i>Detrimental</i> meaning: Causing detriment; injurious; hurtful. · <i>Substantial</i>—Synonyms: big, consequential, earthshaking, earth-shattering, eventful, historic, major, material, meaningful, momentous, monumental, and significant. <p><u>Notes:</u> a Trait or characteristic of the student' includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, place of residence, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.</p> <p style="color: red;">b. Wearing a mask for COVID-19 concerns is not required. Teasing either way about wearing or not wearing a mask may or may not fall under bullying depending on each situation, but this type of teasing is not condoned.</p>	<p style="color: red;">based on state funding and principal discretion.</p>
<p>D. Threats to any person (ex. another student, staff members, substitutes, visitors) Samples: verbal, nonverbal, notes, electronic messaging, notebooks, journal).</p>	<p>D. Intimidating, using extortion or threatening to harm another student, school staff member or visitor is prohibited (whether you were joking or not). Use of any object in a threatening or intimidating manner is prohibited.</p>	<p>(See Above)</p>

<p>E. Physical attack upon any person</p>	<p>E. Attempting to apply or applying force to another student, staff member or visitor is prohibited. Fighting and assault are prohibited. Variables that increase the severity of this issue:</p> <ul style="list-style-type: none"> - Not complying with staff requests to stop. - Threats, inappropriate language. - Attempting to "go through" staff member to get at someone or returning to the situation after it has been defused. - Extension of suspension if person continues to make threats/remarks (aka. verbal, nonverbal or electronic) or any action to renege in the prior conflict. - Being on any school property during suspension. - Prior incidents in this regard anytime while in high school. 	<p><u>Disciplinary Action May Include:</u> First Offense: 3-5 days suspension and re-teach PBIS Expectations. Second Offense: 3-5 days suspension Third offense: 5-10 days suspension Law enforcement may be notified in any incident for possible charges.</p> <p>-Students can be referred to juvenile court services pre-diversion program. This program can be used instead of formal charges by law enforcement. Availability of this program is based on state funding and principal discretion.</p> <p>Student may have to attend a minimum of 1 Mental Health counseling session off-site from Approved Provider List Jefferson (no cost) <u>before</u> returning to school.</p> <p>A student that would have any sort of physical attack on a staff member will have a minimum of 5 days OSS and possible other consequences to be determined on a case-by-case basis.</p>
<p>F. Possession or use of dangerous objects. Such as-- but not limited to: firearms, pellet guns, knives, fireworks, explosives or dangerous weapons. Dangerous items could include items related to a food allergy. For example: A student uses peanuts in a manner that is inappropriate to another student with a peanut allergy.</p> <p>G. Engaging in activities that interfere or run contrary with school</p>	<p>F. Students are not to have knives, chemical substances or other dangerous instruments or objects that resemble dangerous instruments. Students are not to have guns, pellet guns, knives, fire works, explosive or dangerous weapons; including look-a-likes.</p> <p>G. Students are not to have any type of self-defense weapons, devices or anything that could be perceived as such</p>	<p>Confiscation of item(s) and student intent will be taken into consideration in all cases. Emphasis will be placed on ensuring the continued safety of all students and staff. School Board policy will be in effect for suspension and expulsion.</p> <p><u>Disciplinary Action May Include:</u></p>

<p>purposes. Such as-- but not limited to: malicious use of telephones (ex. false fire alarms, bomb threat, arson, false report to police, 911 calls, possession of locksmith type tools, stink bombs, etc...)</p> <p>H. Electronic Devices</p>	<p>and these item/s are not allowed on school grounds and/or activities. This could include but is not limited to: Pepper Spray, Taser, Brass Knuckles, Loud Sonic/ Noise Makers, Expandable Baton, pointed/stinger/ninja keychains, panic powder/dust of any type, stains, etc).</p> <p>H. Students are not to make a false fire alarm, or are any students to convey threats or give false information concerning the placement of a bomb or other incendiary device. Students are not to set fire to any building, fixture or other items.</p> <p>I. Possession of laser pointers, pagers or "beepers" radios, CD/DVD/MP3 players, television, headphones, toys, small speakers or other similar items on school grounds or at school activities is discouraged.</p>	<p>First Offense: 3-5 days suspension and re-teach PBIS Expectations. Second Offense: 3-5 days suspension Third offense: 5-10 days suspension</p> <p>Law enforcement may be notified in any incident. Student may have to attend a minimum of 1 Mental Health counseling session off-site from Approved Provider List in Jefferson (no cost) <u>before</u> returning to school.</p> <p>-Students can be referred to juvenile court services pre-diversion program. This program can be used instead of formal charges by law enforcement. Availability of this program is based on state funding and principal discretion.</p> <p><u>Disciplinary Action May Include:</u></p> <p>1st offense – phone/device taken – 30 minute detention with office, student can pick up phone/device after the detention is served, parent called. Re-teach PBIS expectations. 2nd offense – phone/device taken – 1 day in school suspension – parent called - parent picks up phone/device 3rd offense – phone/device taken – 3 day out of school suspension – parent called - parent picks up phone/device 4th offense – phone/device taken – 5 day out of school suspension – parent called - parent picks up phone/device 5th offense – phone/device taken – 10 day out of school suspension with the recommendation to school board for expulsion – parent</p>
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II. Disrespect for the Property of Others	Any violation in this category could result in some form of Mental Health counseling services <i>before</i> returning to school.	Any violation can be subject to more intense consequences (jumping offense levels or expulsion) depending on the incident.
<p>A. Damage and/or vandalism to the property of others.</p> <p>B. Theft</p>	<p>A. Damaging the property of the school or of other individuals is prohibited and will not be tolerated; this includes writing, making marks or drawings on walls, furniture, fixtures, causing safety/sanitation/health concerns, etc. It also includes not cooperating with or assisting those who clean and maintain the schools. Damage to vehicles in the school parking lot and/or shop area. Damage to student/staff projects in any area of the school building and/or on school grounds.</p> <p>Students should <u>not</u> put themselves in a situation of being scrutinized by being in an area they are <u>not</u> suppose to be at without the direct permission from a staff member.</p> <p>B. The involvement in or the taking of school or another person’s property is prohibited. This includes falsifying signatures of anyone.</p>	<p>Consequences are not limited to any one of the following:</p> <ul style="list-style-type: none"> · Verbal Warning (if appropriate) · Re-teach PBIS Expectations · Restitution <p><u>Disciplinary Action May Include:</u></p> <p>First Offense: 2-5 days suspension Second Offense: 3-5 days suspension Third offense: 5-10 days suspension</p> <ul style="list-style-type: none"> · Severe and/or repetitious acts may be grounds for

<p>C. Trespassing</p>	<p>C. Students are not to be in school buildings or on school property without proper authorization. Students who attend an alternative program out-of-district will need to have administrative permission to be on Green County School grounds for any reason.</p> <ul style="list-style-type: none"> - Attempting to teepee school grounds is not allowed. See note #4 on Reasonable Suspicion. - Camping/Sleeping on school grounds is not allowed. <p>Students are <u>not</u> to let other students in the building to avoid the building entry buzzer system to let people in the building.</p>	<p>recommendation for expulsion.</p> <ul style="list-style-type: none"> · Law enforcement may be notified. <p>-Students can be referred to juvenile court services pre-diversion program. This program can be used instead of formal charges by law enforcement. Availability of this program is based on state funding and principal discretion.</p> <p>-Students should be expected to billed to pay for vandalism to the building and/or property of others. Determination of this is made by the building principal and on a case-by-case basis.</p>
<p>D. Misuse and/or abuse of technology: i.e., sharing passwords, using other's ID's, using disks, getting into "start" menu, unauthorized printing, using equipment software for personal use, physical abuse, inappropriate content searching/printing, wiring alterations, chat rooms, digital/electronic voice mail, e-mail, "non-curriculum related use"</p> <p>E. Social networking sites/apps that provide an insidious means for individuals to make inappropriate comments about others.</p> <p>F. Students that create any type of false profile (on anyone else) on a social networking type site/app, can be cause for discipline consequences.</p>	<p>D. Unauthorized use or misuse of district software, hardware and/or network. See column on the left for examples.</p> <p>E. Restriction of students and visitors to capture audio, video, or photography unless they have received permission from the building principal.</p> <p>F. Sexting of any type and/or format is not allowed. The consequences for any involvement in this can be sever. No matter if:</p> <ul style="list-style-type: none"> • School technology is used or personal. • Student was unaware this type of communication was not desired by another party. 	<p><u>Disciplinary Action May Include:</u></p> <ul style="list-style-type: none"> · Warning and/or re-teaching of PBIS Expectations. · Parent contact · Restitution · Loss of privileges: · First Violation – Warning /Detention/ISS/OSS · Second Violation – ISS/OSS · Third Violation - OSS · Continued violations will result in longer suspension and/or possible recommendation for expulsion. · Law enforcement may be notified. <p>-Students can be referred to juvenile court services pre-diversion program. This program can be used instead of formal charges by law enforcement. Availability of this program is</p>

<p>G. Posting video/ photos/audio or referencing staff/students or the school in any manner is not advised.</p> <p>H. Chromebooks and school desktop computers are for academic learning, not game and/or video playing or entertainment. Students that lose their google access for violations will need to contact their teachers for other possible ways to complete homework/assignments. If there are no other ways for the work to be completed, then the student will need to take an incomplete and do the work after their privileges are restored.</p> <p>I. Students that are disruptive during on-line learning can be removed from session/s similar to suspension.</p>	<ul style="list-style-type: none"> Content was deleted after being caught and/or realized by someone else it existed. <p>Sexting is generally defined as: The sending of sexually explicit digital images, videos, text messages, or emails, usually by cell phone.</p>	<p>based on state funding and principal discretion.</p> <p>Depending on the severity of the technology infraction a student may face expulsion from school for up to 1-year (some examples: hacking into computer system/s, uploading viruses, and/or malware, disrupting and/or misuse of technology services as interpreted by the district technology director).</p> <p>Notes:</p> <p>A. Although violations consequences start over each school year, violations of this type are carried over to each year, depending on circumstances.</p> <p><u>Chromebook Violations</u></p> <ol style="list-style-type: none"> Warning 1 week no google/chromebook access. 2 weeks no google/chromebook access. Suspension of google/chromebook. <p>Chromebook violations normally include the student turning in their Chromebook during the time of no access. Students are highly cautioned not to put their access rights in jeopardy as we are 1:1 Chromebook school and many classroom assignments will be difficult to do without access.</p>
<p>III. Alcohol, Drugs, Controlled Substances and Look Alike Substances</p>	<p>Any violation in this category could result in some form of Mental Health counseling services <i>before</i> returning to school.</p> <p>If a student is suspected of being under the influence of any substance, the police/sheriff will be contacted and come to the high school to complete a sobriety test. Any avoidance actions of testing by the student will be seen as an admittance of guilt (ex.</p>	<p>Any violation can be subject to more intense consequences (jumping offense levels or expulsion) depending on the incident.</p>

	<p>Leaving area/school for any length of time without permission).</p> <p>Note: The Jefferson Police Department and Greene County Sheriff's Office have permission to bring drug dogs on school grounds and in any building at any point and time. Law enforcement also has permission to visit the school buildings at any time day or night.</p>	
<p>A. Possession</p> <p>B. Use of alcohol, tobacco, drugs, controlled substances, *Lean or any form of look-alike substances. (ex. smoking, chewing, wax, vapor, liquid, herbal, oil or look-alike this includes pouches such as: Grinds Coffee Pouches, Cowboy Coffee Chew, Fully Loaded, etc...). This list is not all conclusive and does not take into account new products that would fall into this type of category that would not be allowed on school grounds.</p> <p>*Lean — also known as purple drank, purple lean, sizzurp, dirty sprite, and lean drink—is a combination of prescription-strength cough medicine (for example: codeine cough syrup), soft drinks, and hard, fruit-flavored candy.</p> <p>Note: It is not advised that a student give the impression that they are vaping by expelling moisture from their lungs and/or while being with students that are vaping. Putting oneself in this situation can be cause for administration to believe the student is vaping. Reasonable suspension is all that is needed for guilt. The same advice goes for giving the impression of chewing tobacco.</p>	<p>A. Possession of tobacco, beer, liquid alcohol, powdered alcohol, nicotine, caffeine or alcohol in any form, any electronic vapor device and/or nicotine or liquid delivery system (e-cigarette, juuling or similar) any controlled substances, or any look-alike substances/devices are prohibited (drug paraphernalia is included in this too).</p> <p>B. Consuming/using alcohol, drugs, controlled substances or look-alike substances and attending school or school sponsored events under the influence of alcohol, drugs, controlled substances or look-alike substances is prohibited. Over-the-counter medications and drugs prescribed by a licensed physician are an exception to this statement when used in accordance with building policy.</p>	<p><u>Disciplinary Action May Include:</u></p> <ul style="list-style-type: none"> · Items confiscated. · Parents contacted · First Offense: 3 day suspension · Second Offense: 3-5 days suspension · Third Offense: 5-10 days suspension/possible recommendation for expulsion · Notification of Law Enforcement <ul style="list-style-type: none"> - Volume of items lends itself to probable increase of consequences. · Student may have to attend a minimum of 1 Mental Health counseling session off-site from Approved Provider List in Jefferson (no cost) <u>before</u> returning to school. <p>-Students can be referred to juvenile court services pre-diversion program. This program can be used instead of formal charges by law enforcement. Availability of this program is based on state funding and principal discretion.</p> <p>Note: A student 18 years of age will not be referred to the police for charges, as they are legally able to possess tobacco products. Those students will still have the consequences from the school for having it on school grounds as a student.</p>

<p>C. Sale, distribution or transmittal of alcohol, drugs, controlled substances or look-a-like substances.</p>	<p>C. Sale, distribution, or transmittal of alcohol, drugs, vape liquid, controlled substances or look-a-like substances is illegal.</p> <p>Notes;</p> <p>1. A student shall not sell, give, or otherwise supply any tobacco, tobacco products, alternative nicotine products, vapor/liquid/dry products, or cigarettes to any person.</p> <p>2. A student shall not smoke, use, possess, purchase, or attempt to purchase any tobacco, tobacco products, alternative nicotine products, vapor/liquid/dry products, or cigarettes.</p>	
<p>IV. Interfering with Teaching, Learning and /or Climate or Culture of the School Building.</p>	<p>Any action that impedes, obstructs or distracts from school purposes.</p> <p>Examples: <u>but not limited to</u>: Bringing hot peppers to school and daring others to eat, bringing “toys” to school (ie. small bouncing balls, masks, fake hair) and playing with them, arguing with staff, disrupting class, not following directions from staff and actions that defy “common sense” in a school or school sponsored setting (ie. spitting on the floor, screaming in the hallway and/or general yelling, cursing at staff, being obstinate to the point staff feel they need to call the police for assistance), dare games/pranks, passing out homemade food with questionable ingredients, use of personal speakers to play music, and indecent exposure.</p> <p>The creation and/or promotion of gossip/rumors that interferes with teaching, learning or Climate/Culture of the school building will not be tolerated. This includes, unfounded perceived threats against students and/or the school that can create distractive hysteria within the school and community.</p> <p>Parents/Guardians are encouraged to be partners in helping school staff and administration with their child’s inappropriate behavior/s at school.</p>	<p><u>Disciplinary Action May Include:</u></p> <ul style="list-style-type: none"> · Warning/Reprimand · Re-teaching PBIS Expectations · Restitution · Detention/Parent contact · 1-10 day Suspension · Severe and/or repetitious acts may be grounds for recommendation for expulsion. · Possible referral to Law Enforcement. <p>-Students can be referred to juvenile court services pre-diversion program. This program can be used instead of formal charges by law enforcement. Availability of this program is based on state funding and principal discretion.</p> <p>-Students struggling with Mental Health issues may be required to have a doctor’s clearance before returning to school.</p>

	<p>Parents/Guardians that are not in control of their emotions and/or verbally abusive will be asked to leave the school grounds and continue a conversation at a later time (determined by the building principal). If Parents/Guardians do not leave when requested by administration the police will be contacted for their removal.</p>	
<p>V. Gambling on School Property or at any School Sponsored Event</p>	<p>Any illegal gaming activity that is in violation of Iowa Code. (Examples, but not-all inclusive: money, dice, chips, contest pools, internet gambling, scratch tickets, any type of sports events).</p>	<p><u>Disciplinary Action May Include:</u></p> <ul style="list-style-type: none"> · Warning/Reprimand · Restitution/Re-teaching Expectations · Detention/Parent contact · 1-10 day Suspension · Severe and/or repetitious acts may be grounds for recommendation for expulsion. · Possible referral to Law Enforcement. <p>-Students can be referred to juvenile court services pre-diversion program. This program can be used instead of formal charges by law enforcement. Availability of this program is based on state funding and principal discretion.</p>