

# 2024-25 GRISWOLD MS/HS HANDBOOK



## CONTACT INFORMATION

### Administration

- David Henrichs, Superintendent
  - dhenrichs@griswoldschools.org
- Seth Lembke, 6-12 Principal
  - slembke@griswoldschools.org
- Cole Cooper, Athletic Director
  - ccooper@griswoldschools.org

### Secretaries

- Debbie Arp, 6-12 School Secretary
  - darp@griswoldschools.org
- Hannah Bierbaum, Board Secretary and Supt. Secretary
  - hbierbaum@griswoldschools.org

### School Nurse

- Blair Rush, PreK-12 School Nurse
  - brush@griswoldschools.org

### Maintenance

- Kevin Farr, Maintenance/Custodial Supervisor
  - kfarr@griswoldschools.org

### Other Contact Information

To find a list of updated staff members and emails, please visit our school website, or contact us directly. Please note, all school employees have an email address formatted as "first initial last name@griswoldschools.org."

### Counseling Department

- Amy Akers, PreK-12 Counselor, SPED Coordinator
  - aakers@griswoldschools.org
- Monica Brandt, Counselor's Secretary
  - mbrandt@griswoldschools.org

### SBI/Tuancy


- Charity Mundorf, School Based Interventionist
  - cmundorf@griswoldschools.org


### Technology

- Eric Baker, District Technology Director
  - ebaker@griswoldschools.org

### Transportation

- Jeb Peck, Transportation Director
  - jpeck@griswoldschools.org

 Phone: (712) 778-2154

 Fax: (712) 778-2161

 20 Madison Street  
Griswold, IA 51535

 [www.GriswoldSchools.org](http://www.GriswoldSchools.org)



***The mission of the Griswold Community School District, in partnership with our families and communities, is to provide leadership for positive change to ensure the best learning opportunities for everyone in a safe and caring environment.***

**District Goals**

- All K-12 students will achieve at high levels in reading comprehension, prepared for success beyond high school.
- All K-12 students will achieve at high levels in mathematics, prepared for success beyond high school.
- All K-12 students will achieve at high levels in science, prepared for success beyond high school.
- All K-12 students will use technology, in a project based learning format, which is integrated into the curriculum as a tool to enhance learning and meet Iowa Core/Common Core Essential Skills and Concepts.
- All students will feel safe and connected to school.

**Notice of Nondiscrimination, Educational Equity Policy**

It is the policy of the Griswold Community School District not to 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 Secondary Principal, Griswold Community Schools, Box 280, Griswold, Iowa 51535, 712-778-2154.

**BELL SCHEDULE**

	REGULAR (M/T/TH/F)		WEDNESDAY		2 HR EARLY OUT		2 HR LATE START
			<b>NO MEETINGS</b>				
1	8:15-8:59	1	8:15-8:55	1	8:15-8:47	1	10:15-10:47
2	9:02-9:46	2	8:58-9:38	2	8:49-9:21	2	10:49-11:21
3	9:49-10:33	3	9:41-10:21	3	9:23-9:55	3	11:23-11:55
4	10:36-11:20	4	10:24-11:04	4	9:57-10:29	<b>MS Lunch</b>	11:55-12:25
<b>TIGER TIME</b>	11:23 - 11:49	6	11:07 - 11:47	7	10:31 - 11:03	<b>MS 5</b>	12:28-1:10
<b>MS Lunch</b>	11:49-12:19	<b>MS Lunch</b>	11:50 - 12:20	6	11:05 - 11:37	<b>HS 5</b>	11:58-12:40
<b>MS 5</b>	12:22-1:06	<b>MS 5</b>	12:23-1:00	<b>MS Lunch</b>	11:37 - 12:07	<b>HS Lunch</b>	12:40-1:05
<b>HS 5</b>	11:47-12:34	<b>HS 5</b>	11:50-12:30	<b>MS 5</b>	12:10-12:46	6	1:12-1:44
<b>HS Lunch</b>	12:35-1:00	<b>HS Lunch</b>	12:30-12:55	<b>HS 5</b>	11:40-12:16	4	1:46-2:18
6	1:09-1:53	7	1:03-1:43	<b>HS Lunch</b>	12:16-12:41	7	2:20-2:52
7	1:56-2:39	8	1:46-2:25	8	12:49-1:25	8	2:54-3:25
8	2:42-3:25						

**\*\*Each day, HS students will return to their 5th period class at the conclusion of lunch. \*\***

# **TABLE OF CONTENTS**

## **Cover Pages**

- Contact Information
- Bell Schedule
- Mission Statement
- District Goals
- Educational Equity Policy

## **Page 1**

- School Atmosphere
- Tobacco Free Environment
- Attendance
- Compulsory Attendance
- School Absence

## **Page 2**

- Excused Absences
- Parent's Responsibility in case of absence
- Unexcused Absences

## **Page 3**

- School Sponsored Activities
- Attendance Requirements for Extra Curricular Participation
- Tardies
- College Visits (High School Only)
- Skipping/Truancy
- Sick/Health Policy
- Academic Dishonesty

## **Page 4**

- Fee Waivers
- Student Conduct

## **Page 5**

- Student Conduct continued
- Disruptive Toys
- Breach of Discipline

## **Page 6**

- Breach of Discipline continued
- Detentions
- Procedure for Class Removal due to Discipline Problems
- Referral/Discipline System

## **Page 7**

- Tuesday/Thursday and Saturday Detentions
- In-School Suspensions
- Out-of-School Suspension/Expulsion

## **Page 8**

- Parent, Guardian, and Community Concerns
- Public Conduct
- Assemblies
- Dance Guidelines

## **Page 9**

- PE Excusals
- Cellphone/Technology
- Chromebook Usage

## **Page 10**

- Pictures/Videos/Publications
- Library Procedures
- Student Lockers
- Medications
- Standardized Testing

## **Page 11**

- Daily Announcements/Bulletins
- School Lunch
- Healthy Kids Act
- Student Records and Directory information

## **Page 12**

- Building Hours (for students)
- Grading/Testing Policies
- Continuous Semester Grading (High School)
- Grades: Middle School Students
- Class Standing (High School)
- Late Work Policy

## **Page 13**

- Weighted Classes (High School)
- College Level Courses
- Bus Transportation

## **Page 14**

- Tiger Time
- Reward Day
- investigations of Abuse
- Educational Options
- Early Graduation (High School)
- Middle School Academics

## **Page 15**

- High School Academics
- National Honor Society Selection Process
- National Honor Society Discipline and Dismissal
- Athletics
- Cheerleading

## **Page 16**

- Speech Activities
- Music Activities
- Student Council
- Clubs and Organizations
- Student Activities Policies
- Academic Requirements (Middle School)

## **Page 17**

- Academic Requirement (Middle School) continued
- Academic Requirements (High School)

## **Page 18**

- Academic Requirements: All Students
- Attendance
- Suspension
- Transportation
- Student Conduct, Drug/Alcohol, Tobacco

## **Page 19**

- Student Conduct Violations

# **Griswold High School and Middle School Student Information 2024-25**

## **School Atmosphere**

Maintaining the proper school atmosphere is essential to our central purpose--the opportunity for all students to obtain the maximum educational experience. As a student you have the right to expect that everything the administration, faculty and staff do is intended to enhance that experience. In addition, each student must accept the responsibility for abiding by the basic guidelines that are known to promote the proper school atmosphere and develop good work habits.

To assist in parent communications we have an answering system after hours (712) 778-2154 and a texting service for weather and activities. All professional staff have e-mail.

Superintendent: David Henrichs- dhenrichs@griswoldschools.org

Principal: Seth Lembke- slembke@griswoldschools.org

School Counselor: Amy Akers- aakers@griswoldschools.org

Other teachers' e-mail addresses are similar; more information may be obtained from the office or via the school web site at [www.griswoldschools.org](http://www.griswoldschools.org).

## **Tobacco Free Environment**

School district facilities and grounds, including school vehicles, are off limits for all forms tobacco and look alikes. This requirement extends to students, employees and visitors. This policy applies at all times, including school-sponsored and non-school sponsored events. Persons failing to abide by this request are required to dispose of tobacco products or leave the school district premises immediately. It is the responsibility of the administration (or designee) to enforce this policy.

## **Attendance**

### **Attendance Philosophy**

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 and the workforce. Unexcused absences will not be tolerated. Students must be in school from 8:15am to 3:25pm to be counted as present for a full day. See board policy 501.9.

### **Compulsory Attendance**

Students who are not sixteen years of age prior to September 15th are required to attend school on a regular basis. **Students must attend a minimum of eighty-two days per semester, and a minimum of one hundred sixty-four days per year in order to be considered in regular attendance.** If a student must be absent in excess of the number of days outlined above, the parent/guardian has the responsibility of contacting the school to discuss these absences. Violations of the compulsory attendance law may be reported to the County attorney.

### **School Absence**

Absence is defined as missing all or any major portion (more than 20 minutes) of one or more class periods. Students who are absent will have the right to make up work missed within a time frame established by school policy. All absences will be recorded by class hours. Every effort should be made to schedule regular doctor visits after school, in order to be within the attendance guidelines.

## **Excused Absences**

Personal illness or injury, which make the student unable to attend school.

Personal medical or dental appointments with notification from professional.

Death in family

Mandated court appearance with documentation

Special circumstances upon prior approval by the administration

Suspensions

Trips approved at least 2 days in advance (advanced make-up slip must be completed and returned before leaving)

## **IN ANY CASE:**

**-Students who are absent 5 days per semester will receive unexcused absences unless absence is accompanied by a professional note i.e. Doctor, Dentist, Therapist, etc...**

**-Parents will be notified when students are absent for 15 days in a semester (excused or unexcused). The student and parents will meet with the attendance team (School Counselor and Administration) to discuss an attendance contract and making up missing work.**

## **Parent's Responsibility in Cases of Absence**

For an absence to be considered not truant, parent permission and documentation may be required.

**In case of a student absence the following will be expected:**

Parent notifies the school on the day of absence prior to 10am.

Parent/student brings documentation of all doctors visits and appropriate appointments within 2 days of absence.

Parent will need documentation for students who are absent due to prolonged illness for 3 or more consecutive school days.

## **Unexcused absences**

Absences NOT mentioned above are interpreted under this policy as "unexcused absences". In addition, if a student is more than 20 minutes late to a class, without an authorized pass, that student will be given an unexcused absence. **Any student who accumulates more than 10 unexcused absences in any class in a given semester will be denied credit in that class.** \*However, the student will be given the opportunity to meet the minimum attendance requirement by attending Saturday School or time after school. ISS will not be offered to make up time. They may also be given the opportunity to attend alternative placement. Make up work or additional academic requirements, which must be fulfilled by the student, will be determined by the teacher(s) of the class or classes missed. (\*In accordance with Iowa's Department of Education attendance policy guidelines.)

## **Family will be notified in the following manner:**

1st – 3rd unexcused absence – Family will be called

4th unexcused absence – A letter will be sent home and a referral.

5th / 6th unexcused absence- detention

7th -9th unexcused absence – Contact parent and Saturday School.

10th -A conference with student and the family will be scheduled to develop an attendance contract.

Failure to meet the attendance contract may result in failure of classes and possible change in placement.

## **Examples of Unexcused Absences:**

1. "Got in late, needed to sleep..." 2. "Had to type (finish, rewrite..) my homework..."

3. "My boss called me in to work.." 4. "Car wouldn't start.." (TAKE BUS)

5. "I missed the bus 6. Haircuts, hunting, concerts, shopping, or other business that could be done after school hours. 7. Trips not approved in advance, including make-up slips not turned into office.

**\*Ultimately, excused and unexcused absences will be determined by the building administrators.\***

### **School Sponsored or Approved Activities**

A student representing the school will not be counted as absent. Examples include, but are not limited to, field trips, music, athletics, art or academic events, or other approved events or school-sponsored activities.

### **Attendance Requirements for Extra-Curricular Participation**

Students who wish to participate in after-school activities (e.g. sports, practices, music, clubs, etc.) must attend school the full day of the activity or have proper documentation from necessary appointments.

### **Tardies**

The passing time for students is 3 minutes between bells. The second bell is the tardy bell. Students are expected to be in the classroom before the tardy bell. Oversleeping or missing the bus are not considered an excused tardy. Students are expected to be on time arriving at school and for each class period. Students arriving to class after the tardy bell without a pass or permission from the teacher will be reported tardy to the office. The 2nd – 5th unexcused tardy to that class in a nine-week period will result in a behavior referral and subject to discipline. The 6th unexcused tardy and any subsequent unexcused tardies will result in a Saturday School.

### **College Visits **\*\*High School Students ONLY\*\*****

High School Students are allowed college visits with the approval of the school counselor, administration, and parents five days prior to the visit. Seniors are allowed up to 4 college visits, not to exceed 3 in any one semester. Juniors are allowed up to 2 college visits, and freshman/sophomores may take up to 2 college visits, with approval throughout the school year. Proper documentation is required from college visits within two days for visits to be excused. In the event that an additional college visit is needed, approval must be obtained from administration.

### **Skipping/Truancy**

If the Griswold CSD administration becomes aware of a student skipping a class or school, they will be subject to disciplinary action.

1st Violation (1 to 4 periods) = 1 Detention per period missed

1st Violation (more than 4 periods) = 1 Day In-School Suspension

2nd Violation = 2 Day In-School Suspension

3rd Violation and all subsequent violations= 3 Days In-School Suspension and Attendance Meeting

**\*In any case, if a student leaves the school building, it will result in an in school suspension. \***

### **Sick/Health Policy**

- If a student has a fever over 100\* or is vomiting while at school will be sent home.
- A temperature over 100\* the student needs to stay home from school. A temperature should be under 100\* for 24 hours (without medication) before returning to school.
- A student that is vomiting or has diarrhea should not attend school. A student may return to school when they have not vomited or had diarrhea for 24 hours.
- When a student is found to have live lice or nits as school, the parents will be contacted. The student will be allowed to stay in school but will need to be treated before returning to school the next day.
- All students need to be updated on immunizations to attend school.

If there is a chance that the student may be contagious, it is best for everyone that they stay home.

For more information on school health please refer to the Health News page on the Griswold Tigers website or contact our school nurse.

### **ACADEMIC DISHONESTY**

Students who are caught cheating will be reported to administration. Administration and the classroom teacher will work collaboratively to notify the student and their parent(s) of the infraction. Disciplinary action can include, but is not limited to failure of the assignment, requirement to repeat an alternative assignment, or failure of the course if the infraction is repeated and/or occurs during a college course hosted at Griswold High School.

## **FEE WAIVERS**

Students from low-income families may be eligible to have some required fees waived. Please see the Superintendent or Principal for details and the form, which must be filed yearly.

## **STUDENT CONDUCT**

1. All students are expected to comply with conduct that is decent, polite, honorable, and honest.
2. Weapons and other dangerous objects and look-a-likes will be confiscated from students and others who bring them onto school district property. Possession or confiscation will be reported to law enforcement officials and students are subject to disciplinary action including suspension or expulsion. The use or possession of firearms on school grounds shall be grounds for expulsion for not less than 12 months. (See Board Policy 502.6, 502.8)
3. The cost of repair or replacement for property damaged or destroyed willfully or through careless action will be assessed to anyone responsible. This includes excessive wear and tear on textbooks.
4. Vehicles ridden or driven to school are to be properly parked in designated areas and must remain there until dismissal or unless permission has been obtained (from the principal, superintendent or principal's secretary only) to leave school. Students may NOT be in the parking lot during the school day without express permission from the principal or the principal's secretary. If the above guidelines are violated, students may be warned verbally and/or lose parking privileges for a period of time to be determined by the principal. **Student vehicles should be parked on the North side of the parking lot.**
5. Appropriateness is the criterion for dress and grooming for school. The board expects students to be clean and well-groomed and wear clothes in good repair and appropriate for the time, place, and occasion. Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. Appearance disruptive to the education program will not be tolerated. NO head coverings such as hats, bandanas, are to be worn. Shirts and outfits that expose the midriff are not allowed in the building. Clothing with spaghetti straps, halter tops, asymmetrical tank top, strapless tops, and all similar apparel is to not be worn in the building. Shorts and skirts will be long enough to be appropriate for school. Shorts and skirts should be long enough to cover the student's backside and a few inches of their upper leg. Pants/Shorts/Skirts must be worn above the hips and underwear must not show. Clothing with large holes, rips, or slashes will not be allowed. However, jeans with small tears, rips, or holes that are school appropriate will be the exception to this rule. No under clothing is to be shown at any time. White sleeveless undershirts are considered underwear. T-shirts that are modified by ripping the inseam out are only to be worn if there is another shirt underneath. No exposure of the rib cage is allowed. Chains may be worn as jewelry only; they may not be used to attach wallets, etc. Students who wear such clothing will have it confiscated and be given alternative clothing to wear. On the first offense, the student may pick up the shirt or any other item in question at the end of the day. On any subsequent offense, the shirt or any other items confiscated will not be given back until the end of the school year, and only to a parent. Students who do not abide by the dress code for multiple occurrences may be subject to discipline as deemed appropriate by administration. Dress code is in effect at all school activities home and/or away. (Board Policy 502.1)

6. Students may not bring any outside food or beverages into the school in the morning. Sack lunches should be placed in the student's locker for the day. No food will be allowed into classrooms, except for on special occasions. Students may carry water bottles with them throughout the school day. Water bottles are for water only. If a staff member discovers something other than water, the student may be asked to empty their water bottle and refill with water. If a staff member finds any student with open drink or food purchased off of school grounds beyond the cafeteria/commons area, he/she is permitted to confiscate and dispose of items. Continued violations may result in detention.

**\*On occasion, teachers may permit healthy snacks in their classrooms. This is at the discretion of the teacher, and food/drink items must comply with healthy food/drink guidelines. \***

7. The use or possession of alcoholic beverages, tobacco, look a likes including e cigarettes or other controlled substances by students on school grounds will result in at least one day of out-of-school suspension.

8. Harassment of students by other students will not be tolerated in the school district. This policy is 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, 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.

Harassment prohibited by the district includes, but not limited to, harassment and/or bullying on the basis of race, sex, creed, color, national origin, religion, marital status, or disability. Students whose behavior is found to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including, suspension and expulsion. (See Board Policy 104)

### **DISRUPTIVE TOYS**

Any articles brought by the students that are disruptive to the learning environment, including but not limited to hacky sacks, fidget spinners, laser pointers, yo-yos, slime, and the like will be confiscated.

### **BREACH OF DISCIPLINE**

1. Use or possession of tobacco, tobacco product or any tobacco look a like.
2. Use or possession of beer or liquor.
3. Use or possession of any controlled substance unless properly prescribed by a licensed physician.
4. Misuse of non-controlled substances, such as by ingesting an inordinate amount or ingesting it by means not prescribed.
5. Attendance at school, or participation in a school-sponsored activity, in an intoxicated state or under the influence of a controlled substance.
6. Distribution of, transmittal of, or sale of any tobacco product, beer, liquor, or controlled substance.
7. Possession of stolen goods or property.
8. Criminal or illegal behavior.
9. Disorderly conduct including, but not limited to: temper tantrums, fighting, rowdy behavior, using abusive language or gestures, disruption of activities, obstructing school premises, or any other behavior intended to interfere with the rights of others.
10. Refusal to conform to policies, rules, regulations, directives, or requests of those in authority when such person is acting within the scope of his or her authority.
1. Physical attacks on or threats of physical attack to other persons.
12. Extortion.
13. Possession or use of dangerous weapons or objects, including, but not limited to, lighters, matches, etc.



14. Damaging, altering, defacing or destroying, or threatening to damage, alter, deface or destroy any building, fixture, equipment or item, including marking on walls, fixtures, or furniture.
  15. Intimidation or harassment of others.
  16. Use of obscene, lewd, or profane language.
  17. Initiating, circulating, or participating in circulating a report of warning of fire or other catastrophe knowing such report or warning to be false.
  18. Placing or threatening to place a bomb, firecracker, or other incendiary or explosive device in any place where it may endanger persons or property.
  19. Trespassing on school property: entering upon or into school property without permission or remaining on school property after being told to leave.
  20. Truancy: absence from school or classes without a valid excuse.
  21. Malicious use of the telephone: annoying, threatening, or harassing a person over the telephone, recording/photographing someone without permission, circulating photos or videos of someone without permission, or recording an event with knowledge that the event could be harmful to others and not reporting it to adults in the building.
  22. Any other conduct that interferes with the orderly and efficient operation of the school.
  23. Public displays of affection, including, but not limited to handholding and kissing.
- Any violation of the above will be considered an automatic offense subject to discipline. Any circumstance that may occur that is not covered by this policy will be reviewed by the administration and handled appropriately.
24. Initiating a fight or initiating/encouraging harassment of others.

#### **DETENTION**

If a student behaves improperly, there is a system of detention (staying after/before school) available to teachers and administration. When a student earns a consequence the teacher will notify the principal. Students who are to serve detention will serve it with the staff member who issued the detention. Students should report to the assigned room at the assigned time. A student failing to serve a detention will have the detention time doubled. If a student continues to fail to serve the detention, he/she could be subject to other consequences including loss of privileges, loss of practice time or ineligibility from extracurricular activities including school dances and prom.

**\*\*A detention will be 30 minutes and served within two days of being notified.\*\***

#### **PROCEDURE FOR CLASS REMOVAL DUE TO DISCIPLINE PROBLEMS**

If a student is sent to the principal's office for discipline reasons from a class, a discipline report is filled out and filed in the principal's office. The third removal or behavior problem from any one class during a semester may result in removal of the student from that class for the remainder of the semester and no credit will be given. Severe problems in a class may result in IMMEDIATE removal from class with no credit given.

#### **REFERRAL / DISCIPLINE SYSTEM**

Students who are referred by a staff member are to serve a 30 minute detention within 2 days of the issuance of the detention. A third referral in a given semester will result in a 4 hour detention to be served on Tuesday/Thursday or Saturday. Receiving a fifth referral or detention in a semester, the student and parent(s)/guardian(s) will be required to meet with the Student Assistance Team (2 of the student's teachers, guidance counselor, and administrator). An agreement between the student, parent(s)/guardian(s), and school will be created to get the Tuesday/Thursday or Saturday morning detention(s) made up and a solutions to correct the behavior that is limiting educational success for that student and other students in our school. Any referral thereafter will result in ISS and students receiving a seventh referral, the student and parent(s)/guardian(s) must go in front of the Griswold CSD School Board to look at other possible solutions which may include long-term suspension, expulsion, or some other alternative. Other consequences may be issued by the administration to deal with different situations that may occur.

## **TUESDAY/THURSDAY OR SATURDAY DETENTION**

Upon receiving a third detention in a semester, a student will be required to serve a Tuesday/Thursday or Saturday morning detention. A student may choose to serve this time on Tuesday/Thursday or Saturday morning, and it must be served at the next available date. Tuesday/Thursday detention will last from 3:35 p.m. until 5:35 p.m. and Saturday morning detention will last from 8 a.m. until 12 noon. Students and parents will be responsible for transportation. Failure to serve a Tuesday/Thursday or Saturday morning detention will result in the student owing the missed Tuesday/Thursday or Saturday morning detention plus another Tuesday/Thursday or Saturday morning detention.

Failure to serve Tuesday/Thursday or Saturday detentions before the completion of a semester will result in ineligibility from extra curricular activities including school dances and prom. If Tuesday/Thursday and Saturday detentions are to make up for absences and/or lost class time, failure to serve will result in loss of credit for those classes.

## **IN-SCHOOL SUSPENSION (ISS)**

Should a student have a more serious behavior problem, he/she may be assigned to ISS.

ISS Rules:

- 1) student reports no later than 8:15 a.m. with books and study materials
- 2) student talks only when addressed by the supervisor
- 3) student eats lunch in the office
- 4) student is to work on assigned material and will receive credit for work accomplished
- 5) dismissal time each day is 3:30 p.m.
- 6) failure to follow rules may result in extension of ISS or out of school suspension.
- 7) students may not have cell phones in ISS and laptops are only allowed if necessary for coursework
- 8) students may not participate or attend after-school or evening activities, including practices.

## **OUT-OF-SCHOOL SUSPENSION/EXPULSION**

The Code of Iowa gives the local board of education the power to expel any student from school for violation of the rules and regulations of the board. When the presence of the student is detrimental to the best interests of the school, the Board may confer upon the principal or superintendent the power to temporarily dismiss the student. This is a suspension.

**The student is ineligible to participate in or attend any scheduled school-sponsored activity while suspended either in or out of school, including practices.**

Should a third out-of-school suspension occur, it becomes the duty of the principal to recommend the possible expulsion of the student. This recommendation is made to the superintendent and then to the board of education. If board action becomes necessary, a hearing date is set, at which time the parents, student, and any legal counsel may appear to hear the reason for such a recommendation and to express themselves. The principal may bypass this procedure if any offense is serious enough to jeopardize the learning process of other students.

## **DUE PROCESS**

Each student who is involved in some form of disciplinary action is entitled to due process, which would include the following items:

1. The student is entitled to know what he/she has done wrong or if any rules have been violated.
2. The student is entitled to present his/her version of the circumstances involved.
3. The student is entitled to know the disposition of the case.
4. The right to appeal to the Superintendent and subsequently the board of Education is available with the understanding that these groups may sustain or change any or all of a decision prior to that appeal.
5. The student is not allowed to participate in a public performance during the appeal process.

## **PARENT, GUARDIAN, AND COMMUNITY CONCERNS**

For the general steps that may be taken by parents, guardians and community members when they have concerns about public school districts or their governing boards see this webpage.

<https://educateiowa.gov/pk-12/parent-guardian-and-community-concerns>

### **PUBLIC CONDUCT: Board Policy 903.4**

Extracurricular activities are an important part of the school program. Extracurricular activities offer students the opportunity to participate in a variety of activities not offered during the regular school day. Extracurricular activities are provided for the enjoyment and opportunity for involvement they afford students.

Spectators are permitted to attend extracurricular activities only as guests of the school district, and, accordingly as a condition of such permission, they must comply with the school district's rules and policies. Spectators will not be allowed to interfere with the enjoyment of the students participating, other spectators or with the performance of employees and officials supervising the extracurricular activity. Spectators, like the student participants, are expected to display mature behavior and sportsmanship. The failure of spectators to do so is not only disruptive but also embarrassing to the students, the school district and the entire community.

To protect the rights of students to participate without fear of interference, and to permit the sponsors and officials of extracurricular activities to perform their duties without interference, the following provisions are in effect:

1. Abusive, verbal or physical conduct of spectators directed at participants, officials or sponsors of extracurricular activities will not be tolerated.
2. Verbal or physical conduct of spectators that interferes with the performance of students, officials or sponsors of extracurricular activities will not be tolerated.
3. The use of vulgar or obscene language directed at students, officials or sponsors participating in an extracurricular activity will not be tolerated.

If a spectator at an extracurricular activity becomes physically or verbally abusive, uses vulgar or obscene language or in any way impedes the performance of an activity, the spectator may be removed from the event by the individual in charge of the event and the superintendent may recommend the exclusion of the spectator at future extracurricular activities.

Upon recommendation of the superintendent, the board shall cause a notice of exclusion from extracurricular activities to be sent to the spectator involved. The notice shall advise the spectator of the district's right to exclude the individual from school district activities and events and the duration of the exclusion. If the spectator disobeys the district's order, law enforcement authorities will be contacted and asked to remove the spectator. If a spectator has been notified of exclusion and thereafter attends an extracurricular activity, the spectator shall be advised that his/her attendance will result in prosecution.

## **ASSEMBLIES**

For student assemblies held during school hours, teachers will dismiss their students and escort them to the gym (middle school students will sit in the section farthest to the west). Students are expected to display appropriate behavior at all assemblies; treat guests with courtesy and respect. Boing and whistling is never appropriate at student assemblies. Remember that we have a tradition of greeting visitors and guests with polite, generous hospitality.

## **DANCE GUIDELINES**

All students who enter the door before closing time are to remain inside at the dance. If a student leaves the building, he/she will not be permitted to return. Students must be eligible for extra curricular activities to attend school dances and prom.

## **PE EXCUSALS**

If it is necessary for a student to miss PE for a minor medical problem, a parent's note will suffice for one day of PE. More than one day will require a doctor's note, which must list the nature of the medical problem, as well as the activities the student MAY participate in. The school nurse may follow up with the student's doctor for more information. Students that are not able to participate in PE will not participate in extracurricular sports during that time.

## **CELLPHONE/ TECHNOLOGY**

**HS Cell phone usage-** Cell phones may be used by students before the 8:15 bell, during passing times, and lunch. Cell phones are not to be used during classes. No cell phones will be used as calculators. Students in grades 6th – 12th will need a basic calculator for math class. Listening devices may be used with permission from teachers but shall not be used during passing times or in the hallways or bathrooms. This is a safety issue. Ear phones and other devices are not to be in your ears during these times. Cell phones are to be placed in designated cell phone areas during class time.

**MS Cell phone and school phone usage-** Cell phones are to be used before and after school. During school hours (8:15-3:25), cell phones are to be left in student lockers. Students may check their phones quickly in between classes as long as it does not cause tardiness to their next class. Use of the telephone by students is limited to before and after school. Long distance calls must be either collect or credit card calls. During school hours, emergency phone calls may be made in the office with secretary, staff, or principal permission.

Students using technology devices or cell phones without permission will have them confiscated. On the first offense, the student may pick up their phone at the end of the day. On any subsequent offense, a parent must pick up the phone. Habitual offenders will be subject to further disciplinary action. Students may be subject to disciplinary action if their use of their cell phone disrupts the school's educational environment. Examples of this include, but are not limited to the following: cheating, bullying, harassment, unlawful recording or photographing, distribution of lewd, obscene, or pornographic material, and/or violating other school rules.

## **CHROMEBOOK USAGE**

**Please see the district Acceptable Use Policy regarding guidelines for school-issued laptops.**

### **Consequences for not following the Computer Usage agreement:**

- 1st infraction – warning from the teacher or Technology Director
- 2nd infraction – loss of computer for a day
- 3rd infraction – loss of computer for a week and parent contact
- 4th infraction – loss of computer for one month and parent contact
- 5th and subsequent infractions – loss of computer for administrator determined amount of time and meeting with parents.
- For any of the above infractions, students will not have access to their computers unless they have a pass from their classroom teacher to use the computer for academic purposes.

The school issued laptop is not for your entertainment at school, it is the property of the school and the intended use is for educational purposes only. You need to understand there will be consequences for not adhering to the acceptable use policy that you were given and you signed.

This includes, but not limited to:

- YouTube for educational use ONLY.
- Pinterest for educational use ONLY.
- No Netflix or other streaming video/movie sites.
- You will be randomly monitored throughout the day.
- You are responsible for any damage to the laptop

## **PICTURES/ VIDEOS/ PUBLICATIONS**

From time to time, our students are featured in newspaper articles, district bulletins, school web page, etc., celebrating special events in our schools. Photographs or likenesses may be released without written consent unless parents or guardians object in writing. Objections to release of information or photographs should be sent within two weeks of the student's enrollment in school to the building. Information on the district's student publications code is contained in Board Policy 504.3

## **LIBRARY PROCEDURES**

Normally, the library is open from 8:00-3:30, under the supervision of the teacher librarian or other staff. Students may go to the library to study; to use the computers, reference materials, magazines, or newspapers; or to check out materials.

Students may check out four books at a time. Books are checked out for three weeks, with one week grace period before notice will be sent for replacement cost of the book. Students may lose check out privileges if books are not returned, or paid for in a timely manner. Magazines and reference materials may not be checked out of the library. Special permission may be given for use in the classroom.

Damage to books shall be paid for by the borrower and lost materials are paid for at the rate of replacement costs. Materials taken from the library without following the proper check-out procedures will result in disciplinary action.

The library catalog is web-based and can be accessed from the Griswold Community Schools Homepage ([griswoldschools.org](http://griswoldschools.org)).

## **STUDENT LOCKERS**

Each student is assigned a locker for temporary use during the school year as a convenience for storage of school materials and needed extra clothing. Students will keep all bags and coats in their school issued locker throughout the day. **No backpacks will be carried to classes.** Lockers and school desks remain the property of the school, and as such are unprotected areas subject to search. Keeping money or valuable personal items in student lockers is not a wise practice and is discouraged. The school will not be responsible for any items stolen from lockers. Writing in, or on, lockers is not permitted and damage to lockers will be punished by a fine. Student lockers will be inspected periodically for the purpose of locating school materials and removing any inappropriate items. Locker inspections without prior notice may be conducted periodically throughout the school year. At least 2 people will be present for any locker search, one of which MAY BE the student. Drug-sniffing dogs may be brought in periodically to search lockers and school grounds including parking lots.

## **MEDICATIONS**

Students must bring all medications (both prescription and over-the-counter) to the office for safe-keeping. This reduces both the school's and the parents' liability. No medications can be dispensed by the school (prescription or otherwise) without a signed administration form filled out by the parent. All medications must be brought to school in the original bottle with the appropriate pharmacy label on it. (Pharmacists will give an extra bottle for schools if requested.) We are required to follow this procedure to be in compliance with Iowa law.

## **STANDARDIZED TESTING (Middle School Students)**

40 percentile –Students who fall in this non-proficient range may be required to participate in one of the following: Reading interventions, designated supervised study area, or remedial courses. This will be at the discretion of the building principal and guidance counselor. Parents will participate in the decision making process.

## **DAILY ANNOUNCEMENTS/BULLETINS**

Announcements are prepared daily and delivered to each staff member during first period. Announcements will be read over the loud speak each day during 2nd period. In the event that it is not read, teachers will read aloud to 2nd period groups. A copy of the day's announcements will also be posted in the main office.

Any announcements to be included must be cleared through a teacher/sponsor and then approved in the office. If you wish an announcement to be included on a particular day it must be ready before 8:00 a.m. of that day.

## **SCHOOL LUNCH**

All students are expected to remain at school during their lunchtime whether or not they eat the school lunch. Students or staff who have a NEGATIVE balance will not be allowed to purchase extras or ala-carte items. Students who finish lunch early are expected to remain in the supervised areas and use the south restrooms near the nurse's office. All students are expected to take their turns helping clean tables, whether or not they eat hot lunch. **No food is to be delivered or brought in during the lunch hour other than the sack lunch brought with a student at the beginning of the day.** Ala-carte items may be taken to student lockers with permission of the supervising lunch staff. These items must be taken home by the end of the same school day.

Students are expected to exhibit positive behavior in the cafeteria during breakfast and lunch. Inappropriate behavior such as yelling, using inappropriate language, pushing, throwing food, damaging trays, damaging silverware, etc. is not acceptable, and is subject to disciplinary action.

## **HEALTHY KIDS ACT**

In 2008 the Iowa Legislature passed a law known as the Healthy Kids Act. There are three aspects to the law designed to improve the health of Iowa's youth: 1) a physical activity component, 2) detailed nutritional guidelines and 3) students receive CPR training.

All students in grades 6-12 must participate in 120 minutes of physical activity each week. This can be accomplished through any combination of Physical Education/Wellness classes, recess (where it is offered), classroom activities, school sponsored athletic co-curricular programming, and fine arts co-curricular activities.

There is also a requirement for graduates to complete a CPR certification course. This program must be of the kind that can lead to CPR certification. Achieving certification status is not required of the students. This training can be fulfilled before the student is enrolled at the high school.

## **STUDENT RECORDS AND DIRECTORY INFORMATION**

Student records will be sent immediately upon request of an educational institution that has enrolled a student. Parents and eligible students shall have access to the student's records during the regular business hours of the school. Please see the principal, or Board Policy 506.1 for further information.

The following information may be released to the public in regard to any individual student of the school district as needed. *(Any student over the age of 18, parent, or guardian not wanting this information released to the public must make objection in writing by September 15 to the principal. The objection needs to be renewed annually.)* The school district has designated the following information as directory information: student's name, address and telephone number; date and place of birth; 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; and the most recent previous educational institution attended by the student, and other similar information.

## **BUILDING HOURS (for students)**

High School students arriving early must report to the lunchroom or commons, and Middle School students arriving early must report to the High School gym unless special arrangements have been made and they are under the supervision of a staff member. Also, students will be required to leave the building at 3:30 p.m. unless they are engaged in a regularly scheduled after-school activity and supervised by a staff member. Students arriving late must sign in promptly and secure a pass to class or study hall. Those leaving early must have parent/guardian permission and have school approval to sign out at the designated time and leave the building immediately.

Building guests must check in with the office upon arrival and may not be allowed to visit teachers if it interrupts the educational setting.

## **GRADING/TESTING POLICIES (Unified Grading scale for Middle and High School)**

The scale will be as follows:

A+ 98-100 A 93-97 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 00-59

Students will receive a letter grade to determine the cumulative grade point average, class rank, and designation for the quarterly and semester honor rolls (the only exceptions are middle school exploratory classes, which may be marked on a pass/fail system). All classes that meet daily are weighted with one credit per semester. Middle school band/chorus all are weighted with 1/2 credit.

## **CONTINUOUS SEMESTER GRADES (High School Students only)**

Grades will be continuous for the entire semester. Students and parents need to understand how their child is doing academically throughout the semester. Student grades are accessible through JMC on-line. Hard copies of grades will be given at parent-teacher conferences and the completion of each semester. Other hard copies of student's current grades will be given to parents as requested. Students who have incomplete marks at the end of a grading period cannot be considered for inclusion in the honor roll listing and will have one week to complete work for a letter grade. At the end of that time all incomplete grades will be converted to failing grades.

## **Grades: Middle School Students**

Grades for Middle School Students will happen on a quarterly basis. Quarterly grades will be available on JMC, and may be sent home by request. These grades can also be discussed and available during Parent/Teacher Conferences.

## **CLASS STANDING (High School Students only)**

Students will be placed in their appropriate classes for purposes of class meetings, etc., with regard to the following number of credits earned in the fall of the year. Students will NOT be reclassified at semester:

Sophomore: a student must have 12 credits before school begins in the fall of the year.

Junior: a student must have 24 credits before school begins in the fall of the year.

Senior: a student must have 36 credits before school begins in the fall of the year.

No credit for home school classes will be applied toward graduation.

**\*\*Students who have not attended the Griswold CSD for their entire education or have not attended an accredited public or private school may not be eligible for honors or awards.\*\***

## **LATE WORK POLICY (Middle and High School)**

**Work will be accepted until 2 weeks after due date (daily assignments, homework, labs, etc).**

-Absence policy, absence due to illness, Special Education/504 accommodations policies and procedures will still remain in place. Students who are absent will have the number of days absent plus one day to complete and turn in their work. Exceptions due to special circumstances will need to be approved between teachers/administration.

**Work accepted after the due date will be turned in for 50% of the grade up until the 2 week cut off date.**

\*Continued on next page.\*

-Please remember that we are working to show students that teachers care about their learning, their mastery of the material, and to help them with life skills.

**Tests/Projects can be retaken with teacher/administration approval.**

-If students come to the teacher/administrator and request approval when special circumstances arise, these are done for full credit. Tests and projects will be an alternative to the first one assigned.

**End of semester projects/tests will not fall into this category.**

**WEIGHTED CLASSES (High School Students only)**

Level: The course level number indicates the academic rigor and/or skills levels that progressively build through duration of the course. Courses are placed in one to three groups, with Level 3 courses the highest in intensity and Level 1 the lowest in intensity. Intensity is a combination of academic rigor, skill building, and work assigned outside of class. The majority of GHS courses are Level 2 (average intensity). The higher the level number, the greater the expectations. A higher numbered level has considerable more homework expected and/or skills build progressively and rapidly from unit to unit. A low numbered level has less than average homework and/or skills learned would be repeated or practiced regularly.

Guidelines for assigning a level number to a course:

Level 3- Skills build rapidly and progressively from unit to unit and/or homework expectations are among the highest at Griswold High School. Skill repetition is practiced out of class.

Level 2 – Skills build at a normal pace and/or homework expectations are similar to most courses at Griswold High School. There is some balance between skill building and practicing the learned skill as the course progresses; some previously learned skills are practiced during class time.

Level 1 – Skills are built more slowly and practiced frequently and/or homework expectations are less than average Griswold High School courses.

Grading Scale:

Level 3 – Grades will be figured on a 5.0 scale. A=5, B=4, C=3, D=2, F=0.

Level 2 – Grades will be figured on a 4.5 scale. A=4.5, B=3.5, C=2.5, D=1.5, F=0.

Level 1 – Grades will be figured on a 4.0 scale. A=4, B=3, C=2, D=1, F=0.

Honor Roll will be calculated based on the following:

Honor Roll will be a 3.0 to 3.99.

High Honor Roll will be a 4.00 or higher.

All students have an opportunity to earn an A+ in any class. An A+ will equal a 4.33 for a Level 1 class, 4.83 for a Level 2 class, and 5.33 for a Level 3 class. The A+ may be earned by students who demonstrate extraordinary proficiency in a course.

**COLLEGE LEVEL COURSES (High School Students only)**

Students have the opportunity to take college level courses through Iowa Western during the school day. Please see the course handbook for information regarding requirements to take college level courses.

**BUS TRANSPORTATION**

Students eligible to ride on the school buses are under the jurisdiction of the bus driver. Please conduct yourself in a manner that will not endanger the lives of others. Misbehavior on the buses may result in detention time at school and could lead to a suspension of your riding privilege. Video cameras have been placed on buses to assist in monitoring students. Videos will be used as evidence when necessary.

- Students seated in their seats (no one in bus aisles, standing in their seats, crawling on floor etc).
- No yelling and hands to self
- Students seated from youngest to oldest
- All body parts inside of the bus
- Appropriate language is used



## **TIGER TIME**

Students who are failing a course will have a designated intervention time for academic assistance during Tiger Time. Tiger Time is to be used for additional study time, social emotional learning, and meetings (as needed) for student groups. Tiger Time may also be used for enrichment time or TAG services.

## **REWARD DAY**

There will be one reward day after the first semester designed to encourage attendance and build a strong academic focus for our students. Reward day activities are planned by staff and approved by the principal. Some rewards have been, YMCA, Skating, Movies, etc. To attend the Reward Day for the semester the students must meet the following criteria:

\*No more than 6 unexcused absences for the semester

\*No more than 2 detentions

\*No D's or F's \*No Library Fines

## **INVESTIGATIONS OF ABUSE**

Allegations of abuse of students by school personnel may be filed with the Level I investigator, School Counselor, Griswold Community School System, 20 Madison St., Griswold, Iowa 51535. Phone no. 712-778-2154.

## **EDUCATIONAL OPTIONS (Middle School Students)**

There is an intervention process for students experiencing learning or behavioral difficulties. Please see the principal or guidance counselor for assistance. Assistance may be requested by either students or parents.

## **EDUCATIONAL OPTIONS (High School Students)**

Information on the post-secondary enrollment option, or open enrollment, may be obtained in the school counselor's office. Information on the Human Growth and Development curriculum, and instructions for reviewing the materials may also be obtained in the guidance office. There is an intervention process for students experiencing learning or behavioral difficulties. Please see the principal or school counselor for assistance. Assistance may be requested by either students or parents.

## **EARLY GRADUATION (High School Students)**

Students may graduate prior to the completion of grade twelve if the course work for graduation under Board Policy "Graduation Requirements" has been fulfilled. In such cases, the student must have the approval of the Board and a recommendation by the superintendent and the principal. For more information, please see the school counselor or the high school principal. Students who elect early graduation ARE NOT considered seniors, but adults. They are not allowed to attend prom or school parties except as regular guests of other students. See the curriculum guide for specific graduation requirements.

## **MIDDLE SCHOOL**

**Academics** - Students may choose to participate in activities that offer competition such as: spelling bee, math contests, and Knowledge Master Open. Various oratorical, essay, and art-related activities are usually available, often in cooperation with local civic organizations.

**Music** - Music instruction (vocal and instrumental) occurs as part of the regular curriculum, but is optional for 7th and 8th grade. Concerts, programs, and other performances usually occur outside the regular school day, and sometimes on weekends, but are considered a required part of participation.

**Athletics** - Team sports for inter-scholastic competition are formed and directed by state-endorsed coaches. Fall - volleyball and football. Winter - basketball and wrestling. Spring - track. Practices are held outside of the school day.

## **HIGH SCHOOL**

Academics - High school students will have a variety of academic competitions in which they may participate. Students may choose to contend for positions on the Academic Quiz Bowl, and other competitions sponsored by AEA 13 and local colleges that we normally enter (math, science, oratorical, and essay competitions). Recognition is given for outstanding scholarship in the form of academic letters awarded to students who maintain honor roll status for three consecutive semesters. Scholarship, leadership, service, and character are recognized annually with the naming of student achievers in the junior and senior classes to the National Honor Society.

### **NATIONAL HONOR SOCIETY SELECTION PROCESS**

1. Students' academic records are reviewed to determine the eligibility cut-off cumulative grade point average of 3.5.
2. Students who are eligible scholastically should be notified and asked to complete the Student Activity Information Form which outlines their accomplishments in Service and Leadership.
3. Faculty Evaluation Forms are distributed to all faculty to gain input on each candidate in the areas of leadership, and character. These scores will be averaged.
4. A five-member Faculty Council appointed by the principal and facilitated by the faculty advisor(s) will review the Student Activity Information Form and the data from the Faculty Evaluation Forms for each candidate. The leadership, service, and character of all candidates are reviewed. Candidates receiving a majority vote of the Faculty Council will be inducted.
5. All Faculty Evaluation Forms and procedures of the Faculty Council will be kept confidential.
6. Formal notification of all selected candidates will be in writing to their parents.
7. All appeals must be submitted in writing to the principal.
8. Inductees will be recognized at an all-school assembly.

### **NHS DISCIPLINE AND DISMISSAL**

**Section 1:** The faculty council, in compliance with the rules and regulations of National Honor Society, shall determine the procedure for dismissal. A written description of the dismissal procedure shall be available to interested parties.

**Section 2:** Members who fall below the standards that were the basis for their selection shall be promptly warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency, except that in the case of flagrant violation of school rules or the law, a member does not have to be warned.

**Section 3:** The Faculty Council shall determine when an individual has exceeded a reasonable amount of warnings.

**Section 4:** In all cases of pending dismissal, a member shall have a right to a hearing before the Faculty Council (note this hearing is required and is considered "due process" for all members.)

**Section 5:** For purposes of dismissal, a majority vote of the Faculty Council is required.

**Section 6:** A member who has been dismissed may appeal the decision of the Faculty Council to the principal and thereafter under the same rules for disciplinary appeals in the school district.

**Section 7:** NASSP shall hear no appeals in dismissal cases.

### **ATHLETICS**

Griswold is a member of the Corner Conference and competes interscholastically in eleven team sports for boys and girls. Varsity and freshmen/junior varsity squads led by state-endorsed coaches are fielded in volleyball; football; wrestling; boys' and girls' basketball, track, golf, and cross country; baseball; and softball.

### **CHEERLEADING**

Tryouts for cheerleading squads for the next school year are to be held in August prior to the start of the fall season. Cheerleaders are selected by committee to represent Griswold at fall and winter athletic competitions on varsity and junior varsity squads. Cheerleaders meet with their advisor and practice after school during the fall and winter seasons.

## **SPEECH ACTIVITIES**

Students may elect to participate in speech activities by entering competition in individual events and/or being selected for large group entries after auditioning. Griswold is a member of the Iowa High School Speech Association and participates in the series of contests sponsored by that group and also in the Corner Conference Speech Contest.

## **MUSIC ACTIVITIES**

Band and vocal instruction are part of the regular curriculum with most performances and concerts occurring outside the normal school day. Extra-curricular competitions in vocal and instrumental music are available for students in band and chorus: auditions for all-state competition, entries in solo/ensemble contest, and the large group music contest. Also, students may audition to participate in jazz band and jazz choir. These groups perform at concerts, conference and state contests, local events, and for church and civic groups. Also, students may audition to perform in the fall musical.

## **STUDENT COUNCIL**

Class officer elections are held each spring for the next school year. Past presidents and students elected to the positions of president and class representative then comprise the high school student council. The council meets with its adviser to deal with student and school concerns, sponsors homecoming in the fall, promotes student and staff recognition programs, and gives annual scholarships.

## **CLUBS AND ORGANIZATIONS**

Clubs and organizations that give students other opportunities to pursue special interests and perform valuable service for their school and community are: Future Agriculturalist of America (FFA), Family Career and Community Leaders of America (FCCLA), and Business Professionals of America (BPA).

## **STUDENT ACTIVITIES POLICIES**

The purpose of the Griswold Junior/Senior High school activities program is to provide a broad range of experiences and/or competition for students. Although involvement is encouraged, participation is voluntary. No student is obligated to take part in any interscholastic activity. Participation in co-curricular activities and organizations is considered by the school to be a privilege. Because the student represents the school and community, and in order to maintain the continued integrity of its programs, certain rules and regulations have been established concerning eligibility for involvement. These rules and regulations cover academic eligibility, school attendance, and citizenship.

## **ACADEMIC REQUIREMENTS (Middle School Students)**

### **I. Middle School students must be passing all classes at each grade checkpoint to be eligible for activities.**

For a student to be eligible for extra-curricular activities, he or she must be in good academic standing, passing all classes (above an F) at all times. Teachers will submit grades, at a minimum, weekly on Fridays. At the end of each week, the Counseling Department will distribute a probationary eligibility list for the teachers, coaches, and sponsors. Parents of students not meeting academic eligibility will be notified also. Students then will report to a Structured Intervention Period during Tiger Time to get their grade back to passing. This will be the student's probationary week for eligibility purposes. Students who are still not passing all classes will be ineligible from extracurricular activities for the following week, or until the Friday of the week that grades return to passing.

At the next grade check, all grades will be taken again. If a student was ineligible, they will remain ineligible and unable to participate in activities during that full week. A new list of probationary status students will be published for teachers for those students who have an F who were not already ineligible. Again, parents will be notified.

Students that receive a failing grade that are involved in fine arts will be ineligible to participate in competitive activities where placing or rankings are given. Since local performances are part of student grades, students may perform for local concerts or where full group performances are graded.

Students who are on academic ineligibility will be required to attend Tiger Time intervention. Once the student is passing at the Monday grade checkpoint, they will be released from Tiger Time Intervention and will become eligible to participate in activities.

Middle school students who fail classes for a quarter:

- will be deemed ineligible for 20 calendar days beginning at the start of the next contest date (for athletics), or 20 calendar days of their next extra curricular activity.
- will be deemed ineligible for 4 weeks if the same class is failed for 2 quarters in a row.
- 8th grade students participating in High School Summer sports (baseball/softball) who fail 4th quarter classes will follow the Iowa Scholarship Rule for their ineligibility period. (See HS Academic Requirements)

### **ACADEMIC REQUIREMENTS (High School Students)**

In accordance with state requirement for eligibility for extracurricular activities:

Griswold students involved in activities must be carrying a minimum of 4 full credit courses. As soon as a student's schedule falls below 4 full credit courses, they will be ruled ineligible.

#### **I. High School students must be passing all classes at each grade checkpoint to be eligible for activities.**

For a student to be eligible for extra-curricular activities, he or she must be in good academic standing, passing all classes (above an F) at all times. Teachers will submit grades, at a minimum, weekly on Fridays. At the end of each week, the Counseling Department will distribute a probationary eligibility list for the teachers, coaches, and sponsors. Parents of students not meeting academic eligibility will be notified also. Students then will report to a Structured Intervention Period during Tiger Time to get their grade back to passing. This will be the student's probationary week for eligibility purposes. Students who are still not passing all classes will be ineligible from extracurricular activities for the following week, or until the Friday of the week that grades return to passing.

At the next grade check, all grades will be taken again. If a student was ineligible, they will remain ineligible and unable to participate in activities during that full week. A new list of probationary status students will be published for teachers for those students who have an F who were not already ineligible. Again, parents will be notified.

Students that receive a failing grade that are involved in fine arts will be ineligible to participate in competitive activities where placing or rankings are given. Since local performances are part of student grades, students may perform for local concerts or where full group performances are graded.

Grades will be continuous for the entire semester. Students and parents need to understand how their child is doing academically throughout the semester. Student grades are accessible through JMC on-line. Hard copies of grades will be given at parent-teacher conferences and parent requests. Other hard copies of the student's current grades will be given to parents as requested.

Athletes who have not passed all classes for a semester are ineligible according to the Iowa Scholarship Rule as follows: "If at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a contestant for 20 consecutive calendar days unless the student has already served a period of ineligibility for 20 consecutive calendar days in another school-sponsored activity. A student will not serve multiple periods of ineligibility because of a failing grade."

\*\*Continued on next page\*\*

A student with a disability who has an individualized education program will not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals on the student's individualized education program, unless the course in which the student receives a failing grade has no relationship to those goals. -Update 2023/24

\*\*Students may no longer take summer school classes to regain eligibility for fall sports/activities.\*\*

## **II. Attendance: (All Students)**

Griswold students involved in the activities program are to be in school all day on the day of an activity unless prior arrangements have been made with the principal to be absent.

Although no specific penalty is included in the attendance policy, students are also expected to be in school all day following an activity. (Coaches and sponsors are encouraged to establish participation rules regarding prompt attendance at school on days following events.)

Failure to comply with the attendance policy will cause students to be withheld from the activity, practice, rehearsal, or meeting. Tardiness, truant behavior or misconduct that results in detention, may cause a student to miss practice or a rehearsal.

## **III. Suspension: (All Students)**

During the period of time that a student is on suspension, either in school or out-of-school, that student shall be excluded from participating in and attending all Griswold Community School District activities.

## **IV. Transportation: (All Students)**

All student participants are to ride in school-designated vehicles to and from any school-sponsored event. Any exceptions must be approved in advance by the student's parent/guardian with the coach, sponsor, or director of the activity group. Almost no exceptions will be allowed for students riding TO an activity. Approvals for exceptions must be made by telephone and note, with face to face communications before the student is released when returning from an activity trip. Students may be released only to their parent/guardians or another district parent, if approved in advance.

Coaches/sponsors of activities may or may not allow students to ride home with parents following events and their policy will be communicated to students and parents before events start for the season. If riding home by means other than school transportation is allowed it will be under the following guidelines. Students may be released to their parent/guardians present at the event. Students may be released to another district parent only if approved in advance by written note or phone call to the office. For either case, a sign out sheet will be available and must be signed by the parent/guardian taking responsibility for the student. Once released, students are allowed to ride with the parent/guardian whom signed them out.

**It is very important that all students and parents understand that the Board of Directors, Administration, and staff of Griswold Schools CANNOT allow students participating in any activity to drive themselves to that activity.**

## **V. Good Conduct, Drug/Alcohol, Tobacco: (All Students)**

A. Students who participate in any of the co-curricular activity programs of the Griswold Community School District are expected to conduct themselves in a manner that takes into account the rights and welfare of others, respect for authority, and regard for public and private property. This Good Conduct Code applies for students (involved in co-curricular activities) whether on or off school property, and is in effect year-round.

**B. Violations of the conduct rule are:**

1. involvement in illegal activity:
  - a. arrested or cited in the criminal or juvenile court system, excluding minor traffic offenses
2. disorderly or abusive behavior that obstructs the operation of the school or interferes with the rights of other persons, including hazing or initiation;
3. use or possession of tobacco in any form or look alike form such as e-cigarettes; this includes possessing ENDS (Electronic Nicotine Delivery Systems) such as vaping devices and juuls; pods, charging devices, and other components that facilitate the use of ENDS;
4. use or possession of alcoholic beverages or any other controlled, dangerous drug not prescribed by the student's physician; ("use" includes having the odor of alcohol or tobacco on one's breath);
5. any obviously offensive conduct, while representing the school, which brings discredit to the school.

C. The principal or athletic director will declare a student ineligible for participation if the violation (1) is admitted to a school official or law officer, (2) is observed and reported by a school official, or if (3) the student is charged and found guilty by law, or (4) there is a preponderance of evidence. When the administration believes it is more likely than not the student violated the Good Conduct Rule, the student is subject to loss of eligibility.

A declaration of ineligibility by the principal or athletic director means the student shall be ineligible for public performance in any activity or event (other than Prom or Graduation) until the administration reinstates the students. Appeals under this policy may be made to the superintendent. Appeals of the superintendent's decision to uphold the principal's declaration of ineligibility may be made to the board of education. The student will remain ineligible during the appeal process.

**D. First Offense:** Student will be ineligible for a period of nine (9) calendar weeks from the day school authorities become aware of the offense.

**Second Offense:** Student will be ineligible for a period of six (6) calendar months from the day school authorities become aware of the offense.

**Third and all Subsequent Offenses:** Student will be ineligible for a period of one year from the day school authorities become aware of the offense.

E. If a student commits a subsequent offense while serving an ineligibility, the times will be served consecutively; that is, the new penalty will be added to the end of the current one(s).

For a student who has been declared ineligible and has gone two (2) years without action under this policy and subsequently comes for disciplinary action under the policy, such action may be considered as a first offense.

F. A student may have 1st and 2nd violations reduced by 1/3 (3 weeks less for 1st violation, 2 months less for 2nd violation) by reporting his or her own offense to an administrator before the school administration seeks out the offender, and in any case, within 2 school days of the commission of the offense.

Students whose 1st and 2nd violations of the conduct policy are both for substance abuse may have the 2nd penalty reduced by one month by enrolling into a counseling or self-help program that is directly correlated to the offense. These programs must be pre-approved by administration and are at student cost.

G. **Students new to district:** Any student who transfers to the district, either by moving in or under open enrollment, and who is currently ineligible in the former school, will be ineligible to participate at Griswold until the time at which he/she would have been reinstated at the former school

\*\*Students who are either: 1. On the weekly grade check's ineligibility list or 2. On the good conduct ineligibility list, are not allowed to leave school early for activities or competitions, nor miss academic time to go to watch state competitions. If the activity is academic in nature, students will be allowed to attend the event. This will be determined by the administration.