

GLENWOOD COMMUNITY HIGH SCHOOL

The Mission of Glenwood Community High School is to develop responsible citizens and lifelong learners with the work, social, and problem-solving skills necessary for success in the new millennium.

We believe that teachers can facilitate effective individual and cooperative learning opportunities that will enable all students to learn and to experience success.

DISTRICT OUTCOMES GLENWOOD COMMUNITY SCHOOLS

Solve Problems Creatively and Resourcefully

**Critical Thinking
Creative Thinking/Producing
Decision-Making**

Work Productively

**Cooperation
Independence**

Learn Constantly

**Self-Assessment
Wise Use of Leisure
Aesthetic Awareness**

Communicate Effectively

**Writing
Speaking
Reading
Listening**

Act Responsibly

**Environmental Awareness
Empathy and Respect
Citizenship**

Use Technology Capably

**Access of Information
Increased Productivity
Electronic Communication
Responsible Use of Technology**

2008-2009 Welcome

Two-way communication between home and school is necessary for academic and personal success in a safe school environment. We want you to feel comfortable contacting us for questions and concerns. The following resources are available for your support:

Main Office

High School Main Office.....527-4897

High School Attendance Office.....527-3612

Administration

Principal: Mrs. Kerry Newman.....newmanke@glenwoodschoools.org

Associate Principal-Activities Director: Mr. Scott Arkfeld.....arkfelds@glenwoodschoools.org

Dean of Students: Mr. Leon Portrey.....portreyl@glenwoodschoools.org

Secretaries

Mrs. Lisa Wheat.....wheatl@glenwoodschoools.org

Mrs. Lora Henze.....henzel@glenwoodschoools.org

Mrs. Jody Parks.....parksj@glenwoodschoools.org

Guidance Office

Counselors

Mrs. Kathleen Loeffelbein (serving 9th and 10th graders).....loeffelbein@glenwoodschoools.org

Mr. Bill Magnuson (serving 11th and 12th graders).....magnuson@glenwoodschoools.org

Secretary

Mrs. Shari Rodenburg.....rodenbs@glenwoodschoools.org

Visitor Policy

Glenwood Community High School welcomes all visitors! All visitors, including parents, should report to the office and receive permission to visit any teacher, classroom, or student. In order to minimize disruption to school routine and learning, the only visitors allowed to attend classes or lunch with Glenwood Community High School students are those who are prospective students. Permission to visit must be authorized by the dean or principal.

Other High School Resources and Partners

- Glenwood Community High School Website – www.glenwoodschoools.org/hs
- Parent Email Listserve Membership – Find the link for HS Announcements on the high school web page or email Mrs. Newman (newmanke@glenwoodschoools.org)
- Glenwood High School Activities Calendar – Find the link on the high school web page or go directly to www.highschoolsports.net
- Glenwood Booster Club— <http://www.glenwoodsports.com/booster/index.php> Tim and Lisa Reinert Co-Presidents
- Glenwood Band Boosters – Contact Mr. Pete Jacobus, jacobusp@glenwoodschoools.org
- Glenwood PTA – Contact the school about membership
- Glenwoodsports.com (pictures and articles of our students) www.glenwoodsports.com

Student Directory Information

The District and/or the principal of each building may release the following types of directory information to the public using discretion relative to the privacy of the student and the family and the totality of the surrounding circumstance: Name, address, telephone listing, 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 previous school or institution attended by the student.

Parents who do not want their child's directory information to be given out and/or published must notify their principal in writing no later than September 15 of each school year.

Open Lunches

Students do not have open campus lunch. However, there are a few days a year when we allow for students to leave campus during lunch time.

During Final Exams

For all students (9-12), there will be open lunch and students will be allowed to leave if they do not have a scheduled final. This includes band, vocal, and PE classes (unless otherwise directed by that teacher). Students who are not taking finals and are NOT able to leave the building are to report to the cafeteria, informal area, or sign in at the library. They can't roam the building disrupting the testing blocks.

During final exams students only have to be at school for the classes that they have a final in. Teachers will follow a final exam schedule. While in the individual testing blocks, students will not be allowed to leave "early" once they have taken their final. So there is no reason for students to "rush" through their test.

If you would like your child to STAY in the building during this time and get extra help or use it for study time, please let the office know any time.

Used for Student Incentives

Groups of students (entire classes) may be offered open lunch as an incentive to meet certain building goals. Examples of these goals include doing well on the ITED exams, behavior goals, or academic goals. We will let you know in advance when these will be awarded. **If you would like your child to STAY in the building during this time and get extra help or use it for study time, please let the office know any time.**

GRADUATION REQUIREMENTS

Students must complete each grade level, grade one through twelve, and all the required course work as determined by the State Department of Education and the Glenwood Community School District Board of Education prior to graduation. It shall be the responsibility of the superintendent to ensure that students complete grades one through twelve and that high school students complete **48 total credits** prior to graduation. The following credits will be required:

Graduation Requirements

1. 48 total credits are required.
2. 20 documented hours of service learning (forms in the guidance office)

Future Juniors & Seniors Class of 2009 & 2010	Future Freshmen & Sophomores Class of 2011 & 2012
English - Seven credits required including:	English - Eight credits required including:
English 9	English 9
English 10	English 10
One writing credit	One writing credit
One literature credit	One literature credit
One communication credit	One communication credit
	One additional writing or literature class
Social Studies - Five credits required including:	Social Studies - Six credits required including:
Two American history credits	Two American history credits
Two world history credits (Western Civ.)	Two world history credits (Western Civ.)
One government credit	One government credit
	One additional social studies elective
Mathematics - Five credits required	Mathematics - Six credits required
Science - Four credits required including	Science - Six credits required including
Science 9	Science 9
Business/Computer – One credit required including	Business/Computer - One credit required including
One computer credit or	One computer credit or
One business credit	One business credit

All students must enroll and participate in physical education one semester each year unless exempt. Students who do qualify for an exemption from physical education must fill their required number of classes with a class. There are no study halls.

A junior or a senior may be excused from the physical education requirement by a written request from parents because 1) the senior is seeking to enroll in a course that is not otherwise available 2) the senior is participating in a cooperative/work study program or 3) The student is involved in a competitive school sport.

A student in grades 9 and 10 may be excused from the physical education requirement by administrative permission only. Severe schedule conflicts and student health issues will be the primary consideration.

Glenwood Community High School Support Seminar

- Seminar is a block of time following 7th hour from 2:42 p.m. – 3:20 p.m., required for all freshman and sophomores.
- All juniors and remaining seniors will be dismissed at 2:38 p.m. and not be assigned to a seminar. Of course students needing or wanting to stay can do so and will have a designated area to study.

ON LATE START DAYS THE DAY WILL BEGIN AT 10:05 A.M. AND 7TH HOUR WILL END AT 3:20—THERE IS NO SEMINAR DURING LATE START DAYS. JUNIORS AND SENIORS MUST REMAIN AT SCHOOL UNTIL 3:20 IF THEY HAVE A 7TH HOUR.

- Exceptions will be juniors and seniors who are assigned to a credit recovery class during the seminar time. For example, if a student fails a 9th or 10th grade English class they may be taking a class to make up that credit during seminar time.
- Seminars will be done in very small groups with 10-15 students per teacher.
- Your child's seminar teacher will be calling you periodically throughout the year.

More details on seminar

Some potential uses for seminar time-

1. Tutoring
2. Small group setting for study hall
3. Potential of an occasional honor hall
4. Test make up
5. Jazz band practice
6. Special choir practice
7. Athletic release (shoot free throws, etc.)
8. Computer lab activities
9. Teacher collaboration
10. Guidance lessons, including career planning
11. Credit recovery
12. Lab make ups
13. FCCLA meetings
14. FFA project time
15. Speech team meetings and practices

Why only freshman and sophomores?

- This is where we lose our kids
- We want to ensure a positive implementation of the 7 period day with seminar. We need more adults to produce smaller student ratios.
- Juniors will not have their attendance privilege as it was in the past and this will help with that transition.
- Most seniors are already gone.

Service Learning:

20 hours of service learning is required. These can be accumulated over four years. Prior approval for a project or task is required from an administrator or counselor. Pick up and return forms to the guidance office.

Early Graduation

Upon written request for early graduation by parents/guardians a student may graduate after seven semesters if all credits and requirements have been satisfactorily completed.

A student will not be allowed to graduate with fewer than 48 credits without the approval of the board. Special education students may meet individual graduation requirements as stated in their individual education plan. The board shall have complete discretion to determine extraordinary circumstances.

The required courses of study will be reviewed by the board every year.

Full Time Student Status

9th – 11th Grade Students: Students (9-11) are required to carry seven (7) credits including P.E. one semester.

12th Grade Students: Seniors need to carry six credits. College courses offered off site, may be arranged for seniors as part of their credits. All requests for arrangements other than stated above must involve the student, parent, counselor, and have the approval of the high school administration.

A credit is awarded upon successful completion of one semester of a normally scheduled course. One credit will be awarded for a class that meets daily for one semester.

Students must have **12 credits** to attain **sophomore status**. Students must have **24 credits** to attain **junior status**. Students must have **36 credits** to attain **senior status**.

Report Cards

Credits accumulate only at the end of each semester, however each semester has two grading periods. Students will receive progress reports at the end of each of the nine-week periods. Grades are determined by each teacher's individual grading system. These are outlined in the course syllabi (found online at the high school web site). The teacher will notify students who are in danger of failing. Progress reports and report cards will be distributed at parent conferences or mailed home. Please contact the guidance office or individual teachers if you have a concern with any of your child's grades.

PowerSchool

Find out what's going on at your student's school anytime, anywhere! With PowerSchool you can catch up on your student's class assignments and check out your student's grades. You can also email the teacher directly from the PowerSchool link. Teachers will update their grades every ten school days. Please call if you have a concern with accessing PowerSchool for current information.

PowerSchool provides real-time access to your student's grades, attendance, assignments, and more!

To view the PowerSchool brochure and get instructions for using PowerSchool go to:

http://tech.glenwoodschools.org/PowerSchool/powerschool_help.htm

Academic Recognition

Academic achievement will be recognized at the end of each quarter. The Honor Roll recognizes students who have achieved a GPA of 3.5 or above. The Merit Roll recognizes students whose quarter or semester GPA is between 3.0 and 3.49.

Students who have earned a 3.5 cumulative GPA for two consecutive semesters will be recognized as Distinguished Scholars.

Schedule Changes/Beginning of 1st and 2nd Semester

Counselors will use the following guidelines when considering schedule change requests.

Changes may be made only for the following reasons:

1. Computer and/or clerical error
2. Failure in a required course attempted a previous semester
3. Approved level changes by teacher and counselor (such as in math)
4. Special education placement
5. Significant change in college or career planning as recommended by the counselor/principal
6. Seniors who need courses for graduation
7. Required course not on schedule
8. Failure to have necessary prerequisite for a course
9. Student already has credit in the scheduled class
10. Newly registered student - no previous schedule
11. Administrative request

Adding and Dropping Classes:

The counseling department and/or administration must approve all schedule changes. Students dropping a class after the first week of the first or third quarter will receive a failure for the semester. If a student withdraws from a class during the second or fourth quarter, an F (failure) will be recorded for a grade. In the event of a special circumstance, the teacher, counselor or administrator involved can formally request that the failure be waived. The teacher, administrator/dean, counselor, parent, and student must reach consensus before a request is granted.

Bell Schedules

Regular Schedule (Seven 49 minute classes and a 38 minute seminar)			
8:00	Warning	5th Period	
8:05-8:54	Period 1	Lunch Schedule	
8:58-9:47	Period 2	1 st lunch	11:37-12:00
9:51-10:40	Period 3	2 nd lunch	12:03 -12:26
10:44-11:33	Period 4	3 rd lunch	12:29-12:52
11:37-12:52	Period 5		
12:56-1:45	Period 6		
1:49-2:38	Period 7		
2:42-3:20	Seminar—On normal days, juniors and seniors do not attend seminar period.		

2 Hour Late Start (Seven 36 minute classes and NO SEMINAR)			
10:00	Warning	ON LATE START DAYS THE DAY WILL BEGIN AT 10:05 A.M. AND 7TH HOUR WILL END AT 3:20—THERE IS NO SEMINAR DURING LATE START DAYS. JUNIORS AND SENIORS MUST REMAIN AT SCHOOL UNTIL 3:20 IF THEY HAVE A 7TH HOUR.	
10:05-10:41	Period 1		
10:45-11:21	Period 2		
11:25-12:01	Period 3		
12:05-1:20	Period 4	4th Period Lunch Schedule	
1:24-2:00	Period 5	1 st lunch	12:05-12:28
2:04-2:40	Period 6	2 nd lunch	12:31-12:54
2:44-3:20	Period 7	3 rd lunch	12:57-1:20

2 Hour Early Out (Seven 36 minute classes and NO SEMINAR)			
8:00	Warning	6th Period	
8:05-8:41	Period 1	Lunch Schedule	
8:45-9:21	Period 2	1 st lunch	11:25-11:48
9:25-10:01	Period 3	2 nd lunch	11:51-12:14
10:05-10:41	Period 4	3 rd lunch	12:17-12:40
10:45-11:21	Period 5		
11:25-12:40	Period 6		
12:44-1:20	Period 7		

1 Hour Early Out (Seven 45 minute classes and NO SEMINAR)			
8:00	Warning	5th Period	
8:05-8:50	Period 1	Lunch Schedule	
8:54-9:39	Period 2	1 st lunch	11:21-11:45
9:43-10:28	Period 3	2 nd lunch	11:48-12:12
10:32-11:17	Period 4	3 rd lunch	12:15-12:39
11:21-12:39	Period 5		
12:43-1:28	Period 6		
1:32-2:20	Period 7		

ATTENDANCE AND ABSENCES

Attendance Center 527-3612

In order to receive the maximum benefit from the instructional program, Glenwood Community High School students are expected to attend school on a regular basis and to be on time. Irregular attendance or tardiness both hinders the student's own studies and interferes with the progress of those students who are regular and prompt in their attendance.

Students who are absent from class for any reason are responsible for any work they may miss. Students should make every attempt to communicate with their teacher to recover as much credit as possible. Work that is not made up may easily result in lower grades and possible missed credits.

There are two types of absences: excused and unexcused. Students are required to make up all work regardless of the type of absence. Disciplinary action will result from excessive unexcused absences.

Absences will not result in a grade reduction unless one of the following applies:

- The student fails to attend make-up sessions as assigned for the completion of work.
- The points the student missed due to absence are points routinely available for students attending and participating in class.
- The student fails to complete any additional work assigned to compensate for the lost class time.

Excused Absences

To excuse an absence, a parent must notify the attendance center (the main office at the high school) within one day of the return to school. The following are examples of excused absences:

1. Personal illness
2. Serious illness or death in the family
3. Funerals
4. Court appearances
5. Medical and dental appointments unable to be scheduled at other times
6. Alternative educational experiences such as college visits and competitions
7. Attendance at a religious service or to receive religious instruction
8. Other compelling situations and circumstances approved in advance by the administration

*School activities are always excused absences. Students are still responsible for missed work.

Notification of Absences

Parents are asked to notify the school of their student's absence by calling the attendance center at 527-3612 each day the student is absent. The absence will permanently remain unexcused if notification from the parent (by phone or written note) has not been received within one day of the student's return. Please include the following information when you verify your child's absence:

1. Full name and grade of the student.
2. Reason for the absence.

The school will attempt to contact parents at home or at work if the student's absence has not been verified.

If you know your child will be absent from school we encourage you to notify the school **prior** to a planned absence, but to become EXCUSED, an absence MUST BE VERIFIED BY A PARENT OR GUARDIAN within one day of the student's return.

Unexcused Absences

Absences for reasons other than those listed above and absences not excused within the allotted time remain unexcused. In addition, students who arrive after the first 15 minutes of class will be considered absent for that class period. Unexcused absences will result in consequences including detentions.

*Note: failure to report student absence according to this handbook will be recorded as an unexcused absence.

Any student who skips a final exam will be given a failing grade on the final exam.

Check-In and Sign-Out Procedures

Students arriving late to school or leaving before the end of their scheduled day must report to the main office. Students can not leave during the school day without permission (including lunch time). Students must verify appointments at the time they sign out from the main office. Failure to follow this procedure will result in an **unexcused absence regardless of the reason for leaving**. Parents may not excuse a student who does not follow the check-in and sign-out procedure.

Students who wish to go to their cars during the day must also check in with the main office prior to leaving the building.

Attendance and Activity Participation

Freshmen and Sophomores must be in school at least four (4) periods or three (3) periods and seminar (half of the student's schedule) on the day of an activity event, or Friday if it is a Saturday contest in order to participate. This applies to practice as well. The building principal will approve exceptions. Failure to comply will cause the student to be ineligible to compete.

Juniors and Seniors must be in school for at least three (3) periods or half of their assigned classes on the day of an activity event, or Friday if it is a Saturday contest in order to participate. This applies to practice as well. The building principal will approve exceptions. Failure to comply will cause the student to be ineligible to compete.

Students who are suspended may not participate in practice or activity or attend a school event until the term of their suspension is over. In-School Suspensions are considered served at 3:20 p.m. on the last day of the assigned suspension. Out-Of-School Suspensions are considered served at 8:05 a.m. on the morning of their return.

Tardiness

Being on time for classes is an expectation for all students. Students who are delayed because of a conference with a teacher, counselor, or administrator should bring an excused admit slip when they come to class. Any student who fails to report to class without an admit slip will have an unexcused tardy. Three unexcused tardies during the semester will result in a 1-hour detention. All subsequent tardies during the semester will result in a 2-hour detention. Parents may excuse their student's morning tardies 10 times. Following the ten tardies students will have consequences including detentions. Students who arrive after the first 15 minutes of class will be considered absent for that class period. Repetitive car trouble, continual transportation problems, oversleeping, etc. are not valid excuses for being tardy.

Make-Up Work

Students who are absent have the opportunity to make up class work missed for full credit if turned in by the extension deadline. The student has the responsibility to initiate procedures to complete assignments missed in each class during the absence. Students should be aware that some classroom activities and group projects might not lend themselves to make up work. The alternative may be related make up work being assigned.

A student has one day plus the number of missed days to turn in assigned make-up work. Example: 2 days absence = 3 days to complete make-up work. Teachers have the option of extending the deadline based on individual circumstances. Students may receive zero credit for make-up work handed in past the deadline.

Students placed on in-school suspension or out-of-school suspension, short term or long term, will be given their regular daily assignments, etc., by their teachers and will receive academic credit if their class work is made up by the time the student reports back to classes. It is the responsibility of the student to see that the completed assignments are turned in to his or her teachers and to make arrangements to take test/quizzes or finish projects.

Compulsory Attendance

Students who are under sixteen years of age by September 15 are required to attend school on a regular basis. Violations of the compulsory attendance law and students may be reported to the Mills County attorney.

BEHAVIOR EXPECTATIONS

Academic Integrity

In education, where performance is considered an accurate reflection of ability and effort, academic integrity and honesty are essential. In order to meet the demands of work and society in the future, each student must identify and exhibit his or her own academic strengths. Students who are involved in cheating, plagiarism, or theft of academic materials weaken the integrity of the academic process and will be subject to the following consequences:

Cheating or plagiarism: Includes copying from the Internet, copying someone else's work, allowing someone to copy your work or use of crib notes. These could result in loss of credit and other disciplinary consequences for the assigned work. Specific academic consequences for cheating fall within a teacher's individual grading system and classroom guidelines. These can be found in the teacher's class syllabus. The teacher will notify the office in writing that the offense has occurred. A repeated offense could result in suspension from school.

Theft of academic materials: Includes theft of a test, teacher's edition of a text, answer key, or a other documents and devises associated with academic material from a classroom or teacher work station or use of stolen document.

1st offense – Suspension from school and a parent conference.

2nd offense – Suspension from school with consideration given to recommendation for expulsion and a parent conference.

Students who are involved in cheating, plagiarism, or theft of academic materials may be suspended out of school for up to 10 days.

Student Dress and Personal Appearance

Glenwood Community High School students are expected to wear appropriate attire that is not disruptive to the educational environment. Appropriate clothing is not offensive, distracting, or a safety concern. Student appearance should be of high enough standards as to contribute positively to the general learning environment.

Violations of the student dress code include (but are not limited to):

- Clothing that advertises or promotes alcohol, tobacco, and other illegal substances and/or displays profanity, obscenities, sexual behavior or innuendoes are unacceptable.
- Students are prohibited from wearing clothing that promotes racism, discrimination, violence, or gang related activity.
- Shoes shall be worn at all times (slippers and shoes with retractable wheels are not allowed).
- Hats, caps, bandannas, scarves, sunglasses, and headbands will not be worn in the building.
- Boys may not wear tank tops/muscle shirts to school.
- Short-shorts, midriff shirts, "spaghetti-strap" tops, tube tops, or tops revealing undergarments or bare skin are not allowed.
- Any garment that displays excessive cleavage.
- Offensive or obscene lettering and/or pictures on clothing will not be permitted.
- Clothing torn in such a manner as to reveal undergarments will not be permitted.
- Baggy shorts or jeans worn below the waistline will not be permitted (underwear should not show).
- Chains used to attach keys or wallets should not be visible.

Coaches and sponsors ordering additional attire for teams or groups must adhere to the dress code and get prior approval from administration.

The administration reserves the right to censor any clothing which may be deemed offensive in nature and causes disruptions to the learning environment. Students who violate these rules will not be permitted into class until appropriate changes have been made.

Displays of Affection

Public displays of affection are unacceptable behavior in a school setting. They show poor judgment, make others uncomfortable, and demean the individuals involved. Students should demonstrate respect for themselves and others by conducting themselves in an appropriate manner. Public displays of affection include, but are not limited to, grabbing, hugging, and kissing. Students will be warned and given detentions. If the behavior continues after verbal warnings and detentions this will be treated as insubordination and students will be subject to further disciplinary action including suspension.

Cell Phone and Other Phone Use

Students may use their cell phones prior to 8:05 and after 3:20 anywhere in the building. Students may use their cell phones during their lunchtime in the cafeteria and informal areas adjacent to the cafeteria.

STUDENTS ARE NOT ALLOWED TO USE THEIR CELL PHONES IN ANY CLASSROOM (including PE) or in the restrooms. Student cell phone should be turned OFF during school hours (8:05 – 3:20) with lunchtime being the exception. Even if the student day ends prior to 3:20 p.m. they are not allowed to use their cell phones in the school.

If a student needs to make a phone call at any other time, the teacher can allow them to use the classroom school phone or send them to the office to make their call. Office secretaries will direct the student call. Students are not to use class time or arrive late to a class to make a personal phone call. Students will not be called from classes to receive phone calls except in urgent or emergency situations. The office will take messages and deliver them to students if deemed necessary.

Parents should NOT call their student's cell phone during the school day. If a parent call to the student results in a violation (i.e. the phone rings in class) the call is not excused and count as a violation. Parents are encouraged to call the office and let us get a message to their child.

Cell Phone Interventions:

1st offense- Verbal warning and the teacher or administrator takes the student's phone and returns that phone to the student at the end of the day.

2nd offense- Teacher or administrator takes the phone and the student may either serve a one hour detention or the parent may pick up the phone at the end of the day.

3rd offense- Student is not allowed to have their cell phone at school. If the student has a phone they must check the phone in at the office daily.

At the end of each semester the student's cell phone violations are "wiped clean."

Other Electronic Devices

Electronic devices such as games, radios, televisions, tape or CD players, lasers, and beepers cause a disruption to the learning environment. They are not permitted in classrooms or hallways, and will be taken by the teacher. Personal Music Devices (any with head phones) may be used prior to 8:05 a.m. and after 3:20 p.m. and during lunch. The sound should be kept low enough so that others can not hear it. During the school day, they are not permitted in classrooms or hallways **AT ANY TIME**. A student brings these devices to school at their own risk. The school is NOT responsible for loss or stolen items.

Detention Guidelines

1. Students must be in the room by 3:30 p.m. with study materials.
2. No talking unless you need to ask the detention teacher a question.
3. Do not leave the room without the permission from the detention teacher.
4. No food, drinks, or electronic devices.
5. No Sleeping. You need to bring something to study or work on.
6. If you need to use the restroom you must get permission from the detention teacher. Only one student will be allowed to leave at a time.

Lunchroom Guidelines

STUDENTS WILL NOT BE PERMITTED TO LEAVE THE SCHOOL GROUNDS DURING THEIR LUNCH PERIOD WITHOUT PERMISSION. Students are to be in the cafeteria during lunch and remain there until dismissed by the lunchroom supervisors. All food and drink purchased in the cafeteria must be consumed in the cafeteria. Students are not to return to the classroom without teacher supervision.

Hallway Guidelines

All students are to have a valid pass to move through the hallway or to utilize the media center. Students who abuse this pass policy will be put on “no pass” status, and all passes to leave class must be approved by the administration. Students not scheduled for a class will use the informal study area, cafeteria, or media center.

Food and Beverages

Food and beverages should not be consumed in classrooms and hallways. Students may have water at any time in a clear bottle. Items purchased for lunch are to be consumed in the cafeteria area during lunch time. Pop vending machines will be shut off during lunch.

Computer Use Guidelines *(These guidelines may be updated as needed.)*

In order to use Glenwood Community High School computers and access the Internet, students are required to sign the district's appropriate use agreement and abide by the rules stated in the policy.

1. Students must return the technology permission sheet with parent's signature.
2. Students are to log in only on their own account. No one is permitted to access anyone else's account for any reason. If a student wants to give another student access to materials in his or her account, it must be copied on a disk and transferred in that manner.
3. Classes in the media center doing research have FIRST priority for computer use. Official school work has SECOND priority.
4. The media center hours are from 7:30 a.m. to 4:00 p.m. on days school is in session. Students wanting to use the computers other than during this time will need prior approval and supervision either from media center personnel or school administrators.

STUDENT TECHNOLOGY GUIDELINES

Computers in Glenwood Community School District are available for use by the students, faculty, and staff. Computer labs may also be scheduled for Adult Education classes and other community groups. Access to these computers is a privilege, not a right. System Administrators have the right to monitor this technology to ensure that the use by individuals is appropriate.

Computer users will have access to the Internet. The use of Internet is also a privilege. The Internet is a global information system with great educational potential. Information on the Internet changes rapidly and it is not possible to predict or control what users will encounter. Users may discover controversial and inappropriate information. Therefore, it is the responsibility of the parents and the schools to teach students to be responsible Internet and email users. The school district will use technology measures in an attempt to protect students from inappropriate access. For safety reasons, faculty will be directly observing all content that the student is accessing.

The school district has adopted guidelines for use of computers, which define appropriate educational and ethical uses, identify individual user responsibilities, and specify consequences for violations.

The following are the current Technology Guidelines for Glenwood Community School District:

- The student must first get permission from a staff member to access the Internet with an educational objective. The media center and computer lab locations must have a teacher's written verification of the topic for the student to access the Internet.
- A staff member may give a student permission to view web sites that are not directly related to a classroom assignment as an educational enrichment activity for that class or for the individual student.
- If the teacher observes the student purposely accessing material that is not relevant to the intended objective, the student will be redirected with one verbal warning. If the student repeats this action, the student has violated the district Acceptable Use Policy.
- ◆ All school staff members have the right to question inappropriate computer activities/materials and may recommend to an administrator that an account be closed/suspended at any time.

- ◆ Users are prohibited from intentionally accessing, downloading, and/or creating any website, text, picture, sound, audio, or video file that:
 - Includes obscene, libelous, indecent, vulgar, profane or lewd material
 - Advertises any product or service not permitted to minors by law, including gambling
 - Constitutes insulting or fighting words, the very expression of which injures or harasses others
 - Presents a clear likelihood that, either because of its content or manner of distribution, 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
 - Has no educational purpose

- ◆ Chat sessions, newsgroups, instant messaging, and other forms of direct electronic communication **are forbidden**.

- ◆ Student use of email is not allowed, including online accounts. School email accounts for educational purposes will be issued by the District Technology Coordinator with written permission. Students must see a staff member if documents need to be emailed to an outside email account.

- ◆ All computer users are responsible for **any** use of their account and/or network user ID by themselves or others.
 - **Do not access anyone else's account for any reason!**

- ◆ Passwords are for protection. They prevent others from accessing your account.
 - The system requires all computer users to change their password periodically.
 - Passwords should not be easy to guess. They should not be written where others might see them.
 - Passwords must be at least five characters long and may be a combination of letters and numbers. If you forget your password, tell the System Administrator immediately.

- ◆ Do not reveal any personal information about yourself or other students/colleagues (i.e. name, address, or phone number).

- ◆ Any items produced by students will not be posted on the Internet without written permission from the student and the parent or guardian. If permission is granted, items will be considered fair use and available to the public. Only the student's first name and last initial will be used.

- ◆ Reproduction beyond fair use needs the permission of the copyright holder. The user is solely responsible for copyright infringements.

- ◆ Downloading, installing, and creating programs are **expressly forbidden** unless authorized by a staff member, System Administrator, or media personnel.

- ◆ Internet access is not private. System Administrators have rights to all network accounts.
- ◆ To conserve space on the network servers, user accounts and email folders are limited to a total size of 10 MB each. Files should be deleted or transferred to disk/CD-ROM when the user is finished with them.
- ◆ Scheduled classes have first priority on the computers. Individual student assignments have second priority.
- ◆ Settings on the computer are not to be changed without the permission from the computer teacher or the System Administrator.
- ◆ If help is needed with a computer or printer, this help must come from a staff member or System Administrator.
- ◆ Personal use of computers and printers must be kept to a minimum. The school reserves the right to assess a charge for personal printouts and excessive number of copies.
- ◆ If a user gains access to materials via the Internet that have a fee involved, that user is responsible for those costs.
- ◆ **People intentionally abusing and/or destroying the equipment, operating systems, or individual applications will be held financially responsible for the damages at a rate of \$90.00/hour for repair plus the cost of the replacement part or system.**

Consequences

Failure to follow these rules or guidelines will result in the following consequences:

Parents/guardians will be informed of any infraction and the subsequent loss of privileges.

*1st Violation**: Violators will be restricted from using the district's technology for 20 school days from the date of violation.

2nd Violation: Violators will not be allowed to use the district's technology for three months from the date of violation.

3rd Violation: Violators will not be allowed to use the district's technology for one calendar year from the date of violation.

**Teachers that require assignments to be done electronically must allow violator's work to be hand-written and given full credit. Technology is considered to be any computer, or items connected to a computer or network, peripherals, printers, or calculators. Violators who are taking a class where the primary learning tool is a computer must find other means to fulfill their class assignments, receive an incomplete grade, or drop the class. Students will not be allowed to enroll in a class requiring technology access as a primary learning tool during their disciplinary period. Additional disciplinary action may be included for any violation level at the discretion of a team of at least 3 administrators.*

Thank you for your interest in technology and your child's education. If you have any questions, please contact the Technology Coordinator, your building administrator, or Media Specialist.

SCHOOL BEHAVIOR POLICY

Introduction

Administrators and teachers, approved by the Board of Education developed the following School Behavior Policy. The purpose of the School Behavior Policy is to establish and communicate standards and consequences for inappropriate student behavior.

The responsibility for children's behavior primarily rests with the parents or guardian. Parents are to accept the following responsibilities: know and support school rules; send pupils to school in the proper state of health, cleanliness, and neatness; maintain an "active interest" in their pupil's progress; cooperate with the school by reading and returning signed communications and by attending parent-teacher conferences.

Students are expected to contribute to the learning environment by respecting the rights of other students and staff members and by accepting responsibility for their own learning and behavior.

The School Behavior Policy is not meant to be an inclusive list of unacceptable behavior. Board policy 501 gives the Board of Education the authority to discipline, suspend or expel any student for "conduct which disrupts the orderly and efficient operation of the school or school activity, conduct which disrupts the rights of other students to obtain their education or participation, or conduct which interrupts the maintenance of a disciplined atmosphere." This can include behavior not specified in the School Behavior Policy which is generally known to be inappropriate, detrimental to an atmosphere of safety and good order, or behavior which is in violation of federal, state, county or city laws and ordinances.

Parents and students who have a good understanding of the discipline expectations outlined in the School Behavior Policy will improve the school's ability to help each student grow to his or her potential. Working as partners in the education of our students can develop the bonds of trust and respect between the school system and parents.

FORMS OF DISCIPLINARY ACTION

Conference with the student which may include a parental conference. A conference should be viewed as a warning and as an attempt to change the student's behavior.

Probation is conditional school attendance during a specified trial period. Probation may be imposed by the principal or dean of students for infractions of school rules which do not warrant the necessity of removal from school.

In-School-Suspension (ISS) is the removal from regular classes and seminar for a period of time. Students suspended to ISS will be assigned to a closely monitored area. Classroom work will be provided during the time of suspension. Students who are suspended may not participate in practice or activity or attend a school event until the term of their suspension is over. In-School Suspensions are considered served at 3:20 p.m. on the last day of the assigned suspension.

After-School Detention (ASD) is the placement of students in a detention room from 3:30 p.m. - 5:30 p.m. The principal, dean of students or his/her designee may assign ASD. Working for a parent or employer will not be considered a valid reason for failing to serve ASD. Detentions may include helping custodians or a variety of other activities that the dean of students may determine appropriate as part of the consequences for inappropriate behavior.

Saturday School (SAT) is the placement of a student in a detention room from 8:00 a.m. to 12:00 p.m. The principal or his/her designee will assign SAT. Saturday School may include helping custodians or a variety of other activities that the dean of students may determine appropriate as part of the consequences for inappropriate behavior.

Out-of-School Suspension (OSS) is the removal of a student from the school environment for a maximum of 10 school days. Students who are suspended may not participate in practice or activity or attend a school event until the term of their suspension is over. Out-Of-School Suspensions are considered served at 8:05 a.m. on the morning of their return.

Expulsion is the removal of a student from school by the school board. Upon the recommendation of the superintendent or his/her designee, the school board may expel a student for commission of gross or repeated infractions of school rules, or when the continued presence of the student will cause substantial interference with the maintenance of the educational environment or the normal operations of the school.

Level I: To be administered by the teacher.

Level I offenses are those activities which are classroom specific and not included in other areas of this code. The teacher may pursue the following options: Verbal reprimand, teacher supervised detention, parent contact, conference, or other interventions. A student's failure to abide by the teacher's authority becomes a Level II offense.

Examples of Level I offenses include but are not limited to:

- A. Talking out
- B. Unprepared for class
- C. Cheating
- D. Violations of classroom rules
- E. Tardiness
- F. Insubordination
- G. Profanity/inappropriate language
- H. Disrespect
- I. Harassment

Level II & III: To be administered by the dean of students, principal, or representative.

Detentions may be assigned for inappropriate student conduct. Suspensions can be either in school in school or out of school! This will be determined by the administration or dean. Every attempt will be made to notify parents/guardians before the student is suspended out of school. A copy of all disciplinary notices will be sent to the parents/guardians along with a suspension letter. The Superintendent of Schools will be

informed of all out-of-school suspensions. The suspension of special education students will be in accordance with the rules and regulations of special education.

Disciplinary consequences may require the student to complete counseling, perform community service or school service, or participate in other activities designed to help the student understand and compensate for the consequences of his or her actions. Financial obligations incurred under these situations are the responsibility of the student or family.

Level II: Students may be assigned detention or suspension (ISS, ASD or OSS) for up to 3 days for the following reasons:

- A. Disruptive conduct 1st offense
- B. Profanity, obscenity or access/possession of pornographic literature or materials 1st offense
- C. Unsportsmanlike conduct 1st offense
- D. Possession or use of tobacco products on school property (Smoking, Chewing, Etc) 1st offense
- E. Insubordination (verbal or physical defiance of authority and rules)..... 1st offense
- F. Conduct which harasses or otherwise discriminates against others based on race, gender, creed, national origin or disability 1st offense
- G. Threat of physical assault, intimidation or coercion, including efforts to obtain money or other items..... 1st offense
- H. Inciting others to violence or disobedience 1st offense
- I. Student-to-Student or Sexual Harassment 1st offense
- J. Truancy 1st offense

Level III: Students may be suspended (ISS or OSS) for up to 10 days for the following reasons:

- A. Disruptive conduct 2nd offense
- B. Profanity, obscenity or possession of pornographic literature or materials 2nd offense
- C. Unsportsmanlike conduct 2nd offense
- D. Possession or use of tobacco products on school property (Smoking, Chewing, Etc) 2nd offense
- E. Insubordination (verbal or physical defiance of authority and rules)..... 2nd offense
- F. Conduct which harasses or otherwise discriminates against others based on race, creed, national origin or disability 2nd offense
- G. Threat of physical assault, intimidation or coercion, including efforts to obtain money or other items..... 2nd offense
- H. Inciting others to violence or disobedience 2nd offense
- I. Student-to-Student or Sexual Harassment 2nd offense
- J. Truancy 2nd offense
- K. Failure to abide by corrective measures used by school personnel for misconduct. This includes verbal or physical defiance of authority, and rules; and profane, obscene, or abusive language to staff..... 1st offense
- L. Fighting/Assault 1st offense
- M. Stealing or possession of stolen property 1st offense

- N. Engaging in any activity that constitutes a danger to other students or interferes with the purpose of the school 1st offense
- O. Using, possessing, or being under the influence of any narcotic, hallucinogenic, or drugs or alcohol or any substance presented as such 1st offense
- P. Vandalism, including trespassing on school property 1st offense
- Q. Possession of drug paraphernalia 1st offense
- R. Possession of fireworks 1st offense
- S. Destruction, damage or unauthorized manipulation of hardware, software or any aspect or component of a school's electronic information system 1st offense
- T. Inappropriate sexual conduct, including but not limited to indecent exposure ("mooning", etc.) "depantsing" or attempting to "depants" or to remove clothing from another person, deliberate feeling, touching of another student's intimate parts, or the clothing covering intimate parts, display of affection which includes affectionate actions generally considered to be private 1st offense
- U. Setting or attempting to set a fire 1st offense
- V. Flagrant cheating or plagiarism or theft of academic materials 1st offense
- W. Trespassing on school property 1st offense

In cases of serious misconduct under Level III, a student may be referred to the Director of Student Services or the Superintendent for further disciplinary action.

Level V: To be administered by the Superintendent or representative.

A student who has been suspended out of school may need to meet with the Superintendent, Director of Student Services, high school administrator, and parent/guardian prior to returning to the Glenwood Community High School. The purpose of this meeting will be to determine if the student should be expelled from school.

Students may be expelled for the following reasons:

- A. Transmission, possession or use of any weapon or any instrument intended as a weapon. Board policy 501.8 shall be followed in enforcing this item.
- B. Furnishing, selling, attempting to furnish or sell, using, possessing, or being under the influence of any drug or alcohol or tobacco products.
- C. Stealing or possession of stolen property
- D. Vandalism including being in a school building, or on school property when a charge of criminal trespass could apply. Unauthorized entrance to a school building after school hours when school is not in session and no activities are taking place.
- E. Inciting others to violence or disobedience
- F. Fighting/assault
- G. Possession, and/or ignition of fireworks
- H. Possession of drug paraphernalia
- I. Physical assault or intimidation of a staff member including profane, obscene, or abusive language
- J. Threat of physical assault, intimidation or coercion, including efforts to obtain money or items of value

- K. Engaging in any activity that constitutes a danger to other students or interferes with the purpose of the school.
- L. Insubordination (verbal or physical defiance of authority or rules)
- M. Setting or attempting to set a fire.
- N. Furnishing, selling or attempting to furnish or sell any substance presented as an actual illegal drug, narcotic or controlled substance.
- O. Cumulative misconducts including truancy, endangering the safety of others or disrupting any aspect of the school environment.
- P. Destruction, damage or unauthorized manipulation of hardware, software or any aspect or component of a school's electronic information system.
- Q. Inappropriate sexual conduct, including but not limited to indecent exposure ("mooning", etc.) "depantsing" or attempting to "depants" or to remove clothing from another person, deliberate touching of another student's intimate parts and display of affection which includes affectionate actions generally considered to be private.
- R. Flagrant cheating, plagiarism or theft of academic materials.
- S. Trespassing on school property, including being in a school building when a charge of criminal trespass could apply.
- T. Students with a pattern of lesser behaviors (Level III) where interventions are not working.

Zero Tolerance Guidelines

Under the terms of the Zero Tolerance Guidelines developed by the school district and the local law enforcement authorities, students who violate rules or policies will be subject to guidelines developed by the two groups. Students involved in fighting, student-to-student harassment, possession of tobacco, drugs, alcohol, or weapons will be referred to local law enforcement authorities at the discretion of the school administration.

Student Substance Abuse

Possession and/or Use of Tobacco Products

Possession and/or use of tobacco products by students are prohibited in all areas of the Glenwood Community High School building and on school grounds. Students will not knowingly possess or use tobacco products while in attendance at school or at a school-related activity. Students, regardless of age, are considered members of the student body and are subject to this regulation. Students will be suspended for three days and referred to the law enforcement authorities when in possession of tobacco products on school property or at a school activity. The law enforcement authorities will question the students at school and write a citation if warranted.

- Definitions: Possession of a tobacco product means that a student has a tobacco product on his/her person or with his/her personal property, including assigned locker.
Use of tobacco products means that reasonable grounds exist to believe that the student is smoking or chewing tobacco products.

Drug and Alcohol Use

An important issue in contemporary society is the use of mood or mind-altering substances. Students cannot make full use of the resources or opportunities of our school if they are under the influence of harmful substances or live in a family where abuse by other family members acts upon the student directly or indirectly.

The Glenwood Community High School recognizes substance dependency as a treatable illness. The primary responsibility for helping students who use harmful substances remains with the parents. The community and school should assist parents in that responsibility because substance problems interfere with behavior, learning and positive character development.

Controlled or Look-Alike Substance(s)

Student use, possession or distribution of alcohol, drugs, controlled or look-alike substance(s) or drug paraphernalia on school property will result in one or more of the following disciplinary action(s) and law enforcement authorities removing the student from school property.

Prescription Drugs

Students who are ill and have a need for prescription and/or over-the-counter drugs must bring that medicine with instructions to the nurse/office. They must go to the office (a.m.) or the school nurse (p.m.) to have that medicine administered.

Students will be subject to the same behavior consequences associated with drugs and alcohol if:

1. A student ignores the medicine procedures outlined above.
2. A student gives away or sells prescribed or over-the-counter drugs to others.
3. A student takes more than the recommended dosage of prescribed or over-the-counter drugs in an attempt to achieve a “high” or do harm to themselves.
4. A student communicates in any way that they are using or planning on using prescribed or over-the-counter drugs in an attempt to achieve a “high” or do harm to themselves or others.

Student Users

1st Offense: Students using or possessing alcohol or drugs on school property will be suspended for up to ten days by the dean of students or principal. A referral to an approved chemical dependency service will be made during the suspension period. Prior to returning to school, the student must have completed an evaluation and agree to participate in the recommended remedial program. The outcome of the evaluation reports shall be made available to school authorities.

2nd Offense: Students in these instances will be suspended by the building principal for ten days. The students will be required to meet with the Superintendent of Schools during the suspension period. Based on the evidence and conditions surrounding the offense, a student may be referred by the Superintendent of Schools to the Board of Education for expulsion.

Student Possessors

Students having in their possession drugs, alcohol, or controlled or look-alike substances in a quantity determined by the school authorities to be for personal use shall be subject to the disciplinary guidelines specified for student users.

Students having in their possession drugs, alcohol, or controlled or look-alike substances in a quantity determined by school authorities to be for distribution purposes shall be subject to the disciplinary guidelines specified for student distributors.

Student Distributors

The school district considers the distribution of either alcoholic beverages or controlled substances to be a most serious infraction of school rules; therefore, students identified as distributors shall anticipate grave disciplinary consequences as a result of this violation. Students determined by school authorities to be distributors as defined by this regulation shall be placed on suspension with a request for an interim suspension. Following an investigation of all available facts and information, a recommendation for the student's expulsion or long-term suspension from school shall be forwarded to the Board of Education. When an investigation is pending, school authorities may notify legal authorities and counsel.

Weapons

On March 13, 1995, the Glenwood Community School Board adopted a weapons policy at its regular board meeting. The important points in the policy are as follows:

1. Any student found in possession of a dangerous object or weapon may be subject to suspension or expulsion. Law enforcement authorities may remove students from school property.
2. Students bringing a firearm on school property or to a school-sponsored activity shall be expelled for not less than 12 months and will be referred to law enforcement authorities.
3. The term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon; or any explosive, incendiary or poison gas. A knife of any size may be considered a dangerous object. A student in possession of a dangerous object will be suspended or expelled.
4. The principal may allow authorized persons to display weapons or other dangerous objects for educational purposes, as long as prior approval has been given.

If you have any questions regarding this policy, contact your building principal for clarification or more information.

Fighting

Glenwood Community High School is committed to providing a safe and orderly environment for *all* students. Fighting disrupts the safety and order of the school; consequently, it is considered a very serious offense and will be treated as such. If the building administrator determines that the confrontation may result in further consequences, law enforcement officials will be notified and remove the students from school property.

Vandalism and Theft

Students involved in the defacing, destruction, or theft of school property will receive disciplinary consequences and will be held financially responsible for any damages.

Due Process

When a student is in violation of the School Behavior Policy, due process will be followed. Due process requires the following:

1. The expected conduct must have been adequately publicized or communicated, providing the student with prior knowledge of the conduct that is required or prohibited.
2. The student must be told why he/she is being considered for disciplinary action.
3. The student must have an opportunity to express his/her views regarding the incident before any decisions regarding discipline is finalized.
4. The school official must base his/her decision only on the matters about which the student has been informed.
5. Students/Parents have 5 school days to appeal the decision to the Director of Student Services.

In cases where there is a question concerning disciplinary decisions, a parent or legal guardian should first request a meeting with the dean of students. His decision may be appealed to the principal within five school days. If the parent or guardian, after discussing the incident with the administrator, has concerns over a decision, he/she may call the Director of Student Services at 527-3536 for assistance in resolving the problem. The authority to expel and readmit a student rests solely with the Board of Education.

STUDENT SERVICES AND FEES

Guidance and Counseling

The guidance service has the responsibility for helping students know themselves, their capabilities, and their limitations in the educational, vocational and personal-social areas. The counselors are also available to help all students with course planning, schedule changes, individual and group testing, test interpretation, career planning, study skills, employment, personal references, and the financial aid process.

The senior high counselors will make every effort to listen to any student problem, personal or school related, and explore various solutions to the problem in a confidential atmosphere. A list of referral agencies may be provided.

It is the responsibility of each student to visit with a counselor sometime during each school year about courses and credits for graduation, grade point average, rank in class, information on career planning, and college entry. A counselor will interview all seniors during October through April. Any student may arrange a visit with a counselor by first obtaining a pass from the counselor. Students are encouraged to see the counselor during lunch time and before and after school.

Special programs such as career days, college visitation days, conferences with representatives of business, college, military, and technical schools are arranged through the guidance office for the benefit of the student. These group guidance programs are announced in the daily student bulletin and require a student pass in order to attend.

The following tests are required assessments for students:

1. PLAN TEST-taken by all sophomores
2. Iowa Test of Educational Development-taken by 9th, 10th, and 11th graders

Other tests that should be considered—seek assistance from your counselor as to which tests are the best ones for you to take.

1. Preliminary Scholastic Aptitude-National Merit Scholarship Test for juniors (PSAT-NMSQT)
2. American College Test (ACT) for juniors and seniors
3. Scholastic Aptitude Test (SAT) for juniors and seniors
4. Advanced Placement Test (AP)
5. College Level Examination Program (CLEP)
6. Various interest surveys
7. Armed Services Vocational Aptitude Battery (ASVAB)

Job Placement:

The guidance counselor and the work study coordinator both keep an active file of positions available for student workers within the city of Glenwood. They could be valuable in helping the student find a part-time job. The school also works closely with the Iowa Job Service.

Student Government (Council)

The purposes of the student government are to promote better relations among the student body, faculty, and administration, to serve as a means of presenting problems of the student body to the administration, and to promote better citizenship and school spirit. Student government provides a method through which the student body may communicate with administration. The majority of the social functions and service projects of the high school are handled through the student government. Elections for student government members will occur each year.

Media Center

The media center is an integral part of the high school and serves both the students and teachers. Student conduct and attitude must respect the rights of other students and teachers.

1. Student Conduct: Students are to use the media center as a quiet place for reading, learning, and research.
2. Check-out of materials: All materials must be checked out before leaving the media center. Books may be checked out for a period of two weeks. Reference and reserve books may be checked out for one class period or overnight. Student librarians and the librarian may ask to check your books as you leave for materials that are not checked out.
3. Student Book Bags: There will be no book bags allowed in the media center, computer lab (123 & 124), or room 125. There will be a place identified for students to leave their bags when using the media center or computer lab.
4. Lunch Period: Students will not be allowed in the media center during their lunch period without a pass from a classroom teacher or the Media Specialist.

Yearbooks

Yearbooks will be on sale for a limited time each year and should be ordered and a down-payment made in advance. They will be delivered for the past school year near the start of the succeeding school year.

Student Costs (Students that qualify for the free or reduced lunch program may have some fees waived or reduced.)

Copy Fees: Any private use of the school's copying facilities must be approved by the office personnel and charged at the rate of up to \$.25 per copy.

Textbook Fees: All students are required to pay a \$28.00 textbook fee yearly to help defray the cost of classroom materials used by each student.

Individual Class Fees: Student who build and create products that they take home will be assessed a fee for the cost of the materials.

Athletic Activity Tickets: Each student may choose to purchase an activity ticket for \$35.00. An activity ticket will admit the student to any athletic event sponsored by Glenwood Community School District. Students not purchasing an activity ticket will be expected to pay the designated ticket price for the event.

Band Equipment Rental: Any student renting band equipment as their primary instrument will be required to pay \$25.00 per 9-week period. Percussion rental will be \$10.00 per 9 weeks.

Textbook Loss or Damage

Textbooks and lockers are loaned to the students for school use. Students are responsible for these and will be required to reimburse the school for excessive wear, damage or loss. Costs for lost books or books damaged beyond repair:

<u>Age of Book</u>	<u>Cost</u>
New	Full Price
1 year old	90% of replacement cost
2 years old	80% of replacement cost
3 years old	70% of replacement cost
4 years old	60% of replacement cost
5 years or older	\$25.00

Athletic Equipment and/or Uniforms

At the conclusion of each sports season students must return all uniforms and equipment issued to them. Students are responsible for any lost or damaged issued property and will be assessed accordingly. Failure to pay for any lost or damaged uniforms and equipment will result in students being unable to play on any future Glenwood team.

Driver's Education

Driver's Education is not a Glenwood Community Schools program and is not a curriculum requirement. We contract with Drive-Tek (<http://www.drivetek.com>) as a convenience to you. The times that it is offered can NOT interfere with the academic program at the high school. Drive-Tek offers June and July sessions. In addition, there are attempts to create some sections during the school year using the seminar period. **ANY STUDENT WHO HAS D's and F's or opts out of PE or Weights for scheduling purposes is NOT ELIGIBLE to take Driver's Education during the seminar period.** The cost is \$325.00 per student.

School Nurse

A school nurse has been assigned to the high school daily. Students needing to see the nurse should report to the attendance office. Emergency calls will be made if the nurse is not available at the high school.

In accordance with the Iowa "Child Immunization Law", all students must have a certificate of immunizations on file in the nurse's office. The nurse will also keep health records on file of all students.

Hot Lunch Policy

Money you bring to school for lunch will be credited to your account, which can only be used for the purchase of meals and ala carte items. We call this system "Meal Tracker" and it works much like a checking account at the bank. Here is how it works:

1. Bring your check or cash (check is better) to the cafeteria between 7:30 a.m. - 9:30 a.m. If there is more than one in a family at the high school, a family meal account can be set up. One check for all students in a family (at the high school) is acceptable.
2. The cashier in the cafeteria will credit your personal account or family account.
3. When you eat a meal, extra milk, or ala carte, the cost will be deducted from your account.

4. When the amount is running low, you will be reminded of the account balance and asked to bring money. Money can not be taken during lunch serving time.
5. Bring money as soon as possible, you may charge up to \$10.00 for meals, but when that amount of debt is reached, no more meals may be served to that student. There will be no charging allowed the last 15 days of the school year.
6. If you have a negative balance, you may not purchase ala carte items.
7. Money remaining in the account at the end of the school year, or when a student withdraws from school, will be refunded upon written request.
8. You may purchase breakfast and ala carte items from your account unless your parent/guardian has requested in writing that they want your account used for the meals only. We can lock-out participation in all items other than lunch or breakfast.
9. We encourage you to deposit as much money as possible at one time.
10. You will be issued an account number at registration. You will need to bring that number with you to meals and enter it on a number pad to receive meal service.
11. You may eat lunch without your ID number or card, but you must be at the end of the serving line. We would need to look up your number and enter it before you could be served.
12. Students on free or reduced lunch may not loan out their account to anyone.

FACILITIES AND TRANSPORTATION

Lockers

Each student will be assigned and responsible for a hall locker. These lockers are for the use of the student during the school year, but remain at all times the property of the school district. Students are to use their own locker and to keep it neat. Students who do not follow locker guidelines will be redirected and may face discipline action. It is strongly recommended that students lock their lockers for security of personal belongings. The school does not assume responsibility for lost personal items.

The following are unacceptable and will not be permitted:

1. Stickers, writing, or any permanent decoration.
2. Pictures or posters promoting alcohol, illegal substances, sex or tobacco.
3. Pictures or posters of an offensive or inappropriate nature.
4. Food, drink, and excessive trash kept in the locker.

Students will be assessed a fee for the painting, cleaning, or repair of a locker if damage has occurred. School administrators and/or designated representatives possess the authority to conduct a reasonable search of student lockers periodically.

Search and Seizure

School authorities may search, without a search warrant, a student, student lockers, desks, work areas, or student automobiles based on a reasonable suspicion under the circumstances and in a manner reasonable in scope to maintain order and discipline in schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may also seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include but are not limited to nonprescription controlled substances, such as marijuana, cocaine, amphetamines, barbiturates,

alcoholic beverages, tobacco, weapons, explosives, poisons, pornography, drug paraphernalia and stolen property. Possession of such items will be grounds for disciplinary action and may be grounds for reporting to local law enforcement authorities.

Emergency Procedures

Fire and tornado drills will be conducted throughout the year. The fire alarm will be a long uninterrupted buzzer. A tornado warning will be a long intermittent signal. Upon hearing either warning signal, quickly depart to the designated area of safety.

Emergency Evacuation

In the event that there is an emergency at the high school in which students cannot safely stay on school grounds (such as a fire in the winter, etc.) an emergency plan is in place.

Weather Information

When in doubt about school being held due to inclement weather, you should listen to one of the radio stations listed. Be sure you listen for Glenwood, Iowa notices.

KFAB - 1110 AM KMA – 960 AM KSSO – 94.1 FM KOMJ – 590 AM

You can also check the Glenwood Community Schools website: www.glenwoodschoools.org

Parking Lot and Traffic Rules

If students are to retain the privilege of driving their motor vehicles to school, they must observe the following rules:

1. Slow and reasonable speeds on all school property
2. Do not block designated traffic lanes on roadways or lots
3. Park vehicles appropriately (motorized bicycles included) in the student lots west and north of the building.
4. Buses have the right-of-way at dismissal time.
5. Handicap parking - the police will ticket violators.
6. **STUDENTS ARE NOT TO BE IN THE PARKING LOT DURING THE SCHOOL DAY WITHOUT PRIOR PERMISSION FROM THE OFFICE.**
7. The parking lot directly in front of the building and the parking spaces available in the loading dock area are reserved for faculty and staff.
8. Tampering with or vandalism of another student's vehicle is strictly prohibited and may be referred to the Glenwood Police Department for action as a police matter.
9. Vehicles may be towed at owner's expense.

Students who violate these rules are subject to losing the privilege of driving and parking on school property. Students are encouraged to report parking problems and violations.

School Bus Regulations

The school bus is an extension of the classroom. The bus driver will enforce the same rules as a teacher in the school building. Violations of rules will result in disciplinary action. The phone number of the transportation director is 527-4116.

Activity Buses

Students participating in an extra-curricular event are expected to ride in the school vehicle provided. If a parent wants the student to ride to or from the event with the parent or another responsible adult age 25 or older, a note must be given to the coach or the sponsor. Students will not be allowed to travel to or from an event with another student.

DISTRICT POLICIES AND GUIDELINES

Equal Educational Opportunity

It is the policy of the Glenwood Community School District not to illegally discriminate on the basis of gender, sexual orientation, race, national origin, religion, age, marital status, or disability in its educational programs, activities or employment policies and practices as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, Section 504 of the Federal Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of career, roles, and lifestyles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and eliminate bias on the basis of gender, foster respect and appreciation for the cultural diversity found in our country and awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society.

Persons who feel they have been discriminated against or inquiries regarding compliance with Title IX, Title VI, Section 504, or ADA are directed to contact Jens B. Simonsen, Affirmative Action/Equity Coordinator, 103 Central, Suite 300, Glenwood, IA 51534, Telephone #712-527-3536, for information concerning the Glenwood Community School District grievance procedure. Inquiries may also be directed in writing to the Chicago Enforcement Office, Office of Civil Rights, US Department of Education, 111 North Canal Street, Suite 1053, Chicago, IL 50606 or with the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146 phone: 515-281-5294 or with the Iowa Civil Rights Commission, Des Moines, Iowa.

Student Insurance

The Glenwood Community School District **does not** provide any type of medical insurance coverage for students who are injured while on school property. If parents/guardians want medical insurance for their child, it is their responsibility to purchase such insurance. Parents/guardians may purchase medical insurance from any agent they choose. The Glenwood Community School District's only role in making insurance available is to distribute application forms for supplemental insurance.

The school district provides information regarding the Hawk-I insurance program. This program is designed for families without health insurance for their children. Information regarding this program is available in all school offices or through the school nurses. Likewise, information is also available to families who wish to purchase accident only dental coverage. Insurance forms for this type of coverage will also be available at registration or through the office in each building.

Student Assistance Referral Team

The school district, in its educational program, has a process to assist students experiencing behavior and learning difficulties. The Student Assistance Referral Team (START) is responsible for this process. Parents wanting access to this process should contact the building principal.

Smoke/Tobacco Free Environment

The Glenwood Board of Education recognizes its responsibility to provide a healthy, safe, and productive environment in which to work and learn. In meeting its responsibility, the Board directs that a smoke-free environment be established and maintained. In this smoke-free environment, there will be no smoking or use of tobacco products in any school owned facility, vehicle, or on school premises.

Asbestos Notification

The Asbestos Hazard Emergency Response Act (AHERA) is part of federal regulations which require school districts to inspect each school building for asbestos-containing building materials and to maintain an asbestos management plan. The first asbestos management plan for the district was completed and filed with the State in October of 1988. Required three-year re-inspections have been conducted since then by the district's asbestos consultant. Copies of the management plan are located in the main office of each school building. The most recent inspection of all buildings, records, and management plans was conducted in February of 1998 and was found to be in compliance with all EPA and AHERA guidelines.

The high school, middle school, Northeast, Buildings 102, 103, and 212 contain traces of asbestos and are maintained according to all federal and state guidelines.

In keeping with AHERA regulations, you are being notified of this information. If you have questions concerning asbestos in our school district, please feel free to contact Dave Greenwood, at 527-4116.

Access to Student Records

The Glenwood Community School District maintains records on each student in order to facilitate the instruction, guidance and educational progress of the students. The records contain information about the student and his or her education and may include but are not limited to the following types of information.

Identification data, attendance data, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings and observations, and external agency reports.

The records of each student are generally located in the school which he or she is attending. Any exceptions will be noted in the student's other records or by the person in charge of record maintenance for each school building. The name and position of the person responsible for maintenance of student records for each school building is listed below:

Northeast Elementary School – Mrs. Crowl
West Elementary School – Mr. Farmer
Middle School – Mr. Eich
High School – Mrs. Newman
Central School – Mrs. Hoffmann
Building Bridges – Mrs. Hoffmann

The following persons, agencies, and organizations may have restricted access to student 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 a 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 education programs.
- D. Officials connected with a student's educational financial aid applications.
- E. Governmental officials to whom information is to be reported under state law adopted prior to November 19, 1974.
- F. Organizations which 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.

Student records are reviewed and inappropriate material removed periodically and, at a minimum, whenever a student moves from the elementary level to the high school level and when a student transfers out of the district. Those records not of permanent importance are destroyed within three years of graduation or discontinued attendance.

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

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. 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 school official 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 to amend a record that they believe is inaccurate or misleading. They should write the school principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school 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 education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent of student serving on an official committee, such as a disciplinary or grievance committee, 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 educational record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are listed below:

**Family Policy Compliance Office, U. S. Department of Education
600 Independence Ave.
Washington, DC 20202-4605**

Homeless Children and Youth

The McKinney Vento Act protects the educational rights of students experiencing homelessness. Students in homeless situations have the right to the following:

1. Go to school, no matter where they live or how long they have lived there.
2. Get help enrolling and succeeding in school from the school district's liaison for the Education of Homeless Children and Youth. (Jens B. Simonsen, Director of Student Services – 712-527-3536)
3. Stay in the school they went to before becoming homeless or whatever school they were enrolled in last (called "school of origin"), even if they moved out of the district, if that is feasible. Students can stay in their school of origin the entire time they are homeless. Students can also

- finish the school year in their school if they find permanent housing during the year.
4. Get transportation to their school of origin, provided or arranged by the school district, or a joint effort among school districts.
 5. Go to the local school in the area where they are living. The school must immediately let students enroll, attend classes, and participate fully in school activities, even if students do not have a parent or guardian with them or documents such as proof of residency, immunization records, other medical records, school records, or other documents. Once students are enrolled, the school must get records from the last school, and the liaison must help students get immunizations or immunization and medical records.
 6. Get a written explanation from the school district if the district refuses to send students to the school they choose, and have the liaison settle such disagreements.
 7. Have disagreements settled quickly and go to the school they choose while disagreements are settled.
 8. Get preschool services, free or reduced school meals, services for English language learners, special education, Title I services, vocational/technical education, gifted and talented services, and before- and after-school care, as needed.
 9. Go to school with children who are not homeless. Students cannot be separated from the regular school program because they are homeless.
 10. Get information and referrals from liaisons, including information about all available educational programs and how parents can participate, public notice about their rights, and referrals to health, mental health, dental and other services.
 11. Have the opportunity to meet the same high academic achievement standards as all students.

If a school does not follow the McKinney-Vento Act's requirements, you should

1. Call your local homeless liaison or State Coordinator for the Education of Homeless Children and Youth.
2. Call the U.S. Department of Education's Education of Homeless Children and Youth Program at 202-401-0113.
3. Call for legal assistance. To find legal aid groups in your area, check www.lsc.gov/fundprog.htm or www.ptla.org/links.htm#services, or call your state bar association.

Release of Information and Photographs

In the Glenwood Community School District, photographs or likenesses may be released without written consent unless qualified objectors comply with the following procedure.

If any parent or guardians of students under the age of 18, or students over the age of 18, object to this policy of releasing photographs or likenesses, they should contact the building principal in writing by September 15 (or within two weeks of the student's enrollment should it occur after this date). Address requests to Director of Public Information, Glenwood Community School District, 103 Central, Suite 102, Glenwood, IA 51534.

Curriculum Content and School Activities

If at any time parents and/or guardians have questions or concerns about the district's curriculum or school activities, please don't hesitate to contact your child's respective principal. The principal will make every effort to respond to your questions or concerns and, if necessary, arrange a personal conference. When course content contains issues on which people hold varying opinions, Board Policy 603.7 will be followed.

Controversial Issues

It is the belief of the Glenwood School Board that controversial issues should be fairly presented in a spirit of honest academic freedom, so that students may recognize the validity of other points of view but can also learn to formulate their own opinions based upon dispassionate, objective, unbiased study and discussion of the facts related to the controversy.

It shall be the responsibility of the instructor to protect the right of the student to study pertinent controversial issues within the limits of good taste, and to allow the student to express personal opinions without jeopardizing his/her relationship with the instructor of the course.

It shall be the responsibility of the instructor to refrain from advocating partisan causes, sectarian religious views, or selfish propaganda of any kind through any classroom or school device; however, an instructor shall not be prohibited from expressing a personal opinion as long as students are encouraged to reach their own decisions independently.

It shall be the policy of the Glenwood Community School System to encourage full discussion of controversial issues, in a spirit of academic freedom that shows students that they have the right to disagree with the opinions of others, but that they also have the responsibility to base the disagreement on facts and to respect the rights of others to hold conflicting opinions.

Students and/or their parents who choose not to be a part of a controversial discussion, reading, or classroom instruction may request an alternative activity. The student will be assigned to another area of the building to complete the assignment.

Bullying or Harassment

It is the policy of the Glenwood Community Schools to maintain a learning and working environment that is free from Bullying and Harassment. Bullying and Harassment will not be tolerated in the school district and it is a violation of Board Policy 104.

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

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

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
 - tell a teacher, counselor or principal; and
 - write down exactly what happened, keep a copy and give another copy to the teacher counselor or principal including:
 - what, when and where it happened;
 - who was involved;
 - exactly what was said or what the harasser or bully did;
 - witness to the harassment or bullying;
 - what the student said or did, either at the time or later;
 - how the student felt; and
 - how the harasser or bullying responded.

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

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

Sexual harassment includes, but is not limited to:

- verbal, physical or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications; and
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment or bullying based upon factors other than sex includes, but is not limited to:

- verbal, physical, or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, job, etc; and
- demeaning jokes, stories or activities.

Bullying or Harassment of any sort is not tolerated in the school district. In the event additional resources are needed, the following individuals are also authorized to investigate allegations of bullying or harassment:

Equity Officer	Heidi Hoffmann	527-3034
Sexual Harassment Officer	Kerry Newman	527-4897
Superintendent of Schools	Stan Sibley	527-9034

Child Abuse Reporting

As directed by Chapter 102 of the Iowa Code, the Glenwood Community School District has appointed a designated investigator responsible for the investigation of allegations regarding the abuse of students by school employees.

Categories of abuse are the following:

1. Physical abuse by intentional infliction of injury or excessive force.
2. Sexual abuse by sexual offenses or misconduct, harassment, or encouraging prostitution.

The Glenwood Community School District has appointed the school nurses: Roni McCreary and Shari Gregory as Level I investigators for the District.

Human Growth and Development

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

Open Enrollment Information

Parents/guardians considering the use of the open enrollment option to enroll their child/children in another public school district in the state of Iowa should be aware of the following dates:

March 1, 2008 – Last date for regular open enrollment requests for the 2008-2009 school year.

September 1, 2008 – Last date for open enrollment requests for entering kindergarten students and those students falling under the “good cause” definition for the 2008-2009 school year.

Parents/guardians of open enrolled students whose income falls below 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend.

Parents/guardians should be aware that open enrollment may result in loss of athletic eligibility. For further details, contact the school office.

Board Support of Discipline Policies

The Board of Directors of the Glenwood Community School District hereby confirms its intent to support the school discipline policy, to support school staff who enforces the discipline policy, and to hold school staff accountable for enforcing the discipline policy.

Post Secondary Enrollment Option Act

During the latter part of 1988, the Iowa legislature enacted the Post Secondary Enrollment Options Act. The act was written to provide additional educational opportunities for junior and senior students in Iowa's secondary schools. It provides for these opportunities through cooperative efforts with Iowa's public and private colleges, universities, and post secondary institutions.

The Post Secondary Enrollment Options Act allows students who are high school juniors or seniors to enroll in courses and programs in public or private post secondary colleges, universities, or institutions. Students participating in the program must be within four semesters of completing high school and receiving their diploma. Students who have graduated from high school are not eligible for the options act.

The options act permits students to take courses which are not offered by the high school, courses which are considered enrichment to the high school's regular courses of study within the high school, and courses that lead to an educational degree. Courses are limited to those in the areas of mathematics, science, social sciences, humanities, and in the career option program.

Students involved in the Post Secondary Options Enrollment Program will receive the following benefits from the program:

- * Availability of both high school and college credit for courses taken and successfully completed.
- * The Glenwood Community School District will pay up to \$250.00 per college course if completed successfully. The stipend will be used for tuition and required book costs. Students may take a maximum of two courses per semester.
- * The opportunity to begin course work toward a degree program while in high school.

Any student who fails a college course will be required to reimburse the school district for the tuition or \$250.00, whichever is the actual cost to the school. Students interested in Post Secondary Enrollment opportunities should contact the counseling center.

SCHOOL ACTIVITIES

Sportsmanship

The Glenwood Community School District recognizes the value of extracurricular and co-curricular activities in the educational process and the values that young people develop when they have the opportunity to participate in an organized activity outside of the traditional classroom. Participants and spectators are expected to demonstrate the same level of responsibility and behavior at practice and competitions that is expected in the classroom.

We believe that when attending a competition students and fans should:

- * Respect the officials and the visiting team.
- * Refrain from such unsportsmanlike conduct as booing, whistling, swearing, and disturbing players in any manner.
- * Treat officials, teams, and visitors as our guests.
- * Respect others around you and help them enjoy the game.

Any student, participant or spectator, who exhibits unsportsmanlike conduct, will be subject to disciplinary action.

Academic Eligibility:

Any student involved in the Glenwood Community High School activity program must meet the following academic requirements in order to be eligible for participation in extracurricular activities:

- 1) The participant must be a full-time student, carrying at least four solid subjects (worth 1 credit) each semester.
- 2) Each participant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each semester.
- 3) If at the end of any semester a student is given a failing grade in any course for which credit is awarded, he or she is ineligible to compete in the next occurring interscholastic athletic contests and competitions for 30 consecutive calendar days. If not passing all classes after 30 calendar days, in which a credit is given, they will remain ineligible for another week or as many as needed until passing all. Each Friday after the initial 30 days the A.D. or designee will check with students to see where they are academically. When passing all grades he/she will not be reviewed again until the next grading period. The ineligibility period applies to all extracurricular and non-athletic activities including state music and speech contests.
- 4) When an incomplete turns into a failing grade, the student will be ineligible for the next 30 consecutive calendar days.
- 5) A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's individualized education program.

- 6) The local superintendent of schools, with the approval of the local Board of Education, may give permission to a dropout student to participate in athletics upon return to school if the student is otherwise eligible under these rules.
- 7) Students who were academically ineligible at the end of the 2008-2009 school year shall remain ineligible for the first 30 calendar days of their next sport:

Football – September 26, 2008

Cross Country, Swimming, and Volleyball – October 1, 2008

Girl's Basketball – December 20, 2008

Wrestling and Boy's Basketball – December 30, 2008

Attendance and Activity Participation

Freshmen and Sophomores must be in school at least four (4) periods or three (3) periods and seminar (half of the student's schedule) on the day of an activity event, or Friday if it is a Saturday contest in order to participate. This applies to practice as well. The building principal will approve exceptions. Failure to comply will cause the student to be ineligible to compete.

Juniors and Seniors must be in school for at least three (3) periods or half of their assigned classes on the day of an activity event, or Friday if it is a Saturday contest in order to participate. This applies to practice as well. The building principal will approve exceptions. Failure to comply will cause the student to be ineligible to compete.

Summer Camps

Students participating in summer camps outside the district must make arrangements for this transportation. The GCSD does not sponsor students to attend summer camps or other travel experiences.

STUDENT GOOD CONDUCT RULE

In striving to help the student to become a good citizen and recognizing that obeying state and local laws is part of being a good citizen, it is hoped that the Good Conduct Policy and its application will give the student more incentive to resist behavior that violates these rules.

It is also believed that certain standards of behavior are accepted by the students and community as a whole and those students can be expected to function within these behavior standards both in school activities and as ambassadors of the Glenwood School.

Education is the right of a student. Extra/co-curricular activities are a privilege for a student. Violation of the Good Conduct Policy will result in these privileges being withheld from the student.

Any student who violates the Good Conduct Policy either in or out of school during the school year and/or during the summer months shall be ineligible and it shall be the duty of the building administrator or athletic director to exclude the student from extra/co-curricular activities until reinstated to eligibility by the local

school administration. The duration of the penalty will be a percentage of the contests. This percentage will be based on the number of games or dates depending on the sport it is being applied to. Any valid information that is brought to the administration that is found to be a violation of the Good Conduct Policy will be enforced accordingly. The following activities are defined as either extra or co-curricular activities: athletics, academic competition, band, cheerleading, student government, club/organizations, debate, dramatics, speech, and vocal (this is not intended to be an all-inclusive list).

The District will consider information from any source, determine the credibility of the information, and take appropriate action based on that information.

If a student, following an administrative investigation by the school district, is found by reasonable evidence to have violated any item 1 through 4 below, this student will lose eligibility under the Good Conduct Policy:

1. possession, use, or purchase of tobacco products, regardless of the student's age; or gross misconduct which would warrant an in or out-of-school suspension or a Saturday-in-school suspension.
2. possession, use, or purchase of alcoholic beverages, including beer and wine ("use" includes having the odor of alcohol on one's breath);
3. possession, use, or purchase of illegal drugs or the unauthorized possession, use, or purchase of otherwise lawful drugs;
4. engaging in any act or conduct, including unauthorized access to school district property, that would be grounds for arrest or citation in the criminal or juvenile courts system, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);

If a student, following an administrative investigation by the school district, is found by reasonable evidence to have violated item 5 below, this student may lose eligibility under the Good Conduct Policy;

5. engaging in an act that is immoral or otherwise detrimental to the image of the school.

Upon receipt of a complaint, the building administrator or athletic director will conduct an investigation of the alleged violation. The student will be notified of the alleged violation and given an opportunity to respond to allegations.

If the student is found to have violated the code of conduct, the student and the parent/guardian of the student will be notified of this decision by the building administrator. Every effort will be made to reach the parent/guardian by phone to notify the parent/guardian of this decision. A letter notifying of the decision will be sent to the parent/guardian in all cases.

A student who has been found to have violated the Good Conduct Policy shall be penalized as follows and will not be allowed to participate in any extra/co-curricular activities during the time period. Violation of the Good Conduct Policy will be cumulative throughout a student's years at Glenwood High School.

The following consequences will apply for violations of items 1 through 5:

1st Offense - One-third (33%) of eligibility

The penalty may be reduced to 25% loss of eligibility (at least two contests/performances) if the student:

- a) Self-reports¹ the violation and does 5 hours of administratively pre-approved community service
- or b) Does 15 hours of administratively pre-approved community service

2nd Offense - One half (50%) of eligibility

The penalty may be reduced to one-third loss of eligibility if the student:

- a) Participates in an approved evaluation of chemical dependency (items 2 and 3) or counseling (item 4 and 5) and meets the requirements as established by the agency or counselor; and
- b) Does 20 hours of administratively pre-approved community service

3rd and Subsequent Offense(s) - 1 calendar year (365 days)

Document they have received help and are actively participating in or have actively completed rehabilitation before returning to eligibility.

At this level there is no reduction in penalty.

The coach and Athletic Director will decide if any student wishing to participate in an activity after practices have started will be allowed to do so.

ELIGIBILITY GUIDELINES FOR FINE ARTS

May participate in:

- Marching Band
- Large Group (Band/Vocal)
- Mixed Choir
- Home Concerts
- In-house Art Displays

May not participate in:

- Jazz Band
- Show Choir
- Solo/Ensemble
- Jazz Choir
- Art Contests outside of school
- Contests of any sort

If selected as an officer or royalty to preside over school sponsored activities or organizations, or for other honors, the student shall not be allowed to serve if s/he has had any offense against this Good Conduct Rule within six months prior to such selection.

The period of ineligibility will commence with the first event in which the student would participate. If at the time of the violation, the student is not currently participating in any activity, then the student's period of ineligibility shall apply to the first activity or activities in which the student registers or participates. The student must finish season in good standing. A disciplinary action may carry over from one activity to another and may carry over from one school year to another.

If a student is involved in other activities at the same time he or she is involved with a sport, the period of ineligibility shall be the same length of time for which he or she has been declared ineligible for that particular sport.

¹ Self-reporting must be accurate information and initiated by the student within 24 hours of the occurrence of the event, by contacting the Principal, Activities Director, Dean of Students, or Coach of participating activity.

Cheerleading corresponds with sport season.

Dance corresponds with total number of events/performances scheduled.

If a Good Conduct Rule violation occurs outside the students sport season, the student will be suspended from the next 2 upcoming performances/contests/events in the first activity they are involved with. This suspension from activities will be in addition to the students' upcoming athletic suspension.

Appeals

Any student who is found by the administration to have violated the Good Conduct Policy may appeal this determination to the Director of Student Services or designee by contacting the Director of Student Services or designee within 3 days of being advised of the violation. The student is required to specify the reasons for the appeal, and provide all supporting information and facts in writing. The penalty will be in effect pending the Director of Student Services or designee's decision.

If the student does not agree with the decision of the Director of Student Services, he or she may appeal to the school board by filing a written appeal with the board secretary within 5 days of receiving the decision of the Director of Student Services. The board will meet as expediently as possible. The review by the board will be in closed session unless the student's parent/guardian (or the student, if the student is 18) requests an open session. The grounds for appeal to the school board are limited to the following:

- * the student did not violate the Good Conduct Policy
- * the student was given inadequate due process in the investigation and determination
- * the penalty is in violation of the Handbook Policy 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.

Notification

Prior to the beginning of an extra/co-curricular activity, activity sponsors will notify the participating students of this policy. Students will be required to sign a form annually indicating that they have read and understand the policy.

Suspension and Activity Participation

Students who are suspended may not participate in practice or activity or attend a school event until the term of their suspension is over. In-School Suspensions are considered served at 3:20 p.m. on the last day of the assigned suspension. Out-Of-School Suspensions are considered served at 8:05 a.m. on the morning of their return.

<u>Activities</u>	<u>Activities/Advisors/Coaches</u> <u>Advisor/Coach</u>	<u>Time of Year</u>
Art Club	D. Dosen	August – May
Reach/SADD	K. Loeffelbein	August - May
Large Group Speech	S. Reed	November - April
Individual Speech	M. Schmidt/R. Crouch	January - April
Instrumental Band	P. Jacobus	August - May
Vocal Music	K. Fast	August - May
Jazz Band	D. Schoening	September - April
Yearbook	B. Bessey	September - June
Newspaper (Aries)	B. Bessey	September - June
National Honor Society	B. Magnuson	August – May
Cheerleading	C. McIntosh/D. Hutchings	August - May
Fall Production	R. Crouch, M. Schmidt, R. Hundt	November
Show Choir	K. Fast	August - May
Student Government	J. Taylor/R.Crouch	August - May
FFA	J Christiansen	J. Christiansen August - May
FCCLA	J. Moore	August - May
Flag Corps	A. Chastain	August - May
Junior Class Sponsor	L. Carter/P. Sowers	August - May
Football	B. Albert	August - November
Volleyball	K. Brehm	August - October
Cross Country	T. Peverill, B. Rasmussen	August - October
Boys Basketball	C. Schulte	November - March
Girls Basketball	L. Portrey	November - March
Wrestling	M. Dyer	November - March
Boys Track	M. Starner	March - May
Girls Track	B. Rasmussen	March - May
Girls Golf	K. Konigsmark	March - May
Girls Tennis	TBA	March - May
Boys Soccer	M. Artist	March - May
Girls Soccer	B. Silvey	March - June
Boys Golf	S. Sylvester	March - May
Boys Tennis	J. Tucker	March - May
Baseball	B. Elam	May - July
Softball	T. Stanton	May - July
Boys Swimming	B. Schomberg	November - February
Girls Swimming	B. Schomberg	August - November