

# Grinnell Middle School Student Handbook 2022-2023

*Every Student, Every Day*



**Grinnell Middle School**  
132 East Street South Grinnell, Iowa 50112  
Phone: 641.236.2750 Fax: 641.236.2732  
<http://www.grinnell-k12.org>

**Office Hours and Staff Contacts**

**Office Hours: Monday - Friday 7:30 a.m. - 4:00 p.m.**

**School Day: 8:00 a.m. to 3:05 p.m.**

**Doors Open: 7:30 a.m.**

**Breakfast is Served: 7:30 a.m. 7:55 a.m.**

**Teacher Contract Day: 7:45 a.m. - to 3:35 p.m.**

Main Office.....	236-2750
Attendance, Message Center.....	236-1414
Clay Harrold, Principal .....	236-2750
Nicole James, Assistant Principal .....	236-2733
Damian Imhoff, Student Success Director.....	236-2733
Paula Simon, Counselor .....	236-2756
Casey McDermott, Counselor .....	236-2753
Amy Miller, Social Worker .....	236-2782
Katelin Ferguson, Nurse.....	236-2751
Teresa Hawk, Administrative Assistant.....	236-2747
Laura Martin, Administrative Assistant.....	236-2755

**Welcome**

Welcome to Grinnell Middle School. The following student handbook will provide you with general information regarding procedures and expectations at GMS.

**Grinnell-Newburg Mission Statement**

The Grinnell-Newburg School District, in partnership with the entire community, will empower every student to become a lifelong learner who is a responsible, productive and engaged citizen within the global community.

**Grinnell Middle School Vision Statement**

Grinnell Middle School is a caring, collaborative, and innovative community of faculty, staff, students, parents, and citizens that share responsibility for the personal and intellectual growth of all members. The vision of Grinnell Middle School is to STRIVE for Excellence. When we STRIVE we Stay focused, Take Responsibility, Respect everyone, Inspire others, Value Education and Expect Success.

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# **ACADEMIC ACHIEVEMENT**

## **Grading Scale**

Teachers in grades 5-8 at the middle school will use the following grading scale:

A	100 – 93	4.00	C+	79 – 77	2.33
A-	92-90	3.67	C	76 – 73	2.00
B+	89-87	3.33	C-	72 – 70	1.67
B	86-83	3.00	D+	69 – 67	1.33
B-	82-80	2.67	D	66 – 63	1.00
			D-	62 – 60	.67
			F	59 - 0	0

Grading policies will be determined by grade level teachers and information will be given to students/families prior to the school year starting.

## **Grade Reporting**

All teachers will use the Infinite Campus software program to record and report student grades. Grades are sent electronically to the office at mid-term and at the end of each trimester.

## **Academic Offerings**

Grinnell Middle School will offer the following courses:

Core Classes: Reading Language Arts, Math, Social Studies, Science

Exploratories: General Music (5th Grade if not in Band and/or Choir), Spanish, Physical Education, Art, Health and Wellness (8th Grade), 21st Century Skills (5th grade), Introduction to Food Science (6th Grade), Food Science (7th Grade), Computer Science (8th Grade),

Optional: Band, Choir

Activity: STRIVE - aligned to district established core beliefs

## **STRIVE and Social Emotional Learning**

Planning and Implementation of Social-Emotional Learning Planning and implementation of Social-Emotional Learning should happen as part of MTSS, like Iowa's Academic Standards. Extensive tools to support this planning work can be found on Iowa's Every Student Succeeds Act Support Site. In addition, a comprehensive plan to foster social and emotional learning while creating positive classroom conditions and school climate (Dusenbury, Calin, Domitrovich, & Weissberg, 2015) includes all of the following four approaches:

1. Organization, Culture, and Climate Strategies: Guidance to administrators and school leaders on how to facilitate SEL as a schoolwide initiative by restructuring the school's organizational structures, operations, and academic, social, and emotional learning goals as a part of Iowa's continuous improvement process.(SEL District Planning and Implementation Rubric from CASEL)

2. Explicit SEL Skills Instruction: Free-standing lessons that provide explicit, step-by-step instructions to teach social and emotional competencies across the five core competency clusters, on ageappropriate topics. This approach is also known as Explicit Instruction and may include an evidencebased curriculum.

3. Teacher Instructional Practices: General teaching practices that create classroom and schoolwide conditions that facilitate and support social and emotional development in students.

4. Integration within Academic Curriculum Areas: Integration of skill instruction and practices that support SEL within the context of an academic curriculum

### **Inclusion**

Grinnell Middle School follows the inclusion model for our students receiving special education services.

This includes, but is not limited to:

- Each student is in an age appropriate general education classroom.
- Every student is accepted and regarded as a full and valued member of the class and school community.
- Special education supports are provided within the context of the general education classroom.
- All students receive an education that addresses their individual needs.
- No student is excluded on the basis of type and degree of disability.
- The school promotes cooperative/collaborative teaching arrangements.
- There is building based planning, problem solving, and ownership of all students and programs.

### **Student Promotion – Retention - Acceleration (board policy 505.2)**

Students will be promoted or retained based upon the judgment of the licensed employee(s) and the principal. When it becomes evident that a student in grades kindergarten through eight may be retained in a grade level for an additional year, the parents will be informed. Seventh and eighth-grade students enrolled in the high school courses will not receive credit should they fail the class and the course will have to be repeated.

## **ATTENDANCE**

It is the educational philosophy of the Grinnell-Newburg School District that regular attendance at school by all students is essential to student learning and cannot be duplicated by other methods. Students are unable to obtain the opportunity to reach their maximum potential from the educational program offered without regularly attending scheduled classes and activities. Consequently, the community, Board of Directors, administrators and the staff of Grinnell-Newburg Community School District expect students to be in attendance at scheduled classes for one hundred seventy-four (174) days per academic year.

Certain absences may be excused under this policy, but students will still be required to make up work missed due to an absence. Subject to the provisions of this policy and any corresponding administrative procedures, students shall not be absent more than two days due to an unexcused absence in any school year.

### **Attendance Procedures**

1. All students who arrive late to school or return from an appointment MUST CHECK IN at the office.

2. All students who leave school before the end of the school day MUST CHECK OUT in the office. Students who leave school early need to have approval from a parent or guardian and need to provide written or telephone verification to the office.
3. Attendance letters will be generated each month beginning Fall Parent/Teacher Conferences.
  - \*The first attendance letter will be sent when the student is absent 10% or more days
  - \*After 2 letters, Social Worker will call the parent/guardian to discuss attendance.
  - \*After 3 letters, a problem-solving meeting will be set up with the family and school staff.
  - \*After 4 letters, the student will be referred for truancy mediation with the school, police department, and county attorney.

**Excused Absences (board policy 501.9)**

Regular attendance by students is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students will attend school unless excused by the principal of their attendance center. Student absences approved by the principal are excused absences. Excused absences will count as days in attendance for purposes of the truancy law. These absences include, but are not limited to illness, family emergencies, recognized religious observances, appointments that cannot be scheduled outside the school day, and school-sponsored or approved activities. Students whose absences are approved will make up the work missed and receive full credit for the missed schoolwork. It is the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed. Students who wish to participate in school-sponsored activities must attend one-half of the day of the activity unless the principal has given permission ahead of time for the student to be absent or for extenuating circumstances.

Excessive absences are defined as more than two unexcused absences in one school year or **chronic excused absences**. Excessive absences in a class may result in a review by the school's Student Success Team and may result in a supportive intervention under this policy. In some cases, a medical note may be requested for student absences.

- A. **Attendance**, in accordance with Iowa law, it is the parent's responsibility to cause the student to attend school (Code of Iowa, Chapter 299).
- B. **Absence** Parent(s)/guardian(s) are expected to notify the school regarding a student's absence on the day of the absence. An absence must be reported to the office by 9:00 a.m. of the date of absence.
- C. **Excused Absence** Students are encouraged to attend school daily. The determination of whether an absence is excused is made by the school, not by the parent (Iowa DE, 2022). from school will be excused are:
  - a. Illness
  - b. Medically documented chronic or extended illness
  - c. Hospitalization
  - d. Medical or dental care appointments
  - e. Death or serious illness in the immediate family or household
  - f. Suspension from school
  - g. Religious holidays requiring absence from school
  - h. Court appearances or other legal proceedings beyond the control of the family
  - i. Classes missed because of attendance at a school-sponsored trip or activity
  - j. Other verified emergency as approved by the building administrator

- k. Other reasons which can be justified from an educational standpoint and which are approved in advance by the building administrator.

D. **Unexcused Absence** An absent student not meeting the provisions required to have an excused absence will have an unexcused absence. An unexcused absence is a student's absence from school or class without a valid reason. A weekly report for unexcused absences will be monitored and an intervention will occur.

E. **Excessive Absences**

- a. If a student's excused absences become excessive each student's case will be reviewed for consideration of a supportive intervention. Absences will be recorded as part of a student's attendance record.
  - i. Interventions include but are not limited to the following:
    1. The student will be referred to a problem-solving meeting
    2. The student's schedule may be modified and an adult mentor assigned;
    3. The student may be assigned to an in-building alternative educational program to receive additional academic support;
    4. The principal or designee may refer the student to the Poweshiek County Attorney or Grinnell Police Department for truancy mediation; and
    5. Class work missed because of excessive absences can be made up and will be treated the same as make-up work for all other absences.

### **Leaving School Grounds**

Grinnell Middle School students are not to leave the school grounds without prior approval and knowledge of the office staff. If a student leaves without school permission or parent consent, the absence will be counted as unexcused, even if a parent gives consent later. Students who leave school grounds without permission will be subject to disciplinary measures. Disciplinary measures may include, but are not limited to, reprimand and corrective instruction by a teacher, student success team, and/or administrative interventions that include notification of parents, conduct contracts, conduct improvement plans, detention, temporary or permanent removal from class, suspension, and expulsion. (Board Policy 503.1)

If a student leaves the school grounds without permission from school staff, the Grinnell Police Department and family will be called to confirm the safety of that student. Staff will not follow students off of school grounds.

### **Make Up Work**

Teachers will have in place a system from which students, after being absent, can access make-up work. Students should work with their teachers to obtain any missing assignments. Per every day missed, 2 days will be granted to make up.

If a student is absent and knew of a test, major assignment or major project prior to the absence, that student **may** be required by their classroom teacher to take the test or produce the major assignment/project the first day they return to class

When students are absent, it is their responsibility to get assignments from the teacher via email if appropriate. Parents and students must recognize that, following an absence, the primary responsibility for obtaining and completing assignments belongs to the student. An after school program is available for any student that needs time to make-up work. The after-school program runs from 3:05-4:00. Parents are able to fill out this GoogleForm if they would like to sign up their student.



### **Late Work**

A late work policy will be determined by grade level teams and that information will be distributed to students/families prior to the start of the school year.

### **Student Success Team**

The Student Success Team (Student Success Director, Student Success Coaches, Counselors, Social Worker, Principal, Assistant Principal, Nurse) will meet every week to review student attendance and student conduct concerns.

### **Student Passes**

A student cannot be in the hallway without a pass. Students shall not leave the classroom without signing out first and signing back in when they return.

### **Tardiness**

Students should arrive to class on time. When a student comes in late to a class, it is disruptive to the learning of others. Parents can check infinite campus attendance for a daily update.

1st Tardy: Teacher will record the tardy on Infinite Campus & notify the student verbally.

2nd Tardy: Teacher will record the tardy on Infinite Campus & notify the student verbally.

3rd Tardy: The student will serve a 30-minute restitution after school and parents will be notified by Infinite Campus.

4<sup>th</sup> and Subsequent: Student will serve a 60 minute restitution and parents will be notified by Infinite Campus.

### **Unexcused Absences (board policy 501.10)**

Truancy is the failure to attend school for the minimum number of days established in the school calendar by the board. Truancy is the act of being absent without a reasonable excuse. These absences are those not listed as excused absences in policy 501.9. The board will not tolerate truancy. Students are subject to disciplinary action for truancy including suspension and expulsion. It is within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy. Students receiving special education services may be assigned to supervised study hall or in-school suspension.

## **CORRECTIVE PRACTICE**

### **Student Expectations**

The basic expectation is that students will conduct themselves responsibly and respectfully at all times. This conduct is expected while on school premises, while on school-owned and/or operated school buses; and while attending or engaging in school activities on or off school property. Student expectations that define what respect and responsibility look like for all areas of the school will be taught to students, who are expected to meet the expectations.

Students who violate the expectations with inappropriate conduct shall be subject to consequences. Inappropriate actions include choices that are disrespectful to others or that disrupts the educational program, the orderly and efficient operation of the school or school activity, the rights of other students to participate in the educational process or activity, or the educational atmosphere. Corrective measures may include, but are not limited to, reprimand and corrective instruction by a teacher, success team member and/or administrative interventions that include notification of parents, conduct contracts, conduct

improvement plans, restitution, temporary or permanent removal from class, suspension, and expulsion. (Board Policy 503.1)

### **Student Incidents**

Potential student incidents and consequences for these incidents will be outlined on the Incident Progression Matrix. More severe incidents and/or incidents supported by school board policy are discussed throughout the handbook but consequences are all housed at the end. Administration and designated staff reserve the right to make determinations on a case-by-case basis.

**STRIVE Philosophy:** Students at Grinnell Middle School will be shown, guided, and taught how to demonstrate appropriate choices that provide for a safe learning environment. These expectations are expressed through our building with **STRIVE for Excellence:**



**STRIVE for Excellence** - Matrix document located on final handbook page

### **Restitution**

Staff members may assign students to after school restitution if a student receives an office referral for inappropriate choices that a student has been unable to change through teacher and/or staff interventions.

1st Write-up: Teacher intervention

2nd Write-up: Teacher or success team member intervention

3rd Write-Up: The student will serve a 30 minute restitution after school and parents will be notified.

4<sup>th</sup> and Subsequent Write-ups: Student will serve a 60 minute restitution and parents will be notified.

Office referrals will be written for infractions that occur according to the STRIVE for Excellence matrix. Inappropriate choices are broken down into three levels depending on the severity of the infraction. Restitution can be served from 3:05 p.m. to 4:00 PM Monday through Thursday. Students serving restitution will report to their grade level's Success Center.

Students that are late to restitution will not get credit for serving; students that do not follow the rules will be asked to leave and will not get credit for serving. The following rules will be enforced: Talking, sleeping, and putting one's head down are prohibited. Students may be asked to complete assignments such as reading and short essays, designed to help them understand and change their actions or choices that are impeding their learning or that of others. Students without such assignments will be expected to sit quietly, read, or study.

### **Skipping Class**

Students that skip class, or leave class without permission will make up the time after school until all time is made up. The Bell Room and all entry ways need to remain free of students throughout the school day. Consequences for not following this will be given according to the incident progression matrix.

### **Alternative Lunch**

An administrator or student support director may assign students to alternative lunch if a student receives an office referral for inappropriate choices that a student has been unable to change through teacher interventions. Alternative lunches are to be served when assigned and in the location that is determined by the assigner. Refusal to serve alternative lunch may result in assignment of restitution or success school.

### **Displays of Affection**

Relationships are an important part of one's middle school years. It is also important for one to learn proper restraint in the display of those affections. If staff deems behaviors to be inappropriate displays of affection students will be referred to the student success team. Students refusing to cooperate by conducting themselves in a non-approved manner will be subject to a parental conference held with the student success director or a principal.

### **Disrespect to Staff Members**

Any act which demeans the position of a staff member (employee of the school district or AEA who is over 18 years of age). The use of profanity or a threat toward a staff member or the refusal to carry out instructions of a staff member, including failure to comply with a directive to go to a designated area is considered to be disrespectful.

### **Disruptive or Inappropriate/Insubordinate Conduct**

Disruptive or inappropriate/insubordinate conduct defined as any action that interferes with the educational process of the student or students.

### **Biased Language and Slurs**

Biased language includes expressions that demean or exclude people because of age, gender, race, ethnicity, social class, or physical or mental traits. Slurs are insults, offensive or degrading remarks, often based on an identity group such as race, ethnicity, religion, ethnic, gender/gender identity or sexual orientation.

### **Fighting and Physical Violence**

Any time a student is determined to be a danger to themselves or others during the regular school day or at any school activity because of demonstrated acts of violence.

### **Anti-Bullying/Harassment/Sexual Harassment Policy ([board policy 104](#))**

The Grinnell-Newburg School District understands the importance of the emotional wellbeing and the physical safety of every student in the district. To that end, the board considers all bullying and harassment of students to be unacceptable, and these behaviors will not be tolerated. Communication and interactions between students should be respectful and kind.

## **Description of Bullying & Harassment**

The board considers bullying and harassment to be any behaviors that adversely impact another student. These behaviors include any electronic, written, verbal, or physical acts or conduct toward a student which are based on any actual or perceived trait or characteristic of the student and which cause harm or fear of harm in that student.

Bullying behaviors may look like, but are not limited to:

- Verbal bullying: speaking or writing harmful things either in person or electronically
- Social bullying: harming the victim's relationships or social standing
- Physical bullying: harming another person's body or things
- Sexual harassment: unwelcome and inappropriate sexual remarks or physical advances
- *Discrimination: Unjust or prejudicial treatment based on a person's difference(s) unfair or unequal treatment of an individual (or group) based on certain characteristics*
- Hazing: requiring the performance of certain tasks or rituals in order to be accepted into a group

Often there is a power imbalance between the bully and the bullied student. And although bullying generally happens repeatedly, the board acknowledges the negative impact even one harassing interaction can cause to a student's wellbeing.

### **Bullying of a Protected Class**

Bullying of a protected class includes behavior done to degrade an individual on the basis of the student's actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information or association with a person or group with one or more of these actual or perceived characteristics.

Bullying of a protected class will be considered "hate-motivated" harassment and will be treated as such.

### **Scope of the Policy**

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

### **Reporting Bullying and Harassment**

Any student, staff member, or volunteer who witnesses or experiences bullying behavior can report the incident [here](#).

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

### **Investigation, Procedures, and Prevention**

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The Superintendent or designee will be responsible for handling all complaints by students alleging bullying or harassment. The Superintendent or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The current bullying and harassment procedures can be found [here](#).

The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective

harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the school district. The superintendent shall report to the board on the progress of reducing bullying and harassment to the board.

### **Retaliation**

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any person found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.

### **Discipline and Remediation**

Disciplinary actions for bullying and harassment may include, but are not limited to: warnings; counseling; loss of opportunity to participate in extracurricular activities, school social events or graduation exercises; loss of school bus transportation; community service; in-school suspension; short term suspension; or *transfer to another school* among others. The specific consequences should be consistent, reasonable, fair, age appropriate and match the severity of the incident. If necessary, counseling will be provided for the target and/or the student perpetrating the bullying or harassment.

### **Investigation Procedure**

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint. A safety plan may be put into place to protect all parties involved during the duration of the investigation and beyond if necessary. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate. Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal.

### **Resolution Of The Complaint**

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps, which may include discipline. Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

### **Points To Remember In The Investigation**

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process. Retaliators will be disciplined up to and including suspension and expulsion.

### **Expulsion (board policy 503.2)**

Only the board may remove a student from the school environment. The removal of a student from the school environment, which includes, but is not limited to, classes and activities, is an expulsion from school. Students may be expelled for violations of board policy, school rules or the law. It shall be within the discretion of the board to discipline a student by using an expulsion for a single offense or for a series of offenses depending on the nature of the offense and the circumstances surrounding the offense. It shall be within the discretion of the superintendent to recommend to the board the expulsion of a student for disciplinary purposes. Only the board may take action to expel a student and to readmit the student. The principal shall keep records of expulsions in addition to the board's records.

When a student is recommended for expulsion by the board, the student shall be provided with:  
Notice of the reasons for the proposed expulsion.

1. The names of the witnesses and an oral or written report on the facts to which each witness testifies unless the witnesses are students whose names may be released at the discretion of the superintendent;
2. An opportunity to present a defense against the charges and provide either oral testimony or written affidavits of witnesses on the student's behalf.
3. The right to be represented by counsel.
4. The results and finding of the board in writing open to the student's inspection.

In addition to these procedures, a special education student must be provided with additional procedures. A determination should be made of whether the student is actually guilty of the misconduct. A staffing team should determine whether the student's choices are caused by the student's disability and whether the conduct is the result of inappropriate placement. Discussions and conclusions of this meeting should be recorded. If the special education student's conduct is not caused by the disability, the student may be expelled or suspended for a long-term period following written notice to the parent and pursuant to the school district's expulsion hearing procedures. If the misconduct is caused by the disability and a change in placement is recommended, the change must be made pursuant to the placement procedures used by the school district.

### **In-School Suspension/Success School (board policy 503.1R)**

1. In-school suspension is the temporary isolation of a student from one or more classes while under administrative supervision. The principal may impose in-school suspensions for an infraction of school rules which are serious but which do not warrant the necessity of removal from school.
2. The administration/student success director will conduct an investigation of the allegations against the student prior to imposition of an in-school suspension. The investigation will include, but not be limited to, written or oral notice to the student of the allegations against them with an opportunity to respond. Written notice and reasons for the in-school suspension will be sent to the student's parents.
3. In-school suspension may be held at school and during the school day (6 hours). This will be determined based on the student situation.

### **Out-of-School Suspension (board policy 503.1R)**

1. Out-of-school suspension is the removal of a student from the school environment for periods of short duration. Out-of-school suspension is to be used when other available school resources are unable to constructively remedy student misconduct.

2. A student may be suspended out of school for up to ten school days by a principal for a commission of gross or repeated infractions of school rules, regulations, policy or the law, or when the presence of the student will cause interference with the maintenance of the educational environment or the operation of the school. The principal may suspend students after conducting an investigation of the charges against the student, giving the student:
  - a. Oral or written notice of the allegations against the student.
  - b. The opportunity to respond to those charges.At the principal's discretion, the student may be allowed to confront witnesses against the student or present witnesses on behalf of the student.
3. Notice of the out-of-school suspension will be mailed no later than the end of the school day following the suspension to the student's parents and the superintendent. A reasonable effort shall be made to personally notify the student's parents and the person making or attempting to make the contact shall document such effort. Written notice to the parents shall include the circumstances, which led to the suspension and a copy of the board policy and rules pertaining to the suspension.

#### **Suspensions and Special Education Students (board policy 503.1R)**

1. Students who have been identified as special education students may be referred for a review of the student's Individual Education Program (IEP). The IEP may be revised to include a continuum of intervention strategies and programming to change the outcomes.
2. Students who have not been identified as special education students may be referred for evaluation after the student's suspension to determine whether the student has a disability and is in need of special education.

#### **Theft/Stealing**

Students who take or possess items that belong to other students, staff members or the school without permission will be subject to discipline up to and including detention or suspension. In addition, students will be required to return the stolen item(s). If the exact item(s) cannot be returned, the student will be expected to replace the stolen item(s) or reimburse (pay) for the value of the item(s) taken. Such violations may also be reported to local law enforcement authorities.

#### **Tobacco, Alcohol and Drugs (board policy 502.7)**

The board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of alcohol, tobacco, other controlled substances, over-the-counter medication or "look alike" substances while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct will directly affect the good order, efficient management, and welfare of the school district.

The board believes such illegal, unauthorized, or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors.

Violation of this policy by students will result in disciplinary action up to and including suspension or expulsion. Use, purchase or being in possession of cigarettes, tobacco, or tobacco products for those under the age of eighteen may be reported to the local law enforcement authorities. Possession, use, or being under the influence of beer, wine, alcohol, and/or of a controlled substance may also be reported to the local law enforcement authorities.

Students who violate the terms of this policy may be required to satisfactorily complete a substance abuse assistance or rehabilitation program approved by the school board. If such a student fails to satisfactorily complete such a program, the student may be subject to discipline including suspension or expulsion.

**Vandalism/Care of School Property (board policy 502.2)**

Students will treat school property with care and respect they would treat their own property. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. They may be subject to discipline under board policy and the school district rules and regulations. They may also be referred to local law enforcement authorities.

**Violence or Threats of Violence**

All threats of violence, whether oral, written or symbolic, against a student or students, staff, visitors or toward school facilities are prohibited. All such threats will be promptly investigated upon notice to administration. Law enforcement officials may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school.

Students engaging in threatening actions will face disciplinary consequences up to and including expulsion from school with loss of credit for the term of the expulsion.

The following factors may be considered in determining the extent to which a student will be disciplined for threatening, harassing or terrorist actions. The background of the student, including any history of violence or prior threatening actions; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; the degree of cooperation by the student and his/her parent(s) or guardian(s) in the investigation; the existence of the student's criminal or juvenile history; the degree of legitimate alarm or concern in the school community created by the threat; other relevant information from any credible source.

**Weapons Policy (board policy 502.6)**

The board believes weapons and other dangerous objects and look-alikes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the district.

**School district facilities are not an appropriate place for weapons, dangerous objects, or look-alikes. Weapons and other dangerous objects and look-alikes will be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district. Parents of students found to possess a weapon, dangerous object, or look-alikes on school property shall be notified of the incident. Possession or confiscation of weapons or dangerous objects shall be reported to the law enforcement officials and the student will be subject to disciplinary action including suspension or expulsion.**

Students bringing a firearm to school or knowingly possessing firearms at school will be expelled for not less than one year. The superintendent has the authority to recommend this expulsion requirement to be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term



“firearm” includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such a weapon, a muffler or silencer for such a weapon, or any explosive, incendiary, or poison gas.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects for educational purposes. Such authorization must be in writing and be specific as to date, time, reasons and persons who are so authorized. Such a display shall also be exempt from the policy. It shall be the responsibility of the superintendent in conjunction with the principal, to develop administrative regulations regarding this policy.

## **EXTRACURRICULAR ACTIVITIES**

### **Academic/Conduct Eligibility Policy**

**Eligibility:** Good Conduct Rule (**board policy 503.4**): Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for their lifetimes. Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, or unsafe or unhealthy. Students who fail to abide by the policy and the administrative regulations supporting it may be subject to disciplinary measures. The principal will keep records of violations of the good conduct rules.

**Academic Eligibility:** Every week teachers will conduct grade checks. If a 7th or 8th grade student is failing one or more classes at that time, the student will be placed on the ineligibility list for the following week.

Teachers will be responsible for updating Infinite Campus on a weekly basis. Counselors or the administrative assistants will forward their ineligibility lists through email to the administrative assistants, principal, success team, counselors, and in-season coaches on Thursday evening of each grade check week. On Friday of that week, guardians will be notified by email that their student(s) are ineligible for extra-curricular activities. Students who are ineligible will be emailed by the end of the day Friday. It is the expectation that teachers are communicating on a regular basis with students who are struggling with their academics.

Students will be ineligible for the following week. Coaches will be notified on Fridays for eligibility for the following week. Parents and students are responsible for looking at Infinite campus for updated grades.

### **Attendance Eligibility Policy (board policy 501.9)**

Students who wish to participate in school-sponsored activities must attend one-half day of classes the day of the activity. The principal can give permission for student participation with prior approval or under extenuating circumstances.

Students who are not in classes for a half of the day because of an illness on the day of an extracurricular activity/event will not be allowed to participate in the event. Extracurricular activities covered by this policy include, but are not limited to: football, volleyball, cross country, wrestling, basketball, track, jazz band, and honor choir, school play, debate, cheerleading, baseball/softball (8th grade).

### **Athletic Activities**

Seventh and eighth grade students may participate in football, cross-country, volleyball, boys and girls basketball, Fitness Club, cheerleading, wrestling, boys and girls track, softball, and baseball. Practices will be held after school hours or before school hours. Athletes may not begin practice or participate in any athletic event unless they have had a physical examination by a doctor and the physical, good conduct form and concussion form are on file with the office. Students that serve in school suspension or out of school suspension are not eligible to participate in competition that night. If a student is in out of school suspension they will not be allowed to practice or participate in competition that night.

### **Student Council**

Student council is available for students in grades 5-8. Applications will be emailed to students in grades 5-7 in May (incoming 5th graders will be able to apply in October).

## **HEALTH AND SAFETY**

### **Abuse and/or Harassment of Students by Employees (board policy 402.3)**

Physical or sexual abuse of students, including inappropriate and intentional sexual actions, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

The school district has appointed a Level I investigator and alternate Level I investigator. The school district has also arranged for a trained, experienced professional to serve as the Level II investigator. The Level I investigator and alternate will be provided training in the conducting of an investigation at the expense of the school district. The names of the investigators are: Amy Harper (lead), Casey McDermott (alternate)

### **Child Abuse Reporting**

All school employees are mandatory reporters to the Department of Human Services regarding abuse or neglect. Reports should be made to the Poweshiek County Department within 48 hours of knowledge of the concern – call Human Services at 1-800-342-0829.

### **Communicable and Infectious Diseases (board policy 507.3)**

Students with a communicable disease will be allowed to attend school provided their presence does not create a substantial risk of illness or transmission to other students or employees. The term "communicable disease" will mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law.

### **Emergency Drills (board policy 507.5)**

Students will be informed of the appropriate action to take in an emergency. Emergency drills for fire, weather, and other disasters are conducted each school year. Fire and tornado drills are each conducted regularly during the academic school year with a minimum of two before December 31 and two after January 1.

**At the beginning of each year, teachers notify students of the procedures to follow in the event of a drill.** Emergency procedures and proper exit areas are posted in all rooms. Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials. At the sound of the fire alarm, all students will exit their rooms. And walk at a moderate speed. When outside, go directly to the east parking lot and line up by Tiger Times.

### **Illness or Injury at School (board policy 507.4)**

When a student becomes ill or is injured at school, the school district will attempt to notify the student's parents as soon as possible. The school district, while not responsible for medical treatment of an ill or injured student, will have employees present administer emergency or minor first aid if possible. An ill or injured student will be turned over to the care of the parents or qualified medical employees as quickly as possible. It is the responsibility of the principal or designee to file an accident report with the superintendent within twenty-four hours after the student is injured.

### **Life -Threatening Allergies**

Food allergies are on the rise and more students with potentially life-threatening allergies are enrolling in the Grinnell-Newburg Community School District. A task force of administrators, teachers, nurses, food service personnel, and parents worked together to develop "Administrative Procedures for Students with Life-threatening Allergies." The most common life-threatening allergies are to peanuts, tree nuts, and shellfish. For students who are highly allergic to nuts, contact with nut products can cause a life-threatening anaphylaxis reaction. The best way to protect these students is to minimize their exposure to nuts. "Administrative Procedures for Life-Threatening Allergies" is available on the school website along with the list of approved food items.

### **Medicines Administered to Students (board policy 507.2)**

For daily administration of prescription or nonprescription medications parent/guardian must complete Authorization for Medications form. This will allow for medication to be administered to a student at school. The form can be obtained from the school office, school nurse (641) 236-2751, or the Grinnell Newburg Schools website.

1. A parent consent and release of information form must be completed.
2. A written medication order form must be completed and signed by the student's licensed prescriber and returned to the school. This order must be renewed as needed and a new order obtained at the beginning of each academic year.
3. A responsible adult (not a student) must pick up the remaining medication.
4. Medication must be in the original labeled container, as dispensed by the pharmacist, and instructions on the label must be the same as the most current medication orders on file at the school.

Parents should arrange for medicines to be given at home, when possible. For example, medicines ordered one (1) time per day may be taken before school. Medicines ordered three (3) times per day may be given before school, after school, and at night unless physician orders state otherwise. The initial dose of medicine should be given outside of the school jurisdiction, allowing twelve (12) hours for observation before the student returns to school.

When administration of the medication requires ongoing professional health judgment, an authorized practitioner shall develop an individual health plan with the student and the student's parent. Students who have demonstrated competence in administering their own medications may self-administer their medication with written authorization of the physician. A written statement by the student's parent shall be on file requesting co-administration of medication, when competence has been demonstrated. By law, students with asthma or other airway constricting diseases may self-administer their medication upon approval of their parents and prescribing physician.

Persons administering medication shall include the licensed registered nurse, physician, persons who have successfully completed a medication administration course, or to be an authorized practitioner, including parents. Medication will not be administered without written authorization that is signed and dated from the parent. All medication must be in the original container, which is labeled by the pharmacy or the manufacturer with the name of the student, name of the medication, time of the day it is to be given, the dosage and duration. A responsible adult (not a student) must bring medications to school. If medication is remaining at the end of the year an adult must pick up the remaining medication.

### **Physicals for Athletics**

Students participating in athletics are required to provide a school district physical examination form signed by the student's doctor stating the student is physically fit to perform in athletics prior to the start of the sport. Failure to provide proof of a physical examination makes the student ineligible to practice or compete.

### **School Nurse**

A school nurse is available at the middle school (for a portion of the day). Accidents or illness during the day should be reported to the supervising teacher immediately. Staff will refer the student to the school nurse or administrative assistant.

## **ROUTINE PROCEDURES AND INFORMATION**

### **Announcements**

Announcements will be sent via email to parents, staff, and students and posted on the school website. For communication purposes and to minimize interrupting the teaching and learning process, announcements will be read during the first 3 minutes of 1st period, the last 3 minutes of 3rd period, and the first 3 minutes of the 7th period of the school day. The school cannot guarantee any parent communication after 2:30 will be delivered by the end of the school day.

### **Assemblies**

Periodically the middle school sponsors school assemblies. Attendance at these assemblies is required. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly and on their way back to the classroom after an assembly. Students are expected to attend assemblies unless, for disciplinary reasons, the privilege has been revoked.

### **Bicycles**

Bicycle racks are provided on the northwest corner of the building. Bicycles are to be parked in these racks upon arrival to school and are not to be used until the end of the school day. It is suggested that each student lock his/her bicycle to prevent unauthorized use or theft.

### **Book Bags**

Backpacks will be allowed at GMS. Students should not need to carry an additional backpack or bag around at school. Exceptions may be made if permission is given by the teacher(s).

### **Bus Conduct**

The school bus driver has the responsibility of safely transporting students to and from school. Students are to remain seated on the buses. No wrestling, fighting, throwing things, bothering other students, etc. will be tolerated. Bus drivers have been instructed to report every incident to the transportation director. The privilege of bus transportation can be withdrawn from any student who refuses to cooperate with the bus drivers. All participants riding to and from extracurricular activities will travel in school-sponsored transportation.

**Use of Video Cameras on School Buses Regulation (board policy 711.2R2)** The Grinnell-Newburg Community School District Board of Directors has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student actions to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The content of the videotapes are confidential student records and will be retained with other student records. Videotapes will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view videotapes of their student if the videotapes are used in a disciplinary proceeding involving their student.

### **Cell Phones & Electronic Devices**

#### **Cell Phone Policy (Remotely Activated, or Activating Communication Device Use)**

For the purposes of this handbook, "Remotely activated, or activating Communication Devices" are defined to include portable two-way telecommunication devices, including but not limited to cellular telephone with or without cameras, beepers, walkie-talkies, other hand-held computing devices used as a communication device, any portable electronic device capable of storing and transmitting or receiving images, such as cameras, as well as any new technology developed for similar purposes and will be referred to as cell phones.

At Grinnell Middle School cell phone use is prohibited from the times of 7:30-3:05. If a student brings a cellphone to school it should be turned off, not in use or visible at all times throughout the school day.

Any phones that are out will be taken to the office for parent pick up. If the phone isn't given to an adult, the student will serve success school for the rest of the day. If students need to communicate, they have access to email and can ask to use the office phone.

Cell phones with cameras and other portable "Remotely Activated or Activating Communication Devices" capable of storing and transmitting or receiving images are banned from locker rooms and rest rooms at

ALL times. Students will be disciplined for the possession of cell phones with cameras in school locker rooms or restrooms.

Emergency calls should be directed to the middle school office 236-2750, and the school secretary will get the message to the staff member or the student.

The school district or administration will not be responsible for the loss, damage, destruction, or theft of any electronic device/cell phone brought to school.

Unacceptable use of cell phones includes, but is not limited to the following:

- Use of cell phone during class for any reason (or use of a cell phone for other than allowed purposes [e.g., using the calculator app in a math class])
- Taking pictures in locker room or bathroom
- Taking any picture of another person for the purpose of ridiculing the other person (falling asleep, chewing food with mouth open, nudity, etc.)
- Use of cell phone or any device to cheat
- Use of cell phone or any device to harass another person

The consequences of unacceptable use could include notice of the following:

- Device shall be confiscated
  - For the remainder of the day
  - May be turned over to law enforcement
  - Subject to search
- Other discipline (suspension from class/from activities)
- Parents shall be informed
- Law enforcement shall be informed where appropriate

Airpods or headphones will not be allowed in the hallways at lunch or recess. Airpod/headphones will be up to teacher discretion in the classroom.

### **Academic Dishonesty**

**Students are expected to conduct themselves honestly and with integrity in their work. All forms of academic dishonesty and plagiarism are prohibited. Actions that are unacceptable includes, but is not limited to:**

- copying another student's homework
- working with others on projects or daily assignments that are meant to be done individually
- looking at or copying another student's test or quiz answers
- allowing another student to look at or copy answers from your test or quiz
- using another method to get/give test or quiz answers
- taking a test or quiz, in part or in whole, to give to others
- copying information from a source without proper attribution
- taking and using papers from other students, publications, or the internet

Violators of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations and other factors. Disciplinary measures include, but are not limited to, receiving a failing grade (zero) on the assignment/project/test, receiving a lower overall grade in the class, failing the course, detention, or suspension.

### **Dress Code & Student Appearance**

GMS strives to maintain a quality learning environment in which students are physically and emotionally safe and able to achieve and maintain a positive self-concept. Accordingly, some clothing articles are disruptive and/or considered lewd and vulgar which can create a negative learning environment to students and/or staff as determined by school administration. For example, certain messages or logos run contrary to the mission and philosophy of GMS regarding the perils of alcohol, tobacco, and other drugs. Hats and sunglasses are prohibited once students enter the building. They are to be kept in the student's locker. All hats and sunglasses not in the locker will be confiscated and returned to the student at the end of the day. Wearing hoods on students' heads is not allowed as well. Students that repeatedly put their hood up will be subject to an office referral. Repeated offenses will result in restitution and/or suspension. Students with articles of clothing in question will be sent to the assistant principal.

The following EXAMPLES of clothing ARE NOT to be worn at GMS.

- Clothing that displays language with sexual innuendos.
- Articles of clothing that portray alcohol/tobacco/drug products or insignias.
- Articles of clothing that portray graphic violence or display degrading or profane language.
- Any displays of lewd or vulgar content.
- Any attire that exposes undergarments or are worn to expose undergarments.
- Shirts/tops/tank tops that expose the midsection of the body, chest, and/or back
- Hats, hoods, and bandanas.
- Flags worn on the body as a cape or carried around.

**Physical education** has an alternate set of dress code rules that should be adhered to while in that class setting. The expectations for dress while in P.E. class will be delivered to the students within the first few class periods. The P.E. instructors have the right to administer these clothing regulations in their classroom setting.

### **Driving to School - Students**

School permits will not be issued to middle school students.

### **Fines – Fees- Charges (board policy 503.3)**

The board believes students should respect school district property and assist in its preservation for future use of others. Students may be assessed fines, charges, or fees for the materials needed in a course, for overdue school materials, for participating in activities, or for misuse of school property.

At GMS student books must be returned at the completion of each class. If books are not returned, students are charged a replacement fee. A fine will also be assessed for damage to a book that is beyond normal wear. The classroom teacher and the administration determine the amount of each fee or fine. Students may also be charged fines for damage to classroom equipment. Miscellaneous damage not covered below will be determined on a case-by-case basis.

### **Food, Drinks, Gum, or Candy in the Classroom**

Students will not be allowed to bring candy to school. If snacks or candy are handed out by a teacher, they need to be eaten in that teacher's room. Consequences will be given for repeated offenses or if these items create a classroom disruption. Exceptions to this rule include; drinking water and lunchtime. Gum will not be allowed.

Drinks other than water are not to be consumed between classes or stored in lockers unless unopened and for consumption after school hours.

- Food/beverages are never to be consumed in the hallways.
- Students may bring to school and have healthy mid-morning or mid-afternoon snacks if approved by their classroom teacher. Suggested healthy snack list [linked here](#).

**Inclement Weather:** In case of severe weather, announcements of early dismissals, late starts, or cancellations will be made through Infinite Campus Messenger, KGRN 1410 AM radio, WHO TV, and on our school district website.

### **Lockers (board policy 502.5)**

Student lockers are the property of the school district. Students shall use the lockers assigned to them by the school district for storing their school materials and personal belongings necessary for attendance at school. It shall be the responsibility of each student to keep his or her assigned lockers clean and undamaged. To ensure students are properly maintaining their assigned locker, the principal of the building may periodically inspect all or a random selection of lockers and desks. Either students or an additional school employee will be present during the inspection of lockers and desks. Student lockers and desks may also be searched, at any time and without advance notice, in compliance with board policy regulating search and seizure.

Infinite Campus locker assignments are binding. Students cannot move to alternate lockers, they are responsible for all items in their assigned Infinite Campus recorded locker.

### **Lunch and Breakfast Program**

All students will eat lunch at the middle school. In certain situations, students may be given permission to leave the school during the lunch period if their parents have previously notified the school. Students are to display courtesy and good manners in the cafeteria as in any part of the school. All students including those that bring their lunch must go to the cafeteria during the assigned lunch period. No food is to be taken from the cafeteria area. The Student Success Team may grant exceptions to this rule. In the interest of good nutrition (and federal law), **pop is not allowed in the cafeteria.**

### **Lunch Money**

Money brought to school for lunch and a-la-carte funds should be brought to the lunchroom each morning before the start of the school day. Deposits not brought to the office or lunchroom before school will be deposited the following school day.

### **Physical Education Policies/Requirements (board policy 603.6)**

Students in grades one through twelve are required to participate in physical education courses unless the principal of their attendance center excuses them. Students may be excused from physical education courses if the student presents a written statement from a doctor stating that such activities could be injurious to the health of the student or the student has been exempted because of a conflict with the student's religious beliefs. Written excuses from a doctor must be presented to the school nurse first and then to the physical education teachers.



### **Physical Activity (Healthy Kids Act, State of Iowa)**

State law requires every middle school student to have 120 minutes of physical activity each week. To meet this expectation, students are required to engage in physical activity three times a cycle through physical education classes, or daily at recess. Other options for meeting this requirement include participation in athletics or various activities away from school.

### **Physical Restraint of Students**

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

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

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education’s Website link <http://www.iowa.gov/educate/> and search for Timeout, Seclusion and Restraint.

### **Schedule Changes**

Schedule changes after the first five days of each trimester require approval from the appropriate teacher. Approvals for schedule changes will be given on the merit of each case and will not be automatic.

### **Search and Seizure Regulations (board policy 502.8)**

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students or protected student areas based on a reasonable and articulable suspicion that schools maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees, and visitors to the school district facilities. The furnishing of a locker, desk, or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, will not create a protected student areas and will not give rise to an expectation of privacy with respect to the locker, desk, or other facility. (See Board Policy 502.8 for the complete policy)

At GMS -- A search of a student, student’s possessions, or those items issued to a student by the district (lockers, desks, textbook, iPad, etc...), will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules or regulations affecting school order.

Factors such as the following may form reasonable suspicion:

- a. Eyewitness observations by employees
- b. Information received from reliable sources
- c. Suspicious actions by the student
- d. The student’s past history and school record, although this factor alone is not sufficient to provide the basis for reasonable suspicion.

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

- a. The age of the student
- b. The sex of the student
- c. The nature of the infraction
- d. The emergency requiring the search without delay

### **Student Complaints (board policy – 502.4)**

Student complaints and grievances regarding board policy or administrative regulations and other matters should be addressed to the student's teacher or another licensed employee, other than the administration, for resolution of the complaint. It is the goal of the board to resolve student complaints at the lowest organizational level. If a licensed employee cannot resolve the complaint, the student may discuss the matter with the principal within four school days of the employee's decision. If the principal cannot resolve the matter, the student may discuss it with the superintendent within four school days after speaking with the principal. In extenuating circumstances, exceptions to this timeline may be granted to the students. If the superintendent does not satisfactorily resolve the matter, the student may ask to have the matter placed on the board agenda of a regularly scheduled board meeting in compliance with board policy.

### **Student Publications**

Official school publications are free from prior restraint by school officials except as provided by law. A faculty advisor shall supervise student writers to maintain professional standards of English and journalism and to comply with the law, including, but not limited to, the restrictions against unlawful speech. The production of official school publications shall be guided by the law and by the ethical standards adopted by professional associations of societies of journalism.

Persons, other than students, who believe they have been aggrieved by student expression in a student produced official school publication, shall follow the grievance procedure outlined in Board Policy 213.1R1. Students who believe their freedom of expression in a student produced official school publication has been restricted shall follow the grievance procedure outlined in Board Policy 504.3R1.

### **Tiger Time**

Every student at GMS will be assigned to a Tiger Time which is their homeroom. Tiger Times meets opposite the students' lunchtimes. Tiger Time for 5th and 6th grades will be recess.

### **Visitors/Guests**

Visitors must check in at the GMS office to obtain a visitor's pass and to sign in. School age students must have a parent/guardian escort them if they wish to visit a classroom.

### **Wellness**

GMS promotes student health by supporting wellness, quality nutrition, and regular physical activity as part of the total learning environment (Policy 507.9). Please encourage healthy snacks and regular physical activity throughout a student's day. Teachers are not to withhold recess as punishment or to have students do late work.

## **MISCELLANEOUS (Legal Notifications)**

### **Asbestos Notification (board policy 804.4)**

Friable and non-friable asbestos containing materials will be maintained in good condition and appropriate precautions will be followed when the material is disturbed. If there is a need to replace asbestos it will be replaced with non-asbestos containing materials. The school district will annually notify, appoint and train appropriate employees as necessary.

### **Distribution of Materials (board policy 903.5 903.5R1)**

Non-curricular materials to be distributed or displayed must submit an application through the district's website under "Virtual Backpack." The application must be approved by the district office staff and meet certain standards prior to their distribution.

### **Equal Educational Opportunity (board policy 102)**

The board will not discriminate in its educational activities based on any of the following actual or perceived traits or characteristics, including but not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, gender expression, ethnicity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. The board requires all persons, agencies, vendors, contractors, and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity. The board is committed to the policy that no otherwise qualified person will be excluded from educational activities based on any of the following actual or perceived traits or characteristics, including but not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

All complaints will be taken seriously and followed up with a written response to the person who has completed this form. Following the completion of the response the person completing this form will receive a copy and this will be entered into the district's file in the event that it needs to be referenced at a later date. If the person who completes this form is not satisfied with the response, they should contact the District Superintendent at 641-236-2700.

### **Family Educational Rights and Privacy Act (FERPA)**

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. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the district 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 principal or appropriate 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. (see Exhibit 506.1E5)
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as

requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. (see Exhibit 506.1E4)

(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 district 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 the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. (see Exhibit 506.1E2)

(4) The right to inform the school district that the parent does not want directory information, as defined below, to be released. Directory information can be released without prior parental consent. Any student over the age of eighteen or parent not wanting this information released to the public must make object in writing to the principal. The objection needs to be renewed annually. Directory information is defined as: Name, Address, Telephone Listing, Date of Birth, Email Address, Grade Level, Enrollment Status, Major Field of Study, Participation in Officially Recognized Activities and Sports, Weight and Height of Members of Athletic Teams, Dates of Attendance, Degrees and Awards Received, the Most Recent School or Institution Attended by the Student, Photograph and Likeness and Other Similar Information.

(5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC, 20202-4605.

### **Free or Reduced Cost Meals Eligibility (board policy 710.2)**

Students enrolled and attending school in the school district, who are unable to afford the lunch program, the cost or a portion of the cost of the school lunch, breakfast, and supplemental foods, will be provided by the school food program services at no cost or at a reduced cost.

### **Inspection of Educational Materials (board policy 605.2)**

Parents and other members of the school district community may view the instructional materials used by students. All instructional materials, including teacher's manuals, films, tapes or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any federally funded programs must be available for inspection by parents. The instructional materials must be viewed on school district premises. Copies may be obtained according to board policy.

### **Jurisdictional Statement**

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaging in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule or

regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

The Grinnell Community School District reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the office (641-236-2750) for information about the current enforcement of the policies, rules or regulations of the school district.

#### **iPad Policy and Procedures (see board policy 605.6)**

The Grinnell-Newburg Community School District is a 1:1 district for grades 5-8. Each student at the middle school is issued an iPad at the beginning of the school year. The 1:1 integration of technology in our school is viewed as a way of promoting learning. There are other benefits for the integration of technology, but student learning will always be at the forefront. We have created a technology tab on our school website that will help answer questions and concerns of parents and students.

Students and parents will participate in a "1:1 roll out" at the beginning of the school year. At this time the policy will be reviewed and expectations explained. Students will receive their iPad after both parent and student have completed the appropriate forms.

It should be noted that the iPad issued to the students is the property of the Grinnell-Newburg School District. The Grinnell-Newburg Community School District retains the sole right of possession and/or ownership of District equipment including but not limited to: the Apple iPad; computer equipment including but limited to any materials, software or programs owned by and/or installed on the computer by the District; District internet; and/or District email. The District grants permission to the student to use the District equipment and/or resources, for educational purposes only, according to the guidelines set forth in the iPad Policy and Procedures document (board policy 605.6); the Student Handbook; District rules and/or policies; and all applicable laws.

Students should not have lewd or vulgar screensavers or stickers on their iPads.

#### **Multicultural/Gender Fair Education (board policy 603.4)**

Students will have an equal opportunity for a quality education without discrimination, regardless of their race, religion, creed, socioeconomic status, color, sex, marital status, national origin, sexual orientation, gender identity or disability. The education program is free of discrimination and provides equal opportunity for the students. The education program will foster knowledge or and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Special emphasis is placed on Asian Americans, African –Americans, Hispanic Americans, Native Americans, and persons with disabilities. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

#### **Nondiscrimination Policy**

The Grinnell-Newburg School District does not discriminate 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. Students, parents of students, applicants for employment and employees of the

Grinnell-Newburg School District shall have the right to file a formal complaint alleging non-compliance with equity regulations. Inquiries concerning application of this statement should be addressed to: Heidi Durbin, Equity Coordinator, Grinnell-Newburg School District, 1333 Sunset St., Grinnell, Iowa 50112, (641) 236-2700.

**Educational Records (board policy 506.1)**

The board recognizes the importance of maintaining student records and preserving their confidentiality. Student records containing personally identifiable information are kept confidential at collection, storage, disclosure, and destruction stages. The board secretary is the custodian of student records. Student records may be maintained in the central administration office or administrative office of the student's attendance center. Parents and eligible students will have access to the student's records during the regular business hours of the school district. An eligible student is a student who has reached eighteen years of age or is attending an institution of postsecondary education at the post high school level. Parents of an eligible student are provided access to the student records only with the written permission of the eligible student unless the Internal Revenue Code defines the eligible student as a dependent. In that case, the parents may be provided access without the written permission of the student. A representative of the parents or eligible student, who has received written permission from the parents or eligible student, may inspect and review a special education student's records. Parents, other than parents of an eligible student, may be denied access to a student's records if the school district has a court order stating such or when the district has been advised under the appropriate laws that the parents may not access the student records. Parents may inspect an instrument used for the purpose of collection of student personal information prior to the instrument's use.

**Teacher Qualifications and Licensure (NCLB policy)**

As parents/guardians of students in the Grinnell Community School District, you have the right to information regarding your student's teacher's qualifications, state licensure status, special endorsements for grade level subject areas taught and baccalaureate/graduate certification/degree. Parents/guardians may request this information from the superintendent's office by calling 641-236-2700, or by sending a letter of request to: Office of the Superintendent, 925 Broad Street, Grinnell, Iowa 50112.

## STRIVE for Excellence

	Assemblies	Buses	Cafeteria	Classrooms	Hallways	Recess/Relax	Restrooms and Locker Rooms
<b>S</b> tay Focused	-Listen to the speaker -Participate appropriately -Respectful eye contact and body language	-Listen to the driver, follow bus rules -Report to the bus on time	-Hands, feet, and objects to self -Keep voice volume at an appropriate level	-Stay on task -Follow teacher instruction the first time given	-Go straight to your destination	-Follow playground rules -Stay within designated recess boundary	-Keep hands, feet, and objects to yourself
<b>T</b> ake Responsibility	-Stay seated until directed otherwise in your assigned tiger time	- Keep all items in book bags - Keep aisle clear and bus clean	-Know your lunch number -Wait your turn in line -Clean up after yourself	-Come to class prepared with all materials -Turn in assignments on time	-Keep hallways clean - Arrive on time to class -Use appropriate language - Be appropriate	-Use and return equipment correctly -Follow game rules	-Use only at the appropriate time -Report issues to staff
<b>R</b> espect Everyone	-Hands and feet to yourself -Use caring language and inside voices	-Line up in an orderly way - Respect the schools' and others' personal property	-Throw away trash -Report spills to staff -Keep table area clean	- Actively listen to others when they speak -Respect classroom supplies and equipment	-Stop and listen quietly to adults -Follow staff directions promptly -Respect the personal space of others	-Share and take turns -Be kind and include others -Resolve conflict respectfully	-Give everyone privacy -Wait patiently -Knock on doors to check if available
<b>I</b> nspire Others	-Talk, cheer and applaud when appropriate	-Display good conduct, no profanity and stay seated while the bus is moving	-Use caring language -Use inside voice	-Be a positive role model and leader - Help appropriately when asked	-Lead by example -Smile and greet others	-Demonstrate good sportsmanship	-Appropriate voice volume -Honor privacy of others
<b>V</b> alue Education	-Learn, process and apply what you are hearing	-Keep computers put away in computer bags at all times	-Keep items clean -Pick up after yourself -Use utensils and food appropriately	-Allow teachers to teach and students to learn	-Be considerate of others' learning environment by keeping voices down and keeping hands and feet to yourself	-Return to classes ready to learn	-Return to class quickly -Dispose of bathroom materials correctly -Plan restroom visits between classes
<b>E</b> xpect Success	-Represent GMS in a positive manner	-Stay safe to and from school	-Use table manners -Enter and exit safely -Stay seated at the table until dismissed	-Do quality work	-Walk on the right side of the hallway and keep moving	-Enjoy the break	-Conserve resources -Enter and exit safely

[Incident Flow Chart](#)

[Incident Progression Matrix](#)