

**Glenwood Community
High School
2023-2024
STUDENT & FAMILY
HANDBOOK**



School Address: 504 E Sharp St, Glenwood, IA 51534
SCHOOL PHONE NUMBER: (712)-527-4897
DISTRICT WEBSITE: www.glenwoodschoools.org

Revised July, 2023

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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

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.....712-527-4897

Administration

Interim Principal: Mrs. Lorraine Duitsman.....duitsmanlor@glenwoodschoools.org
Dean: Mr. Cory Faust.....faustc@glenwoodschoools.org
Success Supervisor: Mr. Timothy James.....jamestim@glenwoodschoools.org
Activities Director: Mr. Jeff Bissen.....bissenj@glenwoodschoools.org

Secretaries

Mrs. Lisa Wheat..... wheatl@glenwoodschoools.org
Mrs. Jody Parks..... parksj@glenwoodschoools.org
Mrs. Charissa Wilkes..... wilkesch@glenwoodschoools.org
Mrs. Shari Rodenburg..... rodenbs@glenwoodschoools.org

Guidance Office Counselors

Mrs. Kathleen Loeffelbein (serving 9th and 10th graders)..... loeffelk@glenwoodschoools.org
Mrs. Paulina Rodenburg (serving 11th and 12th graders) rodenburgpau@glenwoodschoools.org

Social Emotional Liaison

Ms. Macy Burgess

TEACHER LIST BY DEPARTMENT

AG ED

Jessica Miller

ART

Jeff Yoachim

BUSINESS

Julie Mount

F&CS

Emilee Bilharz

FOREIGN LANGUAGE

Denise Schultz

Evelyn Zurita

INDUSTRIAL ARTS

Kelly Schubauer

LANGUAGE ARTS

Alyssa Dennis

Hannah Doorenbos

Charles Heilman

Jessica Hols

Tanner Teegarden

LIBRARY

Thomas

MATH

Taylor Miller

Samuel Peterson

Jerry Schumacher

Chris Visser

MUSIC

David Clark

Samuel Klemme

Elsa Wemhoff

PHYSICAL EDUCATION

Bryan Diekmann

Curt Schulte

SCIENCE

Kyle Gerdes

Hans Keim

Jennifer Lewis

Taylor Ridge

Alex Williams

SOCIAL STUDIES

Emily Dietz

Maria Jacobus

Marrisa Klindt

Cindy Long

Eric Rasmussen

SPECIAL EDUCATION

Kim Ashlock

Kendra Biermann

Bailey Dinsmore

Ana Hanna

Ryan Koch

Jennifer Stortenbecker

Heidi Weilage

TAG

Shamani Langille

IJAG

Shawn Shea

Visitor Policy

All visitors, including parents, should report to the office through the main entrance and receive permission to visit any teacher, classroom, or student. Upon arrival, please buzz in and state your name and purpose of visit. Upon entry, you must sign in and get a visitor pass.

In order to minimize disruption to school routine and learning, the only student 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 administration.

Other High School Resources and Partners

- Glenwood Community High School Website – <https://www.glenwoodschoools.org/highschool/>
- Parent Email Listserve Membership – Link for HS Announcements on the High School website.
- Glenwood High School Activities Calendar – Link on the High School website or visit www.hawkeyeten.org.
- Glenwood Booster Club— <http://glenwoodboosterclub.com/index.html>- Lonnie & Monica Mayberry
- Glenwood Band Boosters – Contact Mr. David Clark, clarkd@glenwoodschoools.org
- Twitter: @GlenwoodRams

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 circumstances: 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.**

Full Time Student Status

9th – 11th Grade Students: Students (9-11) are required to fill seven (7) periods each semester, including a physical education course one semester per year.

12th Grade Students: Seniors will have the following schedule options:

- Enroll in seven periods each semester.
- Enroll in five class periods at the high school, if attending courses on Iowa Western's Campus. *Two class periods will be scheduled to allow for travel time to and from Iowa Western and the course itself.*
- Enroll in five class periods at the high school, if enrolled in Career Transitions.
- Students enrolled in Concurrent Enrollment courses online through Iowa Western will be required to attend classes all seven periods of the school day. *Students will be enrolled in one period of IWCC Support Seminar for every 2 online IWCC courses in which they are enrolled.* The only way to receive late start/early departure is by enrolling in a course on Iowa Western's campus (not online) or enrolling in Career Transitions.

Any student dropping Iowa Western Classes or failing to maintain the Career Transitions Job would be required to begin carrying 7 periods each semester at the high school.

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 credit requirements (see below) prior to graduation. The following credits will be required:

GRADUATION REQUIREMENTS (Class of 2024, 2025, and 2026)

1. 50 total credits are required
2. 20 documented hours of service learning
3. CPR Certification

GRADUATION REQUIREMENTS (Class of 2027 and Beyond)

4. 48 total credits are required
5. 20 documented hours of service learning
6. CPR Certification

English - 8 credits required	Math - 6 Credits required	Social Studies - 8 credits required
English 9 (2)	Transitions to Algebra (2)	American History (2)
English 10 (2)	Integrated Math I (2)	Western Civilization (2)
English 11 (2)	Integrated Math II (2)	Economics (1)
English 12 (2)	Integrated Math III (2)	Behavioral Science (1) [Psych or Soc]
AP Language (2)	Choice (2)	Government (1)
AP Literature (2)		
Science- 6 Credits required		Financial Literacy
Physical Science (2)	**Physical Education - 4 Credits	Electives - 16 Credits required
Biology (2)		
Choice (2)		

**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 student 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. The physical education requirement must be replaced by another credit bearing elective course.

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.

EARLY GRADUATION:

Seniors are required to take a full year of English 12. This requirement makes obtaining all required credits by the conclusion of the Fall semester of the senior year impossible unless a student would do one of the following:

- A student could take two English courses in the spring of the junior year—a student would complete the second semester of English 11 in the classroom and would begin the second semester of English 12 in the classroom. The

student would then enroll in the first semester of English 12 during the first semester of their senior year.

- ***A student could take two English courses in the fall of their senior year—Two options would be available to accomplish this. A student who qualifies could take English 12 and (IWCC) Composition I simultaneously or a student could be taking semester one of English 12 in the classroom and the second semester of English through a school board approved online system, simultaneously.***

Procedures

- A student who plans to graduate early from Glenwood Community High School must have completed a preliminary application procedure on or before November 1 of his/her seventh semester.
- To be considered for early graduation, a student must have successfully completed forty-eight (Class of '24, '25, and '26 must have 50) credits. The student's parents/guardians, the assigned counselor and administrator must endorse the petition for early graduation before the request is recognized and approved.

We urge parents and the student to analyze and discuss the possible advantages and disadvantages of early graduation and to arrive at a mutually acceptable plan before making a final decision. School personnel will gladly serve as a resource for responding to questions, providing information, and assisting in the discussion of your concerns; however, the ultimate responsibility for this educational decision must be assumed by the parents and the student.

TRANSCRIPTS

Official transcripts will be sent by the counseling center to schools or agencies upon written request of the student or parent. Students requesting transcripts for themselves will receive an unofficial transcript.

GUIDELINES FOR CREDIT EARNED IN OTHER INSTITUTIONS:

- Students who are presently enrolled at Glenwood Community High School must obtain prior approval from an administrator before beginning a course for credit from another academic institution. Courses that have not been previously approved will not be accepted as credit awarded from Glenwood Community High School.
- Students not enrolled at the Glenwood Community High School but who intend to transfer credit to the Glenwood Community High School must receive approval from an administrator prior to beginning the credit course.
- Credit transferred to Glenwood Community High School by new students from other approved senior high schools will normally be accepted.
- Credits earned in Competent Private Instruction (CPI) are not recognized by Glenwood Community High School and thus students receiving CPI do not earn a diploma. Students receiving CPI are allowed to dual enroll with the district. However, in order to earn a diploma a student would be required to complete all Graduation Requirements approved by the Glenwood Board of Education. Families desiring a district diploma for their children are urged to contact their resident high school administrators during their child's 8th grade year.

Report Cards

Credits accumulate only at the end of each semester. Grades are determined by each teacher's individual grading system. These are outlined in the course syllabi (found online at the high school website). 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 once a week. 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:

<https://www.glenwoodschoools.org/parents/documents/parentpowerschool/>

Academic Recognition

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

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. If a student withdraws from a class during either semester, 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, counselor, parent, and student must reach consensus before a request is granted.

Glenwood High School Bell Schedules

Regular Schedule				
7:55	Warning	4th Period		
8:00 - 8:52	Period 1	Lunch Schedule		
8:56 - 9:48	Period 2	1st Lunch	11:16 - 11:40	
9:52 - 10:44	Period 3	2nd Lunch	11:44 - 12:08	
10:44 - 11:12	Rams Time	3rd Lunch	12:12 - 12:36	
11:16 - 12:36	Period 4			
12:40 - 1:32	Period 5			
1:36 - 2:28	Period 6			
2:32 - 3:24	Period 7			
Wednesday 1:24 Dismissal				
7:55	Warning	6th Period		
8:00 - 8:37	Period 1	Lunch Schedule		
8:41 - 9:18	Period 2	1st Lunch	11:25 - 11:48	
9:22 - 9:59	Period 3	2nd Lunch	11:52 - 12:15	
10:03 - 10:40	Period 4	3rd Lunch	12:19 - 12:43	
10:44 - 11:21	Period 5			
11:25 - 12:43	Period 6			
12:47 - 1:24	Period 7			

Pep/Assembly Schedule				
7:55	Warning	4th Period		
8:00 - 8:49	Period 1	Lunch Schedule		
8:53 - 9:42	Period 2	1st Lunch	11:22 - 11:47	
9:46 - 10:25	Assembly	2nd Lunch	11:51 - 12:16	
10:29 - 11:18	Period 3	3rd Lunch	12:20 - 12:45	
11:22 - 12:45	Period 4			
12:49 - 1:38	Period 5			
1:42 - 2:31	Period 6			
2:35 - 3:24	Period 7			
2 Hour Late Start				
9:55	Warning	3rd Period		
10:00 - 10:37	Period 1	Lunch Schedule		
10:41 - 11:18	Period 2	1st Lunch	11:22 - 11:46	
11:22 - 12:42	Period 3	2nd Lunch	11:50 - 12:14	
12:46 - 1:23	Period 4	3rd Lunch	12:18 - 12:42	
1:27 - 2:04	Period 5			
2:08 - 2:44	Period 6			
2:48 - 3:24	Period 7			

****Glenwood Community High School RAMS Time (Period 3)**

Students will stay in their 3rd period class for Rams Time every school day except for Wednesday early out days. Students who need specific help or reteaching from a core content teacher may be requested to work with a teacher during this time. Other students will use the intervention time to work on Mathia, independently read, or do choice activities. This is an approximately 30 minute period.

Glenwood High School

Student Code of Conduct

ATTENDANCE AND ABSENCES

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 shall attend school unless excused by the Principal/designee of their attendance center. Student absences approved by the Principal/designee shall be excused absences. Excused absences shall count as days in attendance for purpose of the truancy law. These absences include, but are not limited to: illness, family emergencies, recognized religious observances, District sponsored or approved activities, and parent excuses as approved by the administration.

Students who are absent shall make up the work missed to receive full credit for the missed school work. It shall be the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed.

Notification of Absences

Parents are asked to notify the school of their student's absence by calling the attendance center at 527- 4897 each day the student is absent or . Report absences online providing the full name and grade of the student and the reason for the absence. It shall be the responsibility of the parent to notify the student's attendance center no later than 10:00 a.m. of the day the student is absent or as soon as the parent knows the student will not be attending school on that day. The Principal/designee will request evidence or written verification of the student's reason for absence.

Unexcused Absences

Truancy is the failure to attend school for the minimum number of hours established in the school calendar by the Board. Truancy is the act of being absent without a reasonable excuse.

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.

Students are subject to disciplinary action for truancy, including but not limited to, detention, retention, alternative placement, suspension, expulsion, and release to human services, guidance counselor, School Officer Liaison/Truancy Officer, intervention team or other appropriate third parties. The Principal/designee shall notify the School Officer Liaison/Truancy Officer when a student is truant. The School Officer Liaison/Truancy Officer, principal or other school official will investigate the cause for a student's truancy and attempt to ensure the student's attendance.

Attendance Accountability

If the student reaches five (5) absences, the building principal will send a letter and/or the School Officer Liaison/Truancy Officer will contact the parent/guardian and the student regarding the absences. An Attendance Cooperation meeting will take place between the parent, School Officer Liaison/Truancy Officer and Principal/designee, and student as appropriate, when the student has accumulated ten (10) unexcused absences. At this meeting a detailed student specific Attendance Cooperation Agreement will be developed. This Agreement will include such terms as consequences for breach of the Agreement up to and including referral to the County Attorney for formal Mediation Contract development which may happen upon the breach of the Attendance Cooperation Agreement, but at most after accumulation of not more than two (2) additional unexcused absences.

The District designees will work with students and families to increase the likelihood that a student struggling with attendance will improve in this area. Each situation will be treated as unique. If a pattern of poor attendance exists, the District designee will:

- Follow the District's current guidelines for attendance (5-10 day communication)
- Meet with families and create and carry out plans to intervene and improve the situation
- Contact families frequently about improvement or lack thereof regarding attendance.

If any more unexcused absences occur, a recommendation for mediation with the County Attorney (or their representative) will occur. A recommendation for an Attendance Cooperation agreement will occur if the child is age 12 or under. A mediation agreement will be enforceable under Iowa Law until the child turns 16 on or before September 15 of that year or until the end of the school year if the child turns 16 after September 15.

Upon Expiration of an Attendance Cooperation Agreement, no further intervention is required. Upon Violation of an Attendance Cooperation Agreement, a Mediation agreement will be enacted if the student has two (2) or more unexcused absences after the Attendance Cooperation Agreement is signed.

In case of a student's refusal to attend school, the School Officer Liaison/Truancy Officer may take the student into custody. A student taken into custody will be placed within the custody of the Principal. The School Officer Liaison/Truancy Officer shall attempt to contact parents of a student taken into custody. If the School Officer Liaison/Truancy Officer, principal or other school official is unable to secure the truant student's attendance, the School Officer Liaison/Truancy Officer, principal or other school official should discuss the next step with the Superintendent. If after administrative action, the student is still truant, the School Officer Liaison/Truancy Officer, principal or other school official will refer the matter over to the County Attorney for students of compulsory attendance age.

The Superintendent/designee will represent the District in mediation. In the event mediation is required, the district designee will request a formal mediation meeting with the family and County Attorney.

The District will monitor the student's compliance with the Mediation Agreement and will report violations of the Mediation Contract to the County Attorney for possible prosecution. Regulations for this policy are outlined in the student handbook for each attendance center.

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 may 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 disciplinary action.

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

Leaving the Building

There are several reasons students have for leaving the building during the day. When a parent excuses a student to leave, the student must check out of the office. Students leaving must follow the following steps:

1. Obtain a pass from the secretaries or office personnel.
2. Always come and go through the front doors only.

Upon return the student must check back in the office.

Not following these guidelines could result in a loss of school privileges. .

Attendance and Activity Participation

All students must be in school at least half their scheduled day 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 Activities Director 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, attend a school event, or be on school grounds until the term of their suspension is over. Both In-School and Out-of-School Suspensions are considered served at the beginning of the next school day following the last day of the assigned suspension.

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. The first and second tardies to a class in a semester, teachers will count the student tardy and remind them of the importance of being on time to class. The third tardy, the teacher will assign the student a 30 minute detention and log a Minor Referral Entry. On the 4th and subsequent tardies, Major Office Referrals are written and students will receive a 1 hour office detention. Refusal to comply with a teacher's consequence is also insubordination and will result in a Major Referral. At the end of the semester a student's tardies are "wiped clean". Any or all E-hall pass privileges may be revoked for negative attendance patterns until student attendance improves as determined by administration.

Arriving late to school

Students are to check into the main office when arriving late to school. Administrators and teachers will be sweeping halls and getting late students to class. If they arrive before the doors lock but are late to class, they will report to class and be issued a tardy from their classroom teacher. **When students sign into the main office late, if they are not excused, they will be issued a detention. Parents/Guardians have 24 hours to call students in and excuse the tardy and the detention will be excused. 1st hour tardies will result in a 30 minute office detention to be served after school or by arrangement with the office. Failure to serve consequences will result in increased detention time.**

Unexcused Absence/Truancy-

Subject to the provisions of this policy and any corresponding administrative procedures, students shall not be absent for more than five class periods due to an unexcused absence per semester. **Excessive absences are defined as more than five unexcused absences per course, per semester and/or chronic excused absences.** The high school shall establish and implement a notification and support plan regarding unexcused absences.

An unexcused absence is a student's absence from school or class without a valid reason. A student who is absent from a class, RAMS Time,, or lunch without parental knowledge or consent or without notifying the office will be considered truant. Examples of unexcused absences include (but is not limited to):

- i. Oversleeping/alarm failure
- ii. Personal grooming appointments (hair, nails, tanning, etc)
- iii. (Pre-Absence Required) Employment/job interview
- iv. Shopping/errands
- v. Skipping class/leaving campus without following proper procedure
- vi. Family vacations that have **NOT BEEN** pre-approved
- vii. Needed at home/babysitting
- viii. Car trouble (Requires immediate communication with school).
- ix. Missing the bus/ride (Requires immediate communication with school).
- x. Needing sleep or rest

A student who is truant is subject to disciplinary action as follows.

1st - 4th Offense - 1 hour detention

5th-9th Offense -1 day In school suspension.

10th Offense - Conference with student and parents. An attendance contract will be written and signed.*

15th Offense – Further offenses will be at the sole discretion of school administration. Potential consequences could include withdrawal from electives to focus on core subjects, alternative education

placement, referral to County Attorney, and being dropped from semester courses with the ability to re-enroll the following semester, etc.

Parents/Guardians will receive attendance letters with increasing consequences at 5, 10, and 15 marks. Once a student misses 5 days of a class or more, families will receive written notification of school attendance concerns and administrative actions.

RAMS Time

RAMS Time is a privilege and should be used to further the student's understanding of a particular subject. Students that abuse this privilege by wandering the hallways or hanging in a restroom for a total of three tardies, three absences, or any combination thereof will be subject to losing this privilege for the rest of the semester or an assigned escort for the time of travel.

Academic Integrity and Cheating

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.

The following activities show a lack of academic integrity: cheating, collusion, falsifying records, lying, plagiarism (including electronic), alteration of materials, forgery, and providing or using external assistance relating to an examination, test, quiz or daily assignment, without the expressed permission of the teacher, including looking at another student's work, sharing answers, or copying another student's work or any act designed to give unfair academic advantage to the student.

The following examples will be considered as acts of plagiarism or cheating and will be subject to consequences. These are meant as examples and are not meant to be a complete list.

- Looking at another student's answers during a test, quiz, or other assessment.
- Using a "cheat sheet" or other unauthorized information during a test or quiz.
- Leaving notes or other information open or utilizing them without authorization during a test or quiz.
- Copying homework from another student.
- Giving another student the answers to tests, quizzes, or other work.
- Plagiarism. This includes, but is not limited to, copying someone else's work and presenting it as one's own, using someone else's work and not giving them appropriate credit, and "borrowing" someone else's ideas or concepts and representing them as one's original thoughts or ideas. An example would be copying definitions when the assignment is to write definitions in one's own words.
- Using another person's work with or without their permission and representing it as one's own.
- Accessing someone else's computer files and taking their work in some capacity.
- Having someone else do your work and representing it as one's own.
- Taking something off the Internet, copying and pasting it into a document and turning it in as one's own.
- Turning in the same assignment/work from a group effort rather than doing one's own using group work as a resource. This is different from cooperative learning. A cooperative effort is one in which the teacher assigns a group to produce one product, which differs from students working together in a learning activity and assigned to produce their own product. If the assignment is to produce one product as a group, that is acceptable. But, if the assignment states that students can work together but are expected to complete their own assignment, completed work is expected to be original.

- In some cases, violating the rules or procedures for an activity may be considered cheating. Some learning activities are dependent on following specific steps. Getting to the result by way of violating or circumventing the rules/procedures in an unscrupulous or dishonest manner to get results is cheating.

Plagiarism: Plagiarism is never allowed. Plagiarism is stealing or passing off the ideas or words of another as one's own or to quote someone directly and exactly without crediting the source (Webster's Collegiate, 10th edition). In other words, if you copy the work of a fellow student, a magazine article writer, a book author, a newsman's report on television, or directly copy/paste from the Internet, and do not explain in your assignment that you are using someone else's words, you are committing plagiarism. Plagiarism is illegal under the United States Copyright Law.

Glenwood Community High School now supports a building-wide Cheating Policy including the following consequences:

1st offense – must complete or retake the work or an alternate assignment to regain points lost.

2nd offense – 1 hour detention and must complete or retake the work or an alternate assignment to regain points lost.

3rd offense – must complete or retake the work or an alternate assignment to regain points lost and in school suspension with parent conference required to return to classes.

4th offense and more – must complete or retake the work or an alternate assignment to regain points lost, in school suspension, and parent conference with Principal and Superintendent required to return to classes. Depending on the number of offenses, cheating is a Level I, II, or III offense. A student's record is wiped clean at the end of the academic year.

Student Dress and Personal Appearance

Glenwood Community High School students are expected to wear appropriate attire that is not disruptive to the school environment. Appropriate clothing isn't 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 innuendos are unacceptable.
- Students are prohibited from wearing clothing that promotes racism, sexism, discrimination, violence, or gang related activity.
- Shoes shall be worn at all times. Shoes with retractable wheels are not allowed.
- Hats, caps, dew rags / bandana, skull caps, and other head coverings and sunglasses (worn over eyes) will not be worn in the building.
- Boys may not wear revealing tank tops/muscle shirts to school.
- No open sides that expose below the underarm.
- Bras must not be seen.
- Waistlines are not to be intentionally exposed revealing midriff. Shirts must come to the top of the pant waistline.
- The bottom of shorts must be seen below the shirt / hoodie.
- 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).

Note: PE / Athletic Enhancement classes are encouraged to wear lace up tennis shoes for working out. Slip on shoes, for example: Hey Dudes / Crocs are not recommended, as they may slip off and create a safety concern.

Coaches/sponsors ordering attire for teams/groups must follow the dress code and get administrative approval.

Students who cannot make appearance “dress code appropriate” may be sent home to change.

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. It shows poor judgment, makes others uncomfortable, and demeans the individuals involved. Students should demonstrate respect for themselves and others by conducting themselves in an appropriate manner. Public displays of affection include, but aren't limited to, grabbing, excessive hugging, and kissing of any kind. 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 are responsible for conducting themselves in a manner that respects the rights of others. Misuse of any electronic device whether District or student owned, including personal cell phones, that interferes with a positive, orderly District environment does not respect the rights of others and is expressly forbidden.

As used in this policy, “electronic devices” means anything that can be used to create, capture, transmit or receive audio, images, video or data.

Students are prohibited from using electronic devices in any manner in District buildings, while on District premises, or on District transportation other than for purposes specifically permitted by authorized District personnel. Authorized student use of electronic devices shall be consistent with and in compliance with all applicable laws and District policies, rules, regulations, and procedures governing the use of electronic devices, District networks, and District internet access.

Students are prohibited from using electronic devices for the purpose of browsing the internet; composing or reading email and text messages or making or answering phone calls **while** driving a motor vehicle on school property.

The use of an electronic device is permitted to the extent it is approved in a student's individualized education program (IEP) or 504 Plan or it is needed in an emergency that threatens the safety of students, staff or other individuals. The use of electronic devices at District sponsored activities outside the regular school day is permitted to the extent and within the limitations allowed by the event or activity the student is attending.

The student and/or student's parents or guardians expressly assume any risk associated with students owning or possessing electronic devices. Students misusing electronic devices shall have them confiscated and shall be subject to discipline, including suspension or expulsion.

Confiscated devices may be picked up at the administration office in the appropriate attendance center by the student's parents or guardians. Students have no right of privacy as to the content contained on electronic devices that have been confiscated.

Cell Phones And Electronic Devices (including tablets, smart watches, non-school electronic devices)

Cell phones may be used before and after school, during a student's lunch, and during bell passing times **ONLY**. **Cell phone use in restroom areas and locker rooms is prohibited at ALL times.** Cell phone usage is only allowed in class with the expressed permission of the teacher or if listed in a student's 504 plan (i.e. diabetes.)

Cell phones will be placed on silent or shut-down and will be stored in a designated area assigned by the teacher at the beginning of each class period. Possession of a cell phones/tablets/smart watch or similar electronic device used for any sort of communication (including social media of any kind, texting/texting apps, or voice calls) will not be allowed by the student during a pass.

Students using cell phones during class time and without teacher permission will result in consequences.

Consequences for unauthorized phone use will increase with the number of major referrals written. Number of offenses will restart at the beginning of the year.

1st offense - Device turned into office and returned to student at the end of the day.

2nd offense - 1hr. Detention, phone turned into the office, parent contacted about the violation.

3rd offense - Two 1hr. detentions, the parent/guardian needs to pick up the phone from the office.

4th offense - The student will either leave their cell phone at home or the phone will be turned into the office each morning and picked up at the end of each day for the remainder of the semester. A contract will be written and signed by the student and parent. Refusal or being caught with a phone during the day will result in further consequences as determined by administration.

Cell phones are not allowed in restrooms or locker rooms.

If students are seen using their cell phones in a prohibited area of the school, this will be treated as a level 2 or 3 consequence depending on the severity of the offense.

Inappropriate use of cell phones or other electronic devices

If students are seen (or there is evidence of) using their cell phones to record any type of physical fight, verbal altercation, vandalism, destruction of school property, bullying/harassment, or any other act which is hurtful or harmful to others in the school or looks unfavorable to the school, consequences will be as follows:

1. Good Conduct Enforcement (33%, 50%, or 100% of extracurricular activities per the Good Conduct policy)
2. Out of School Suspension (up to three days)
3. Loss of Cell Phone Privileges

The consequences above also apply to students who share and post evidence of recordings to social media and/or group texts and chats. *Depending on the nature of the post, who it was shared with, the scope of the infraction, administration reserves the right to assign an appropriate level of consequence.

Other Electronic Devices

Non-school issued electronic devices of any kind will not be allowed unless you have permission from a teacher or administration.

Valuables at School

If a student forgets or has money or valuables with them (especially during weights or PE) they should give them to the teacher in charge so that they can be secured.

Detention Guidelines

1. Students must report to detention at the start of the hour to serve time.
2. Turn your phone into the supervisor.
3. No talking unless you need to ask the detention teacher a question.
4. Do not leave the room without the permission from the detention teacher.
5. No food or drinks. (Unless issued a lunch detention).
6. No Sleeping. You need to bring something to study or work on.
7. If a student needs to use the restroom you must get permission from the detention teacher and will be given an E-Hallpass. Only one student will be allowed to leave at a time and may be escorted by a hall sweeper.
8. Students who refuse or fail to work will repeat the detention the next available time.
9. Students involved in activities and are assigned a detention must serve on the assigned day before participating in their individual activity. This includes practices and rehearsals.

In-School Suspension Guidelines

1. In School Suspension (ISS) students will give all electronics (Ipods, mp3 player, cell phones) besides Chromebook to the ISS supervisor prior to ISS. They will be returned to the student upon completion of the suspension.
2. All students who are given ISS will not be completed with their ISS until the end of their school day and their expectations have been fulfilled (satisfactory behaviors, work completion, and behavioral counseling). **If completion is unsuccessful, additional day(s) of ISS will be assigned.**
3. ISS students will be required to work and stay busy until the end of the assigned ISS day. The ISS supervisor will collect any work from their teachers that they will miss in classes while serving ISS.
4. ISS students will not be allowed to leave the room without permission.
5. An ISS will turn to an Out of School (OSS) suspension if a student fails to follow the ISS guidelines listed above or fails to work as directed by the ISS supervisor. Any student who chooses to sleep in ISS or be defiant of expectations will be sent home and their ISS will become OSS. They will be required to finish their assigned ISS upon return to school.
6. Students involved in activities and are assigned a detention must serve on the assigned day before participating in their individual activity.

Lunchroom Guidelines

STUDENTS WILL NOT BE PERMITTED TO LEAVE THE SCHOOL GROUNDS DURING THEIR LUNCH PERIOD WITHOUT PARENT PERMISSION. Students are to be in the cafeteria during lunch and remain there until dismissed by the lunchroom supervisors. All food purchased in the cafeteria must be consumed in the cafeteria unless serving a lunch detention or working lunch. Students are not to return to the classroom without teacher supervision. Throwing food during the lunch period will not be tolerated. If this occurs students may be assigned an alternative place to eat their lunch and a consequence will be assigned depending on the level of disruption that is caused. If a student chooses to make an unusually large mess, the student will be required to clean the mess up. Students must sign out and be given a lanyard pass to use the restroom during lunch. A maximum of 2 boys and 2 girls at any one time will be allowed out of the lunchroom.

Hallway Guidelines

All students are to have a valid E-Hallpass to leave the classroom or to utilize the media center. 2 passes, per student, per day; unless medical exemption.* Students who abuse this pass policy will be put on “no pass” status until attendance

improves, and all passes to leave class must be approved by the administration. Students not scheduled for a class will use the cafeteria or mediacenter.

Restroom Use

Students are to use the nearest available restroom to their class, signs notifying each student of the route to and from the nearest restroom will be hung in each classroom. Any deviation of the route or bathroom assigned will be constituted as skipping class and will be subject to disciplinary action and/or loss of pass privileges for the semester. Cell phone use in the restroom is prohibited and subject to disciplinary consequences. Limit one person per stall. If multiple students are found in a single stall, the first offense will result in a 1 hour detention and could be grounds for a search.

Food and Beverages

Food and beverages should not be consumed in classrooms and hallways unless given permission from a teacher or administrator. Students may have water at any time in a clear bottle. Items purchased for breakfast and lunch are to be consumed in the cafeteria area during breakfast/lunch time. Students who bring breakfast from home may eat at their lockers as long as they clean up after themselves. If wrappers, containers or garbage becomes an issue the administration can require all food to stay in the cafeteria. At each teacher's discretion.

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 the 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 websites 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.
- 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 all-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.

During-School Detention or Lunch Detention (DSD) is the placement of students in a detention room during lunch. The principal, assistant principal or his/her designee, and teachers may assign DSD. Detentions may include helping custodians or a variety of other activities that the assistant principal may determine appropriate as part of the consequences for inappropriate behavior. Parents will be notified if their child is expected to serve a detention. Students

serving detention during lunch will eat school lunch while serving their consequence but be required to serve in an alternative location besides the school cafeteria.

Before or After School Detention (BSD/ASD) is the placement of students in a detention room before or after school. The principal, assistant principal, or his/her designee, and teachers may assign BSD, ASD. Detentions may include helping custodians or a variety of other activities that the assistant principal may determine appropriate as part of the consequence for inappropriate behavior. Parents will be notified if their child is expected to serve a detention. ASD will take place in the cafeteria Tuesdays and Thursdays after school until 5 p.m. BSD and ASD must be arranged with the office. Dates and times are subject to change.

In-School-Suspension (ISS) is removal from regular classes and connections for a period of time. Students in 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 the end of the last day of the assigned suspension. On a regular school day ISS ends at 3:24 regardless of the student's normal school day. Any student who receives a suspension is also ineligible for practices or activities on all calendar days in which the suspension is served. Suspensions are to be assigned and served closest to the infraction.

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, attend a school event, or be on school grounds until the term of their suspension is over. OSS is considered served at 8:00 a.m. on the following school day. Suspensions are to be assigned and served closest to the infraction.

Suspension from School Activities (SSA) is the removal of a student from attending school events for a given time. Students who receive SSA are prohibited from events like school dances (including Homecoming and Prom), and all athletic contests. Administration may use SSA in addition to, or as an alternative to detention, OSS, ISS, or expulsion.

Expulsion is removal of a student from school by the school board. On 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.

*** Any student who fails to complete any of the above disciplinary actions at the end of a semester or school year will be carried over to the next semester or school year with the possibility of substituting a higher level or discipline or additional levels of disciplinary action.**

Level I (Minor Referrals): 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. Violations of classroom rules
- D. Tardiness
- E. Refuse direction
- F. Profanity/inappropriate language
- G. Disrespect

H. Harassment

I. Violating technology expectations (cell phone, chromebook, listening devices, etc)

Level II & III: To be administered by the assistant principal, principal, or representative.

Detentions may be assigned for inappropriate student conduct. Suspensions can be either in school (ISS) or out of school (OSS). This will be determined by the administration. 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 (DSD, BSD/ASD, SSA, ISS, or OSS) for up to 5 days with a possible recommendation of an additional 5 days to the School Superintendent. Behaviors included, but are not limited to:

- A. Disruptive conduct.....1st offense
- B. Profanity, obscenity or possession of pornographic literature or materials.....1st offense
- C. Unsportsmanlike conduct (unfair play, lack of respect for opponents and ungracious behavior in winning or losing).....1st offense
- D. Possession or use of vape / 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 disability1st 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 disobedience1st offense
- I. Student-to-Student or Sexual Harassment.....1st offense
- J. Truancy (Staying out of school without permission).....1st offense
- K. Sexting (see definition p. 24)1st offense

Level III: Students may be suspended (SSA, ISS, or OSS) for up to 5 days with a possible recommendation to the Superintendent for additional 5 days and/or expulsion. Behaviors included, but are not limited to:

- A. Disruptive conduct.....2nd offense
- B. Profanity, obscenity or possession of pornographic literature or materials2nd offense
- C. Unsportsmanlike conduct (unfair play, lack of respect for opponents ungracious behavior in winning or losing).....2nd offense
- D. Possession or use of vape / 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 disability2nd 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 disobedience2nd offense
- I. Student-to-Student or Sexual Harassment.....2nd offense
- J. Truancy (Staying out of school without permission).....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, hallucinogen, or drugs or alcohol or any substance presented as such. This includes drug paraphernalia 1st offense
- P. Vandalism (intentional destruction of or damage to 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 part, 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. Trespassing on school property 1st offense
- W. Sexting (see definition p.25) 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. (Suspension ranging from 5-10 days).

Level IV: *To be administered by the Superintendent of Glenwood Schools or his representative. Expulsions will be administered by the Glenwood Board of Education.*

A student who has been suspended out of school may need to meet with the Superintendent, Director of Student Services, building principal, and parent/guardian prior to returning to the Glenwood Community Middle School to determine if the student should be expelled from school. If a student's action presents a serious and/or continued violation of conduct as listed under reasons for expulsion as identified in Board policy 501.6, the Superintendent of Schools or representative may recommend to the Board of Education that the student be expelled for a minimum period of time. The student and/or parent or legal guardian is entitled to be present for a hearing before the Board as part of an expulsion proceeding.

Any student expelled from school by the Board of Directors may be readmitted only by the Board of Directors. In cases involving expulsion, the Board may establish conditions for readmission. Conditions for readmission will focus on behavioral and academic standards. Violation of these conditions could lead to continuation of the expulsion.

The following behaviors include, but are not limited to, for recommendation of expulsion are:

- A. Transmission, possession or use of any weapon or any instrument intended as a weapon. Board policy 501.3 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 vape/tobacco products; including the possession of drug paraphernalia
- 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. The 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. Physical assault or intimidation of a staff member or student including profane, obscene, or abusive language (to include sexist, racist, or discriminatory comments).
- I. Threat of physical assault, intimidation or coercion, including efforts to obtain money or items of value
- J. Engaging in any activity that constitutes a danger to other students or interferes with the purpose of the school.
- K. Insubordination (verbal or physical defiance of authority or rules)
- L. Setting or attempting to set a fire.
- M. Furnishing, selling or attempting to furnish or sell any substance presented as an actual illegal drug, narcotic or controlled substance.
- N. Cumulative misconducts including truancy, endangering the safety of others or disrupting any aspect of the school environment.
- O. Destruction, damage or unauthorized manipulation of hardware, software or any aspect or component of a school's electronic information system.
- P. 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.
- Q. Trespassing on school property, including being in a school building when a charge of criminal trespass could apply.
- R. Students with a pattern of lesser behaviors (Level III) where interventions are not working.
- S. Sexting (see definition p.28)

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 severe assaults, ongoing student-to-student harassment, possession of a vape, tobacco, drugs, alcohol, or weapons will be referred to local law enforcement authorities at the discretion of the school administration.

THEFT

In addition to being subject to in-school and/or out-of-school suspension, a student who is involved in a theft of any nature will be required to make full restitution for property which has been stolen. *Depending on the offense, law enforcement may be notified.

WEAPONS POLICY

The Board believes weapons that have not been pre-approved in writing by the Superintendent, look-alikes and other dangerous objects on school property 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, vehicles, or property within the jurisdiction of the school district.

School is not an appropriate place for weapons that haven't been pre-approved in writing by the Superintendent, look-alikes or dangerous objects. Weapons not pre-approved in writing by the Superintendent, look-alikes and other dangerous objects will be taken from students and others when brought onto school district property or onto property within the jurisdiction of the school district or from students who are within control of the school district.

Parents/guardians of students found to possess a weapon that has not been pre-approved in writing by the Superintendent, look-alike or dangerous object on school property shall be notified of the incident. Confiscation of weapons that haven't been pre-approved in writing by the Superintendent, look-alikes or dangerous objects shall be reported to the law enforcement officials. The student will be subject to disciplinary action (suspension or expulsion).

Students bringing a firearm on school property or to a school sponsored activity without pre approval in writing by the superintendent shall be expelled for no less than twelve months and will be referred to law enforcement authorities. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. The Board may establish conditions for re-admission for the student and parent/guardian.

For the purpose of this policy, the term "dangerous object" includes any instrument or device designed primarily for use, in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for which it was designed. The term "dangerous object" also includes any instrument or device or any sort whatsoever which is actually used in such a manner as to indicate that the individual intends to inflict death or injury upon the other, and which, when so used, is capable of inflicting death upon a human being. In addition, dangerous objects or any instrument used as a weapon in the school includes any object used to intimidate, coerce, scare or threaten a student, school district employee or visitor. Dangerous objects therefore include, but are limited to clubs, nunchakus, brass knuckles, knives regardless of blade length, stun guns, BB and pellet guns, toy guns used or displayed as real guns and unloaded guns.

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 a display shall also be exempt from this policy.

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 severe assaults, ongoing or threatening 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.

SUBSTANCES (Drugs or alcohol possession or usage including possession of drug paraphernalia.)

Students in possession or use of alcohol or drugs will be referred to law enforcement authorities.

TOBACCO USAGE

Students will be referred to law enforcement authorities when in possession of tobacco products on school property or at a school activity.

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.

The use of tobacco and nicotine products; including, but not limited to, cigarettes, nicotine chew, snus, dissolvables, electronic cigarettes, any electronic devices that can be used to deliver nicotine to the person inhaling from the device, any other look-alike products in which the original would include tobacco and/or nicotine and/or other nicotine products that are not approved by the Federal Drug Administration for tobacco cessation; on district property; including in district buildings, on district grounds, in district transportation vehicles, or at any district activity; is prohibited. This policy extends to all students, employees, volunteers, and visitors. This policy applies at all times, including during school –sponsored events and during non-school sponsored events. in

Beginning the 2023-24 school year, offenses carry over from the middle school to the high school and throughout the student’s academic career.

Level II

- Possession or use of tobacco products on school property including possession of a lighter:
 - 1st Offense: 2 days OSS
 - 2nd Offense: 3 days OSS
 - 3rd Offense: 5 days OSS with a recommendation to Superintendent Embray for 5 additional days of OSS and possible expulsion.

Level III

- Using, possessing, or being under the influence of any narcotic, hallucinogen, or drugs or alcohol or any substance presented as such:
- Possession of drug paraphernalia
 - 1st Offense: 3 days OSS
 - 2nd Offense: 5 days OSS
 - 3rd Offense: 5 days OSS with a recommendation to Superintendent Embray for 5 additional days of OSS and possible expulsion

Distribution of tobacco, alcohol, and other substances considered to be controlled substances will result in the following:

- 1st Offense: 5 days OSS with a recommendation to Superintendent Embray for 5 additional days of OSS and possible expulsion

*Distribution is defined as getting something in exchange for the product.

Sexting

Sexting is the act of taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images or photos. Students who engage in sexting will be subject to the disciplinary procedures of the school district; and may be reported to law enforcement and/or other appropriate state or federal agencies; this may result in arrest, criminal prosecution, and lifetime inclusion on the sexual offender registry.

***If you receive anything obscene, pornographic, lewd, or otherwise illegal, to avoid disciplinary actions, delete immediately and report it to an administrator or teacher.**

Due Process

When a student is in violation of the Student Code of Conduct, 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 are 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 assistant principal. Her 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.

Camera Monitoring Notice to Parents

The Glenwood Community School District Board of Directors has authorized the use of video and or audio cameras or other recording equipment on school district property and buses. Recordings will be used to monitor student and staff behavior, to maintain order on school property and buses, and to promote and keep a safe environment.

Students and parents are hereby notified that the content of recordings may be used in a student disciplinary proceeding. The content of recordings are confidential student records and will be retained with other student records. Recordings will only be retained if necessary for use in a student and/or staff disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view recordings of their child if recordings are used in a disciplinary proceeding involving their child. Complying with Federal Law, if you do not wish to have your son or daughter's audio used in any disciplinary incident that may arise involving them for the current school year please notify the school principal in writing by September 15th. Failure to notify your child's principal in writing will be considered condoning the use of audio in a disciplinary incident involving your child. Please understand that this pertains to the audio portion only of the monitoring system.

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 high school counselors will make every effort to listen to student problems, personal or school related, and explore various solutions to the problem in a confidential manner. 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 a 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. The group guidance programs are announced in the daily bulletin and require a student pass in order to attend.

The following tests are required assessments for students:

1. Pre-ACT for all Sophomores
2. Iowa Statewide Assessment of Academic Progress-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
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 citizenship and school spirit. Student government provides a method through which the student body may communicate with administration. The majority of social functions and service projects of the high school are handled through 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: Use the media center as a quiet place for reading, learning, and research.
2. Check-out Materials: All materials must be checked out at the media center. Books may be checked out for up to 2 weeks. Reference and reserve books may be checked out for 1 class or overnight. Student librarians and the librarian may ask to check student's books as they leave for anything not checked out.
3. 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.)

Individual Class Fees

Students who build and create products, above and beyond the set curriculum will be assessed a fee for the cost of the materials.

Vocal cleaning fee is \$10.00.

Band fees: (*Payable to Glenwood Band Parents)

- Marching Band Uniform Cleaning Fee - All members*\$15.00
- Marching Band Shoe Fee - All new members or if needed*\$41.00
- Replacement Marching Shirt Fee*\$15.00
- Color Guard Gloves Fee - All new members or if needed*\$20.00
- Color Guard Shoe Fee - All new member or if needed*\$40.00
- Color Guard Uniform Fee - All new members*\$70.00
- Men Concert Uniform Fee - All new members or if needed*\$55.00
- Women Concert Dress Fee - All new members or if needed*\$70.00
- Percussion Instrument/Accessory Rental Fee - All Percussion.....\$100/year
- Wind Instrument Rental Fee\$200/year

Show Choir Fees: (Payable to Glenwood High School)

- Show Choir “Fast Lane”\$175.00/year

General Breakdown of Allocation:

- Costuming Costs.....\$115.00
- Show Construction/Competition Participation.....\$60.00

Athletic Activity Tickets

Each student may choose to purchase an activity ticket for \$50.00. 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.

Textbook, Chromebook, and Locker 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. Students will be responsible for replacement costs for school issued equipment.

Chromebook Use

Students are to bring their Chromebook every day to school. Chromebooks should be charged at home each night so they don't have to be charged at school. If a student forgets a chromebook, we will use the following protocol for checking out a loaner. Continued use of loaners will result in the following:

0-2 Times = Warning

3-5 Times = Parent Contact

6+ Times = 1 Hour Outside of School Detention

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 property and will be assessed accordingly. Failure to pay for any lost or damaged property 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 StreetSmarts (www.StreetSmartsDriversEd.com). StreetSmarts offers June & July sessions.

School Nurse

A school nurse has been assigned to the high school daily. Students needing to see the nurse should report to the nurse's 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.

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 disciplinary action. The school does not assume responsibility for lost personal items (including money and electronic devices).

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.
5. The outside of all lockers should be kept clear.

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.

PE Lockers

Students may use lockers in locker rooms to change for PE and for athletic practices. Locks are available from your coach or PE teacher. Students are responsible for their own valuables. If a student forgets or for some reason has money or valuables with them (especially during weights or PE) they should give them to the teacher in charge so that they can be secured.

Search and Seizure: School Board Policy 501.7

School district property is held in public trust by the board. School district officials (meaning licensed school employees and unlicensed school employees employed for security or supervision purposes) may, without a search warrant, search students, students lockers, personal effects, desks, or work areas, based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search shall be in a manner reasonable in scope and conducted in a manner that maintains order and discipline in the schools, promotes the educational environment, and protects 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, shall not create a protected student area and shall not give rise to an expectation of privacy with

respect the locker, desk, or other facility. Notwithstanding the requirements stated above, school officials may conduct periodic inspections of all or a randomly selected number of student lockers. At the beginning of each school year, the district shall provide written notice to each student and the student's parents, guardians, or legal custodians that school officials may conduct periodic inspections of all school lockers without prior notice. An inspection of the lockers may be accomplished using such methods including, but not limited to, a visual search of lockers by school officials or the use, by school officials or others retained at their direction, or a drug sniffing animal.

Emergency Procedures

Fire and tornado drills will be conducted throughout the year. Intercom announcements and the sound system will be used to alert students to drills and emergency procedures. Safety procedures are posted in classrooms, reviewed with students, and teachers, and described in detail in Emergency / Sub Binders.

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.

Lockdown

Each teacher has a plan for emergency situations. These situations range from disturbances in the building to intruders. Students are informed of procedures and practice them each year.

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 to 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

Apptegy/Thrillshare

In 2023, GCSD transitioned from School Messenger to Apptegy/Thrillshare. Thrillshare is a quick alert messaging service that the Glenwood Community School District is using for emergencies, weather-related closures/delays, attendance and general communications such as important school announcements and e-news. Thrillshare will enhance the district's ability to communicate regularly with parents and staff in multiple languages using text messages, phone calls, and emails.

Thrillshare also gives us the ability to communicate via an app specifically dedicated to GCSD that is available for download on both Android and Apple platforms. Thrillshare is also tied to district social media accounts so that messaging can be distributed to a number of sources through one platform.

In order to ensure that your contact information is correct and up to date, it is imperative that you have a Parent PowerSchool account set up and that you review, edit, and provide contact information that is correct during Online Registration. If your phone and email information is correct in PowerSchool, you will automatically be signed up to receive text, phone, and email messages from Thrillshare. Social media and the GCSD Thrillshare app will require voluntary participation on your part through Facebook, Twitter, Instagram, or downloading the app. Outside of Online Registration, if you have changes in your phone numbers or emails, please contact your student's building to have the information changed in PowerSchool. These corrections will automatically be changed in Apptegy/Thrillshare.

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. The parking lot is closed to the public and students between the hours of 10:00pm –6:00am
2. Slow and reasonable speeds on all school property. 10 miles per hour or less.
3. Do not block designated traffic lanes on roadways or lots.
4. Park vehicles appropriately (motorized bicycles included) in the student lots.
5. Buses have the right-of-way at dismissal time.
6. Handicap parking - the police will ticket violators.
7. STUDENTS ARE NOT TO BE IN THE PARKING LOT DURING THE SCHOOL DAY WITHOUT PRIOR PERMISSION FROM THE OFFICE.
8. Students are not allowed to park in spaces designated for staff.
9. 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.
10. Vehicles may be towed at the owner's expense.
11. No loitering in the parking lot at any time.

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

School buses are an extension of the classroom. Bus drivers will enforce the same rules as a teacher in the school building. Violations of rules will result in disciplinary action. (Transportation Department - 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

NON-DISCRIMINATION, NON-HARASSMENT, NON-RETALIATION

It is the policy of Glenwood Community School District not to discriminate on basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs) in its educational programs and its employment practices.

This District shall provide program activities, including curriculum and instructional resources, which will reflect the racial and cultural diversity present in the United States and the variety of careers, roles, and lifestyles open to both men and women in our society. One of the objectives of the district's programs, curriculum, services, and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity, and socioeconomic status. The curriculum, programs, and services shall foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Equity Coordinator,

103 Central Street, Ste 300, Glenwood, IA 51534, 712-527-9034, gcsdequitycoordinator@glenwoodschoools.org or to the Director of the Iowa Civil Rights Commission in Des Moines, to the Office for Civil Rights Chicago Office, United States Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-4544, 312-730-1560 or to the Equal Employment Opportunity Commission, Chicago, IL. Inquiries may also be directed to the Director, Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146.

To see the policy in its entirety, please refer to Board Policy No. 104.1 at www.glenwoodschoools.org.

Student Insurance

The Glenwood Community School District **does not** provide medical insurance coverage for students who are hurt while on school property. If parents/guardians want medical insurance for their child, it's 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 Hawk-I Insurance Program. This is designed for families without health insurance for their children. Information regarding this program is available in 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 coverage are available at registration or at the school offices.

Student Assistance Referral Team

The school district has a process to assist students experiencing behavior and learning difficulties, the Student Assistance Referral Team (START). For more information, contact the school 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 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 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 about asbestos in our school district, please contact Frank Bachman, at 712-527-4116.

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. Salazar and Mrs. McMullen
West Elementary School – Mrs. Huisman
Middle School – Mrs. Stanley
High School – Mrs. Duitsman & Mr. Faust
Alternative High School – Mrs. Menendez

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/evaluating federal education programs.
- D. Officials connected with a student's educational financial aid applications.
- E. Government officials to whom information is to be reported under state law (adopted November 19, 1974)
- F. Organizations which process and evaluate standardized tests.
- G. Accrediting organizations for accreditation 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:

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 to 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 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 the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent of a 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. (Director of Student Services – 712-527-3034)
3. Stay in the school they went to before becoming homeless or the 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. Transportation to school, 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, 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/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 a 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 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.

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

Harassment and bullying of students and employees are against federal, state, and local policy and are not tolerated by the Board. The Board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the Board has in place policies, procedures, and practices designed to reduce and eliminate bullying and harassment, as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have contact with students will not be tolerated in the school or school district.

The Board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including, but not limited to: race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity, socioeconomic status, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, or familial status. Harassment against employees based upon race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity, and socioeconomic status is also prohibited.

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

- tell a teacher, counselor or principal; and
- write down what happened, keep a copy and give a 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.

Harassment and bullying includes any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.
- Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:
- Verbal, nonverbal, physical, or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

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	Cindy Menendez 527-3034
Sexual Harassment Officer	Lorraine Duitsman 527-4897
Superintendent of Schools	Devin Embray 527-9034

Child Abuse Reporting

Per Chapter 102 of the Iowa Code, the Glenwood Community School District has appointed a designated investigator responsible for the investigation of allegations regarding 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.

GLENWOOD COMMUNITY SCHOOL DISTRICT

Iowa Administrative Code 281-102 Level One Investigators are as follows:

Northeast Elementary-Kara Huisman; 712-527-4886

West Elementary-Ashley Salazar; 712-527-4875

Middle School- Lorraine Duitsman; 712-527-4897

High School-Heidi Stanley; 712-527-4887

Thrive-Lorraine Duitsman; 712-527-4897

Kids Place-Cindy Menendez; 712-527-3034

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

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 Post Secondary Enrollment Option Act 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 coursework 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.

Corporal Punishment, Restraint, and Physical Confinement and Detention

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

State law limits school employees’ abilities to restrain or confine and detain students. The law limits why, how, where, and how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide notice to the child’s parent.

If you have any questions about this state law, please contact your school. Additional information is available on the Iowa Department of Education’s website:

<https://educateiowa.gov/sites/default/files/documents/2019-08-01%20Rules%20Chapter%20103.pdf> and Board Policy 501.6 which can be accessed on the district’s website at www.glenwoodschoools.org.

Criticism of School Employees

Criticism of the school employees should be constructive in nature and addressed to the parties involved. Complaints by employees against fellow employees should be discussed directly between employees. If necessary, complaints will be brought directly to the immediate supervisor and will be made in a constructive and professional manner. Complaints should not be made in the presence of other employees, students or individuals outside the school district. The goal is to resolve complaints at the lowest possible level.

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, including but not limited to removal from the activity (event).

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 five 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. During the 30 days of academic ineligibility the student may attend practices.
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 school year shall remain ineligible for the first 30 calendar days of their next sport.

Attendance and Activity Participation

All students must be in school at least half their scheduled day 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 Activities Director 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.

*Students will sign a Good Conduct form prior to participating in extracurricular activities.

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.

The full Good Conduct Rule will be handed out to students, made available to parents, and be signed prior to student participation.

Activities/Advisors/Coaches

Activities	Advisor/Coach	Time of Year
Art Club	J. Yoachim	August – May
Reach/SADD	K. Loeffelbein	August - May
Large Group Speech	J. DeYoung	November - April
Individual Speech	T. Lawler	January - April
Instrumental Band	D. Clark	August - May
Vocal Music	S. Klemme	August - May
Jazz Band	D. Schoening	September - April
Yearbook	E. Dietz	September - June
National Honor Society	TBA	August – May
Cheerleading	D. Thomas & S. Hall	August - May
Play Director	C. Florian	November
Show Choir	S. Klemme	August - May
Student Government	J. Mount	August - May
FFA	J. Miller	August - May
FCCLA	E. Bilharz	August - May
Flag Corps	A. Ellsworth	August - May
Junior Class Sponsor	J. Mount & T. Teegarden	August - May
Football	C. Faust	August - November
Volleyball	P. Carman	August - October
Cross Country	T. Peveril, M. Klindt	August - October
Boys Basketball	C. Schulte	November - March
Girls Basketball	B. Rasmussen	November - March
Wrestling	T. Weber	November - March
Boys Track	M. Starner	March - May
Girls Track	J. Bueltel	March - May
Girls Golf	M. Jacobus	March - May
Girls Tennis	T. Teegarden	March - May
Boys Soccer	C. Lovato	March - May
Girls Soccer	A. Benson	March - June
Boys Golf	B. Diekmann	March - May
Boys Tennis	G. Stivers	March - May
Baseball	K. Schultz	May - July
Softball	R. Koch	May - July
Boys Swimming	B. Schomberg	November - February
Girls Swimming	B. Schomberg	August – November
Dance Team	C. Maxwell	August – March