



# **GILBERT HIGH SCHOOL**

## **Student Handbook**

Gilbert School District Mission Statement

*"The Gilbert Learning Community will foster a passion for learning  
and empower each student to become a productive citizen  
in today's global society.*

*Every Student. Every Day.*

## GILBERT HIGH SCHOOL VISION STATEMENT

***Members of the Gilbert High School community share a commitment to create a respectful, caring atmosphere which allows all involved to learn and grow while maintaining high integrity. The daily actions of all members will fulfill the following statements to create a culture of encouragement and pride.***

<p><b>STUDENTS</b> <i>Respect:</i></p> <ul style="list-style-type: none"> <li>● Value all students, staff, equipment, and materials</li> <li>● Be fair, inclusive, and tolerant of differences</li> <li>● Appreciate our facilities and the people maintaining them</li> </ul> <p><i>Integrity:</i></p> <ul style="list-style-type: none"> <li>● Reflect high moral standards by doing the right thing even when no one is looking</li> <li>● Be trustworthy and honest</li> </ul> <p><i>Growth:</i></p> <ul style="list-style-type: none"> <li>● Challenge themselves academically and in extra-curricular activities.</li> <li>● Show initiative and responsibility for their own learning</li> <li>● Become productive, confident members of society through achievement in academic and extracurricular programs</li> </ul> <p><i>Caring:</i></p> <ul style="list-style-type: none"> <li>● Take pride in being a part of the Tiger Family</li> <li>● Foster positive relationships with both students and staff to create an environment where all feel safe and welcome</li> <li>● Make an effort to get to know peers</li> </ul> <p><b>STAFF</b> <i>Respect:</i></p> <ul style="list-style-type: none"> <li>● Value the opportunity to be an educator</li> <li>● Maintain consistent expectations for student conduct</li> <li>● Be fair, inclusive, and tolerant of differences</li> <li>● Provide timely feedback to students</li> <li>● Appreciate our facilities and the people maintaining them</li> </ul> <p><i>Integrity:</i></p> <ul style="list-style-type: none"> <li>● Reflect high moral standards by doing the right thing even when no one is looking</li> <li>● Be trustworthy and honest</li> </ul> <p><i>Growth:</i></p> <ul style="list-style-type: none"> <li>● Seek out and use new and innovative teaching practices that promote higher order thinking</li> <li>● Advocate for development of a well-rounded student through participation in a variety of activities</li> <li>● Exhibit leadership by inspiring others to reach their potential</li> <li>● Work collaboratively to improve teaching practices and to ensure student success</li> </ul> <p><i>Caring:</i></p> <ul style="list-style-type: none"> <li>● Take pride in being a part of the Tiger Family</li> <li>● Foster positive relationships with both students and staff to create an environment where all feel safe and welcome</li> <li>● Create an environment where all staff feel free to voice their ideas, knowing they will be valued</li> <li>● Use a Response to Intervention approach to collaboratively help students succeed</li> </ul>	<p><b>PROGRAMS AND CURRICULUM</b> <i>Respect:</i></p> <ul style="list-style-type: none"> <li>● Value all students regardless of ability level</li> <li>● Support a simultaneous, balanced participation in multiple programs</li> </ul> <p><i>Integrity:</i></p> <ul style="list-style-type: none"> <li>● Model and discuss good ethics and morals</li> <li>● Cultivate values of teamwork, including trusting teammates and classmates</li> </ul> <p><i>Growth:</i></p> <ul style="list-style-type: none"> <li>● Empower leaders to be creative and non-traditional in their approach to instructional delivery</li> <li>● Inspire students to reach their full potential by helping them build a strong work ethic</li> <li>● Produce a well-rounded individual through providing diverse opportunities</li> <li>● Incorporate character development to ensure post-high school success</li> <li>● Develop student leaders who not only lead by example, but verbally encourage others to do the same</li> </ul> <p><i>Caring:</i></p> <ul style="list-style-type: none"> <li>● Encourage positive relationships and a sense of belonging</li> <li>● Provide a safe environment for all</li> <li>● Promote awareness of character, academic, and program achievements</li> </ul> <p><b>COMMUNITY</b> <i>Respect:</i></p> <ul style="list-style-type: none"> <li>● Support the school's vision, goals, and mission.</li> <li>● Appreciate our facilities and the people maintaining them</li> </ul> <p><i>Integrity:</i></p> <ul style="list-style-type: none"> <li>● Expect academic success from our students</li> <li>● Model appropriate social behavior for our students and hold them accountable</li> </ul> <p><i>Growth:</i></p> <ul style="list-style-type: none"> <li>● Monitor the academic progress of students and work with teachers to encourage student success</li> <li>● Play an active role in the education and character development of students</li> </ul> <p><i>Caring:</i></p> <ul style="list-style-type: none"> <li>● Foster positive relationships with students and staff to create a welcoming, safe environment for all</li> <li>● Participate in the life of the school by volunteering services and attending events</li> <li>● Take pride in being a part of the Tiger Family</li> </ul>
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## **Purpose of this Handbook**

This handbook is designed to accomplish the following goals:

- To document school district policies and rules to serve as a guide for students and their families and to clarify the school district and school building's processes and procedures.
- To serve as a source of information for students and their families about the school district and the school building, the organizational structure and overall philosophy.
- To provide students and their families with up-to-date, easy to understand information on the range of opportunities and programs available through the school and the school district.
- To be used as a general guide. This handbook does not contain all rules or procedures under which the Gilbert High School is governed. The principal or designee will communicate to the students any rules that may apply in their specific areas. The principal or designee will be fair and consistent with any discipline associated with all rules.

## **Definitions**

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

## **Equal Educational Opportunity/Nondiscrimination**

It is the policy of the Gilbert Community School not to discriminate on the basis of age, race, color, creed, sex, religion, marital status, ethnic background, national origin, disability, sexual orientation, gender identity, or socioeconomic background in its educational programs, activities, or employment policies as required by Title VI of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, Section 504 of the Federal Rehabilitation Act of 1973 and Section 216.9 of the Iowa Code. The policy of the District shall be to provide educational programs and opportunities for students as needed on the basis of individual needs, interests, abilities and potential.

It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and variety of careers, roles, and lifestyles open to women as well as men in our society. One of the objectives of the total curriculum should 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.

Inquiries and grievances regarding compliance with Title IX, Title VI, Section 504, or Section 216.9 should be directed to the district's Equity Coordinator: Carrie Clark, Director of Curriculum; District Office; 103 Mathews Drive; Gilbert, Iowa 50105; 515-232-3740 or [clarkc@gilbert.k12.ia.us](mailto:clarkc@gilbert.k12.ia.us)

## **Jurisdiction and Expectations**

This handbook is an extension of board policy and is a reflection of the goals and objectives of the school board. The board, administration and employees expect students to conduct themselves in a manner fitting of their age level and maturity and with respect and consideration for the rights of others. Students, teachers, employees and visitors are expected to treat each other with respect and courtesy so that all may be safe within the school environment. Students may not use abusive language, profanity or obscene gestures or language. This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school

grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule, regulation or a student handbook procedure may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies, rules, regulations and student handbook. Students who fail to abide by the school district's policies, rules, regulations and student handbook may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record. The school reserves and retains the right to modify, eliminate or establish school district policies, rules, regulations and student handbook provisions as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the Gilbert High School main office for information about the current enforcement of the policies, rules, regulations or student handbook of the school district.

### **Attendance**

According to the Iowa Code, it is the responsibility of parents to ensure that their students attend school. Regular attendance and punctuality are vital to academic success. Students are expected to attend regularly and be on time in order to receive maximum benefit from the instructional program and minimize disruptions to the educational process for all students. Students who have good attendance records are more likely to achieve higher grades, enjoy school life to a greater degree, and create habits of punctuality that will serve them well after they leave school. Students are expected to be in class on time, and the school determines whether an absence is excused or unexcused. Students absent from school for any reason may be required by the school to submit a written explanation or specific reason for their absence, the specific days and times they were absent, verification by the doctor or dentist where appropriate and a signature of the parent.

There are times when students must miss school. Some of these absences will be unanticipated such as illness, death in the immediate family, or a student being needed at home for an emergency situation. For unanticipated absences the parent/or guardian should email the high school secretary or call the school (232-3738) between 7:30 AM and 8:30 AM and explain the reason that the child will not be in school for the day.

Some absences will be anticipated, such as funerals, medical appointments, family trips, and school trips. For anticipated absences a written note or telephone call explaining the proposed absence should come to the school from the student's parent/guardian at least one day before the absence will occur. *Early out days are the requested days for parents to schedule appointments to help prevent students from missing classes.* Any absence that is not explained in a parental note or phone call (see paragraph above) will result in a detention equaling the time of the absence.

## **Absence Policies & Procedures**

Students who will be absent from school with anticipated absences should have their parents contact the office prior to that absence. When a student wants to receive an excused absence to attend state level activities that occur during the school day, the student must be in good standing with the school. (Good standing means that the student has D's or higher in their classes and the student has no detentions to serve.

Students who miss any part of a school day due to illness will not be eligible to participate in a contest, practice, game or any school sponsored event held on the same day. This includes taking part in after school practice sessions. Students missing for medical or dental appointments will be required to provide written verification of this from the provider.

Students who miss school for reasons other than illness must have their absences excused prior to the day they will miss, either in writing, by phone, or in person to be eligible for that day's events as a participant.

Truancy and unexcused absences will eliminate a student's eligibility to participate until the student resumes attendance and the truancy or unexcused absence is resolved.

Missing school for any reason impacts a student's ability to successfully complete work and learn the material necessary to be successful for the remainder of the school year and in future school years. Absences for any reason will be addressed as follows:

If absences become excessive, the principal or designee will contact parents or guardians to set up a meeting. The purpose of the meeting will be to discuss the reason for the absences, the possible consequences of the absences, the possible removal from classes and whether or not the absences warrant a referral to the county attorney.

Students are subject to disciplinary action for truancy/unexcused absences. The principal or designee will determine the consequences for unexcused absences from classes, which may include detention time assigned for missed class time. The principal or designee will investigate the cause for a student's truancy. If the principal is unable to secure the truant student's attendance, the principal will refer the matter over to the county attorney. The school will participate in mediation if requested by the county attorney. The principal will represent the school district in mediation. The school district will monitor the student's compliance with the mediation agreement and will report any violation of the mediation agreement to the county attorney.

## **Tardiness**

A tardy is defined as arrival to class/study hall after the published start time. If a student misses more than half of the class or study hall, it is considered an absence. Any student arriving at school after the school day has started should report to the office immediately upon their arrival at school to record the time of arrival and the reason for being late.

Tardies will be tracked on a per quarter basis. When a student reaches 4 tardies in a given quarter, each subsequent tardy will continue to accrue a 30-minute detention.

### **Suspension and Expulsion from School**

The Board of Education may, by a majority vote, expel any student(s) from school for violation of the rules and regulations approved by the Board or when the presence of the student is detrimental to the best interests of the school. The superintendent or principal may suspend a student temporarily (from one to ten days). Notice of suspension shall be in writing and issued in a reasonable amount of time to the parents or guardians. When a student has been suspended, he/she may be re-admitted by the administrator who suspended him/her after meeting with or calling the parent/guardian regarding the suspension. When expelled by the Board, a student may be readmitted only by the Board or in the manner prescribed by the board.

A suspension may be in-school or out-of-school. Both types of suspensions will be treated as excused absences. If a student is suspended, it will cause that student to be ineligible for co-curricular/extra-curricular activities including practices for the period of suspension. In the event of a second case of suspension, the student may be refused re-entry to school until a conference between the student, parent(s) or guardian(s), and the principal has been held, if the principal so desires.

### **Alcohol/Drugs/Tobacco and Other Controlled Substances**

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, or being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products, vapor products or look-a-like substances. Items of contraband may include, but are not limited to, non-prescription controlled substances, marijuana, products that contain THC, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, tobacco-like products, and vaping products. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities while away from school grounds, if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment.

### **Dangerous Weapons**

Any student who brings a firearm to school, grounds/vehicles, or to a school activity shall be suspended immediately and recommended for expulsion from school for one year unless the superintendent elects to recommend modification of the penalty on a case-by-case basis.

Students shall not possess toy weapons in the school buildings or grounds except with the knowledge and permission of the building principal and then only for school or educational purposes. Violation of this policy shall result in confiscation of the "weapon" and detention or suspension, depending upon the student's disciplinary history.

Any student who threatens another person on school property or at a school event with a dangerous weapon or an object that resembles a dangerous weapon, including but not limited to a toy pistol or rifle, squirt gun, cap gun, rubber knife, or plastic grenade or who displays any object in such manner as to reasonably place another person in fear for his or her safety shall be subject to discipline by the principal or superintendent including possible suspension and recommendation for expulsion.

### **Student Lockers**

Student lockers are the property of the school district. Students shall use the lockers assigned to them by the school district for storing their school materials and personal belongings necessary for attendance at school. It shall be the responsibility of students to keep their assigned lockers clean and undamaged. It is important that students keep lockers clean, this includes the gym locker. Please remove all food, etc. from lockers on a daily basis to reduce issues with rodents and insects.

To ensure students are properly maintaining their assigned lockers, the principal of the building may periodically inspect all or a random selection of lockers. Either students or another individual will be present during the inspection of their lockers. Student lockers may also be searched, at any time and without advance notice, in compliance with board policy regulating search and seizure.

### **Search and Seizure**

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students, student lockers, personal effects, desks, work areas or student vehicles or protected student areas based on a reasonable suspicion that a school district policy, rule, regulation or law has been violated. The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The school may bring in law enforcement to use animals to conduct both general and specific searches. 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 to the locker, desk, or other facility. Administration may find it necessary to cut locks off of a locker if there is reasonable suspicion of inappropriate material in it. School authorities may seize any illegal, unauthorized contraband or look-a-like materials discovered in the search. Items of contraband may include, but are not limited to, non prescription controlled substances, marijuana, products that contain THC, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, tobacco like products, vaping products weapons, explosives, poisons and stolen property.

Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

### **Academic Dishonesty**

Academic dishonesty occurs when a student uses or attempts to use unauthorized information in the taking of an assessment; or submits as his or her own work essays, reports, drawings, or other products prepared by another person; or knowingly assists another student in such acts. Such behavior is unacceptable to the school district and students found guilty of academic dishonesty face penalties that may include reprimand, detention, loss of credit, or suspension. Instances of academic dishonesty ultimately affect all students and the entire school district by devaluing the work produced legitimately by students.

### **Removal from Class**

Teachers may send students from class to the office when the continued presence of the student interferes with the ability of other students to learn. This disruption could be for excessive talking, insubordination, or other reasons. Administration will address the issue based on the circumstances of the incident with the goal of changing behavior and being restorative in nature. Communication will take place between the teacher and the parent related to the issue. In cases of severe disruption, a student may be removed from the class for the remainder of the semester. Any student that is removed from class due to behavioral issues will not be allowed to participate in school activities that day.

### **Detention**

Detention before or after school is sometimes necessary to make up schoolwork or as a penalty/deterrent for disregarding rules. *One-day* advance notice will be given to allow the student and the parent to arrange for transportation. Detention may be rescheduled only with approval from the principal. In some cases where the student fails to serve the detention, students may be suspended from classes or co-curricular activities until the detention time is completed.

### **Fighting and Physical Aggression**

Fighting will not be tolerated at Gilbert High School. Incidences of fighting will be investigated by building administration and discipline measures will be implemented based on circumstances. Discipline action may include detention or short term/long term suspension.

### **Student Dress**

Gilbert High School expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.

#### **1. Basic Clothing Principles:**

Students are expected to wear clothing that is neat in appearance and adhere to basic cleanliness and hygiene practices.

Clothes must be worn in a way such that genitals, buttocks, stomach, and chest are covered with opaque fabric.

#### **2. Students Must Wear:**

A shirt/top with fabric covering the front, back, and sides

Pants or the equivalent (sweatpants, shorts, skirts, dresses, or leggings) Shoes

#### **3. Students Cannot Wear:\***

Clothing with language or images that are violent or hostile in nature, depict or promote sexual content or drug/alcohol use, or contain profanity or hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, or religious affiliation. Clothing that reveals visible underwear. (Visible straps or bands on undergarments worn under other clothing are not a violation).

Headwear that obscures the face (except for medical or religious purposes).

Any other items that would violate the criteria listed in sections 1 and 2 above.



\*Please note that individual teachers may have different clothing policies within their own classrooms, based on the requirements and policies of their course. Specialized courses may require specialized attire, such as athletic apparel or safety gear. Clothing must be suitable for all scheduled classroom activities including physical education, science labs, vocational tech areas, etc.

#### 4. Dress Code Enforcement:

Infractions of this policy will result in progressive discipline that would begin with a warning, move to the assignment of detention, and then to suspension for repeated violations. If highly inappropriate clothing (i.e. inappropriate language, sexual pictures, racist comments) is worn, students may be asked to change their clothing immediately via one of the following options:

- The student may be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
- The student may be provided with temporary school clothing to be dressed more to code for the remainder of the day.
- If necessary, a student's parents may be contacted during the school day to bring alternative clothing for the student to wear for the remainder of the day.

Infractions of the dress code policy will be handled by staff in such a way as to not disrupt the student's learning experience.

#### **Respect for Property**

Students who maliciously or carelessly damage school property shall be subject to reimbursing the school district for the cost of replacing or repairing the property as well as other possible penalties. Students that steal or vandalize private property while at school will be subject to similar retribution.

Theft/vandalism of either school or private property may result in the student being turned into local law enforcement officials in addition to detention, suspension or expulsion from school depending on the severity of the incident. Students should attempt to minimize the quantity of valuable items that they bring to school and take precautions for each item's safety. Students that are the victims of instances of theft or vandalism should report these occurrences to the Principal's office.

#### **Bullying & Harassment**

Our world consists of people of diverse backgrounds. Everyone needs to attempt to better understand and accept this diversity. Bullying or harassment of any kind including any electronic, written, verbal, or physical act that is designed to embarrass, distress, agitate, disturb, or trouble persons based upon age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental disability, ancestry, political party preference, political belief, socioeconomic status, or familial status will not be tolerated in the Gilbert Schools. Sexual harassment may include unwelcome sexual advances, a request for sexual favors and other verbal or physical conduct of a sexual nature and also will not be tolerated at Gilbert Schools. Discipline for any of the above infractions may include detention, loss of privileges, suspension, or in extreme cases or repeated cases, expulsion. The school district has the authority to report violations of this rule to law enforcement officials as they also could be a violation of criminal or other laws.

School employees shall be responsible for promoting the understanding and acceptance of others, and assuring compliance with state and federal laws, board policy, and procedures governing bullying or harassment within the school setting. Students who believe they have suffered bullying or harassment shall report such matters in a timely manner to a teacher, a counselor, or a building administrator.

If you feel that you or your child has been a victim of bullying or harassment please visit our district website for online reporting. Please answer honestly and as specific as you can. The situation will be handled by the building administrator as confidential as possible.  
<http://www.gilbertcsd.org/parents-students/bullying-harassment/>

### **Curriculum Requirements for Graduation**

Students graduating from Gilbert High School are required to have earned 49 credits. One credit may be earned for the successful completion of each semester of an academic course.

Students that participate in band will receive 1 credit per semester. Students participating in vocal music will receive 1 credit for choir and 1 credit for Tiger Voices per semester. A maximum of eight Band and Vocal credits may be applied towards the total needed for graduation. .

The following credits are required during a student's high school years:

English/Language Arts	8 credits
Science	6 credits
Mathematics	6 credits
Social Studies	3 credits
Government	1 credits
American History	2 credits
Physical Education	4 credits
Financial Literacy	1 credit
Health	1 credit

High school credits earned in middle school count toward these requirements and the student's GPA. For more specific information related to graduation requirements, please view our course registration handbook and contact the counseling office.

### **Early Graduation**

A student may petition for early graduation at mid-year as a senior or in special circumstances at the end of their junior year. The student must indicate in writing to the high school office by the last student day of the first semester of their junior year in order to be eligible for early graduation at the end of their junior year. The student must indicate in writing to the high school office by the first school day in September of their senior year in order to be eligible for early graduation at the end of the first semester of their senior year. Early graduates will receive their diplomas at the end of the school year with their graduating class.

### **Enrollment Policies**

Students are expected to enroll in a minimum of five academic subjects with two exceptions:

1. Seniors may enroll in four academic subjects.
2. Students in grades 9-11 who are in Band and Vocal Music may register for a minimum of 4 academic subjects each semester.

Within the first 5 days of the semester students may drop or add a course with approval from teachers. A course change request form must be filled out by the student and signed by the teacher of the added and dropped courses. Any courses added or dropped after the first five days require administrative approval.

## Core Diploma

With administrative approval and process, a student may earn a core diploma due to special circumstances which have prevented them from earning the Gilbert High School diploma. Eligibility for this diploma will be determined by administration and the core diploma is only an option in rare circumstances.

Students seeking a CORE diploma must complete 40 credits in the following coursework:

English/Language Arts	8 credits
Science	6 credits
Mathematics	6 credits
Social Studies	3 credits
Government	1 credits
American History	2 credits
Physical Education	4 credits
Financial Literacy	1 credit
Health	1 credit
Elective Credits	8 credits

100 hours of work = 1 elective credit-Maximum of 2 work credits/year

## Human Growth and Development

The Gilbert Community School District provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Students who are excused from units will receive an alternative assignment. Parents should contact the principal if they wish to review the curriculum, have general questions, or would like their child excused from human growth and development instruction.

## Post-Secondary Enrollment Options Act

The Post-Secondary Enrollment Options Act allows any junior or senior, as well as sophomores and freshmen who have been identified for the talented and gifted program, to enroll part-time at an eligible community college, state university, or private college or university. This act provides students with the opportunity to take courses not offered at the local high school. There is not a personal expense for the student enrolled in this program for tuition, textbooks, materials or fees. For additional information concerning this program see either a building administrator or a guidance counselor.

## Grading Policies

Grading policies and procedures for high school courses will be established by each instructor and explained to the students at the beginning of each course. All grading policies and procedures will be monitored by building administration.

The High School grading scale and values for calculating GPA are as follows:

A+ 100%-99% (4.0) A 98%-93% (4.0) A- 90%-92% (3.67)  
B+ 87%-89% (3.33) B 83%-86% (3.0) B- 80%- 82% (2.67) C+ 77%-79% (2.33) C 73%-76% (2.0) C-  
70-72% (1.67) D+ 67%-69% (1.33) D 63%-66% (1.0) D- 60%-62% (0.67) F 59% or below (0.00).  
Pass (P) = 60% and above, Failure = 59% and below

## GHS Online Courses *Taking an Online Course:*

Students may take an online course at GHS only in the following circumstances:

- To recover credit from a previously failed course - with administrative approval

- To take a course not already offered by Gilbert High School (for elective credit only unless by administrative approval)
- To take a course which is offered at Gilbert High School after all other scheduling options have been exhausted or if graduating early (by administrative approval)
- With ELP program permission, to take a required course early if scheduling conflicts exist with taking the course in the classroom.

### **Marking Online Courses on Transcripts:**

- If students are taking an entire online course to **recover credit lost from failing** a class, the online course will appear on the transcript with a “**credit recovery**” designation.
- If students are taking an entire online course for **academic advancement** (and are not recovering lost credit), the online course will appear on the transcript with an “**online**” designation.

### **GHS Credit Recovery Policy**

Students may earn credit for a failed course by either repeating the course within the classroom setting or by completing an online credit recovery version of the course - pending administrative approval.

#### **Repeating a Course in the Classroom:**

- If a student repeats a failed course in the classroom setting, both grades will be recorded on the transcript, but only the higher grade will be computed in the GPA.

#### **Repeating an Entire Semester of a Course Online:**

- If a student repeats and passes an *entire* previously failed semester course online, they will earn the letter grade received at the end of that online course. This will be marked on the transcript with an “online credit recovery” designation. The original failing letter grade will be recorded on the transcript, but only the higher passing grade will be computed in the GPA. Completion of an online course needs to take place before the class is offered again. If this does not occur, the student will repeat the course in the classroom.

#### **Repeating Part of a Course Online:**

- If a student fails a semester with a 50% or above, with teacher/administrative approval, they may complete the failed unit(s) and/or a final exam without formally retaking the entire semester in an effort to receive a passing grade. If the work is not completed within the next grading period or the grade is still insufficient at that time, students will need to either repeat the full semester in the classroom or repeat the full semester online. If students elect this option, they will receive a D-letter grade as a grade change.

#### **Repeating a Passed Course for a Higher Grade:**

- If a student receives a passing grade in a class that they later find unsatisfactory, they may repeat the entire semester in an attempt to achieve a higher grade. The higher course grade will replace the original grade on the transcript.

### **Honor Roll**

Honor Roll will be awarded at the conclusion of each semester. Students receiving letter grades in the minimum required courses with the exception of Band and Choir will be honored. The regular honor roll is for a semester GPA of 3.00 – 3.66 and 3.67-4.00.

### **Special Programming**

Gilbert High School attempts to meet the special needs of students in a variety of ways. As a part of this process, an extended learning program and an extensive special education program are both available. For further information please contact either the building principal or guidance counselor.

### **Delivery of Meals**

The school district operates a lunch program. Students may either bring their own lunches to school or purchase a lunch or other items, including milk from the school lunch service. Student initiated "delivery-service" meals shall not be allowed or permitted in the school building during the regular school day without administrative approval. Parents may deliver a meal to the office and the meal will be given to the student.

### **Leaving or Arriving to School During School Hours**

When a student must leave the school premises during the school day, he/she must obtain permission and sign out with office personnel. If a student arrives at school after the school day has begun, he/she should report immediately to the office to notify office personnel of his/her presence. Failure to follow proper procedures may result in loss of privileges, the assignment of detention time, or suspension from school.

### **Open Campus Policy- Seniors Only**

Seniors will be allowed to leave the building or not be in the building during their study hall and during lunch. Open campus is a privilege, not a right. This privilege may be revoked by the administration for abuse of school rules or if a student is receiving a D+ or lower at midterm. Open campus will be revoked if a student has an unexcused absence until the time is made up.

- Parents or guardians must sign an Open Campus Permission Form for their child to be involved in this program.
- The parents or guardians waive any and all liability on the part of the school for damages and/or personal injuries involving their child while on open campus.

This policy is subject to change as directed by the school board, the superintendent or high school administration.

## **EXPECTATIONS AT EXTRACURRICULAR ACTIVITIES**

### **Students at Sporting Events**

Good conduct and good sportsmanship are expected of all students attending athletic events in which Gilbert High School athletes are participating, both at home and away. Remember that your conduct is a representation of our school. Concentrate on cheering the team to victory by sitting in the cheering section and cooperating with the cheerleaders. Be hospitable to visiting schools, the referees, and all players. Cheer, don't boo. IT TAKES YEARS TO MAKE A GOOD NAME FOR OUR SCHOOL, BUT ONLY A FEW MINUTES TO MAKE A BAD ONE. Good sportsmanship is a positive reflection upon our school. Let's all do our part and be proud, win or lose! Remember, CONDUCT COUNTS! No signs, banners, noisemakers etc. are allowed at sporting events.

### **School Spirit**

Fan support and events like pep rallies help to foster school spirit, build school morale, encourage the players, and promote school loyalty. Your 100% support of the TIGERS is needed. Demonstrate your positive support through your enthusiasm for our teams.

### **Pep Fests and Pep Buses**

Pep assemblies (fests) will be held at various times during the school year. Attempts at providing Pep buses for away athletic contests will be made throughout the school year. The details and costs will be provided on the announcements. Anyone, including cheerleaders, riding the pep bus to an away game must ride home on the bus, unless the parent personally contacts the sponsor of the pep bus or building principal.

## **TRANSPORTATION**

### **School Bus Transportation**

The school district provides transportation for students living outside of the town of Gilbert. Buses are also provided for transportation of special education students as documented in their Individual Education Plan. The following is a list of the school bus rules:

- (1) Students who must cross the road to board the bus are to cross only after the bus has stopped, the stop arm extended, and the driver signals to cross.
- (2) Students are not to leave their seats while the bus is in motion. The bus driver may assign seats. Students may change seats when the bus is stopped, if the driver has granted permission.
- (3) At no time are students permitted to put hands, heads, etc. out the window.
- (4) Excessive noise created by bus passengers can be hazardous, especially at railroad crossings and road intersections when the driver is trying to observe potential dangers. Students are asked to consider this at all times.

- (5) Students wishing to have other students ride home with them should contact the bus barn. Extra students on some route busses may make that bus over the maximum capacity.
- (6) A student reported to an administrator by a bus driver for misconduct will be warned and the incident will be reported to parents. The second report of misconduct will result in the student being suspended from riding privileges for one week. Further infractions will result in progressively more severe penalties.

### **Transportation of Students To and From School Activities**

Students will be required to ride to and from all school activities, in which they are participants, in school-owned or authorized vehicles with the following exception: Students may be transported to and from such activities by their own parents or guardians or by parents of other students involved in the activity. Parents or guardians of students involved must notify the high school principal or designee in advance of any such trip. Under no circumstances will student participants be allowed to drive to and from such activities.

### **Driving to School and Student Parking**

When driving to school, students are expected to drive courteously and carefully on and around the school grounds for the safety of all. The following govern driving to school:

- (1) Any student driver who is observed driving carelessly or recklessly on the school grounds will be disciplined, including possible involvement with local law enforcement officials
- (2) Motor vehicles are not to be used between the hours of 8:00 a.m. and 3:05 p.m. without specific permission from the office or area supervisor. Failure to comply with this rule will result in disciplinary action.

All students that drive to school and park on school property must register their vehicle in the office for easier identification. All students are expected to park in an appropriate manner. Students should park in the parking lots on the south side of the high school. Students should not park in the faculty parking lot on the North side of the high school or in visitor or handicap parking stalls. There are no grade level assignments to parking areas and any attempt to establish grade level parking will not be tolerated. The inability to abide by these parking regulations will result in disciplinary action.

## **MISCELLANEOUS INFORMATION AND PROCEDURES**

### **HEALTH INFORMATION and IMMUNIZATION**

Iowa law requires that evidence of immunization be presented before any student will be enrolled in the Gilbert Community Schools. Immunizations required include diphtheria, whooping cough, tetanus, polio, measles and rubella. Mumps immunization is encouraged but not required. A certificate documenting these immunizations is to be on file at school for each student attending and may be obtained through your medical office or issued by the school nurse. All students registering to attend the Gilbert Community Schools, who have lived in a country other than the USA within the past year, must provide proof of a recent Mantoux TB test.

### **ACCIDENTS OR ILLNESS**

Our primary aim is to prevent accidents through close supervision and teaching safety in the school. However, if an accident should occur, or a child becomes ill at school, the parent/guardian will be notified at once. For this reason, it is very important for the information on the Student Information Sheet to be up-to-date and complete.

For the health benefit of your child and the other children that are in contact with them, keep your child home if any of the following conditions exist:

- Oral temperature of 100 degrees or more
- Vomiting or diarrhea within 24 hours

- Earache lasting more than one day
- Persistent cough, croup or chest congestion
- Labored or painful breathing
- Reddened, mattered or crusty eyes
- Moist, draining lesions on the lip or skin
- Untreated head lice.

### **MEDICATION POLICY**

Some students may need prescription and nonprescription medication to participate in their educational program. Medication shall be administered when the student's parent or guardian (hereafter "parent") provides a signed and dated written statement requesting medication administration and the medication is in the original, labeled container, either as dispensed or in the manufacturer's container.

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

The medication permission form that requires a signature of the parent can be obtained from the school. Any medication brought to school must be kept in the original container. This includes over-the-counter preparations, as well as prescription drugs.

### **Personal Electronic Devices/Cell Phones**

Students need to respect the privacy rights of others in accordance with both laws and school policies. Cell phones should be kept in the student's locker, vehicle, school bag, or pocket. If a student needs to use their cell phone during the school day, the student should seek permission from the office/teacher prior to making the call. Cell phones may be used during lunch break and passing time. Cameras on cell phones should not be used without teacher approval and are prohibited in restrooms, locker rooms, or other similar areas.

Music players, video games, and other such electronic devices should not be used in classes without permission from your teacher. Students may use these items in study hall with permission from the supervisor. Use of these devices should be kept at a reasonable volume. **Use of personal devices at inappropriate times will result in confiscation of the device and returning the item to the student at the end of the school day. A second offense will result in a parent/guardian meeting and returning the device to the parent/guardian after the meeting.** Repeated offenses will result in further disciplinary action.

Cell phones with cameras and other portable Handheld Technology Devices capable of storing and/or transmitting and/or receiving images are banned from use for any purpose in locker rooms and restrooms at ALL times. Use of such technology in these areas will result in disciplinary action.

At no time are students or visitors authorized to video capture, photograph, or audio record others in the school building or on school property (to include school vehicles) while at school activities (unless recording a public performance, such as a school play, game, concert, contest, etc.), without the consent of a teacher, coach, or school administrator.

### **School Technology and Chromebooks**

Students are expected to follow the 1:1 technology handbook related to use and repair of school technology and chromebooks. If you have further questions please review the 1:1 technology handbook



on the Gilbert High School webpage under handbooks.  
<http://www.gilbertcsd.org/schools/gilbert-high-school/handbooks/>

### **Eye Protective Devices**

School personnel involved in any class that may present risk or hazard of eye injury are required to wear industrial quality eye protective devices. Eye protection devices will be provided for student usage.

### **Display of Posters**

Students wishing to display posters within the school building must have these posters approved in the office prior to their being displayed. Posters should be restricted to providing factual information and may be limited in size, quantity, and location of posting. *Posters that have not been approved will be removed.*

### **Skateboards and Roller Blades**

Skateboards are prohibited in the school building at all times. Rollerblades are prohibited in the buildings and on the track at all times.

### **Passes**

Passes will be required for movement in the halls during class time. If you need to see another teacher, obtain a written pass from the teacher ahead of time and check out of the study hall. Students who abuse the present pass system may lose all pass privileges.

### **School Cancellations**

The early dismissal or cancellation of school for any reason will be announced on ABC Channel 5, CBS Channel 8 and WHO Channel 13 as soon as such a decision is made. The district has established an alert system (School Messenger) to provide notice to parents via e-mail, text, and phone calls and on the Gilbert CSD website ([gilbertcsd.org](http://gilbertcsd.org)) in case school is postponed, cancelled, or dismissed early.

### **Fire and Tornado Drills**

The signal for the fire drill or for fire alert will be a continuous sounding of the fire alarm signal or a continuous blast of the portable air horn in the event that electrical power is not available. The signal for a tornado drill or a tornado alert will be given over the intercom. When either of these signals is sounded, all students are to follow the instructions of the teacher in charge of the activity in which they are participating. Students should go to the classroom assigned area as listed on the evacuation posters in each room upon hearing a fire alarm. All students should report to the Safe Room/Wrestling Room upon the notification of a tornado over the intercom.

### **Hallway Conduct**

Keep to the right as much as possible when passing in the hallways. Aggressive and irresponsible conduct in the halls will not be tolerated. We have too many people using our hallways during passing time to allow for "horseplay." Demonstrate your respect for the rights of others through your actions in the hallways.

### **Library Media Center**

The library media center is open from 7:45 a.m. to 3:15 p.m. The LMC provides students and staff a place for research, reading, and study. The collection includes books, magazines, newspapers, computer access and other multimedia. Supplemental materials are obtained through the Heartland Area Education Agency and the Ames Public Library. Students may schedule the use of computers through the LMC. Rules and guidelines are posted in the LMC and the computer labs.

### **Assembly Programs**

Assembly programs are provided throughout the school year. Normally they will be announced in advance and special instructions will be made at that time. Because of the number of people involved, be especially considerate of others and do nothing to disturb them or mar their enjoyment of the program.

### **Report to Parents/Guardians**

Parents are vitally interested in accomplishments of students in school and for this reason the school will report to parents:

1. A mid-term report (after the 4th week of each reporting period) for students who are doing unsatisfactory or failing work;
2. At the end of the nine week reporting period (electronic report cards)
3. Parents are welcome and encouraged to contact the school concerning the progress of the child at any time.

The student information system, Infinite Campus, will provide a parent portal and student portal that will update a student's attendance and grades. More information can be obtained from the district office regarding Infinite Campus.

### **Visitors at School**

Students from other schools may visit our building during the regular school day as guests of a currently enrolled Gilbert student **with permission of the high school principal or designee**. They should register in the office prior to the beginning of their visit. Visitors are expected to follow the same rules and regulations as their host/hostess. They are the responsibility of their host/hostess. A student who will be hosting another student should have a note from the hosting student's parent requesting this privilege. All visitors without permission will be asked to leave.

## **STUDENT ACTIVITIES**

### **Student Council**

The student council is the elected representatives of each class organized to promote the general welfare of the student body. The council fosters a spirit of cooperation among the students and between students and the faculty, encourages interest and participation in all of the classroom and extracurricular activities, helps to stimulate loyalty and school spirit, and provides actual experience in a democratic organization that will train students for future participation in active community service. Students are encouraged to use the student council as a means to bring about improvement and change in Gilbert High School.

### **Class and Organization Meetings**

The request for a meeting must be filed with the office. This is to allow the meetings to be planned on a rotating schedule so as to avoid conflicts and allow publication in the weekly activity bulletin. At least one sponsor must be present at all meetings.

### **Dances and Parties**

Students must arrive at the dance within the hour the event begins, unless they are involved in a school activity or have prior approval from the principal. Once a student leaves a dance the student may not return. Students and guests will follow school district policies, rules and regulations. Students and guests may be removed from the dance or subjected to other disciplinary actions for failing to adhere to

the policies, rules and regulations. If a student is found to have consumed alcohol they will be removed from the dance, will receive consequences in accordance with the Gilbert Community Schools Good Conduct Policy, law enforcement will be notified along with the student's parents/guardians. For a guest to attend any dance a permission form must be filled out by the GHS student inviting the guest to the dance. The form must be filled out and turned back into the GHS office one day in advance of the dance. Guests at a GHS dance must be in 9th grade or above and no older than twenty years of age.

### **Activities and Clubs**

It is recommended that all students participate in at least one of the many activities or clubs available. It should be remembered that the quality of your participation is more important than the quantity. Information related to the clubs will be shared with the students at the beginning of the school year. Club meeting dates are posted regularly on the TVs around the school.

### **ELIGIBILITY**

#### **Gilbert Community School District Student Eligibility for Extracurricular Activities – Good Conduct Rule**

The Board of Directors of the Gilbert Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the school throughout the calendar year, whether away from or at school. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, unhealthy, or highly inappropriate. Participation in extracurricular activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors. The Principal shall keep records of violations of the Good Conduct Policy. Benefits of extracurricular activities: The Board of Education believes the extracurricular program (grades 7-12) provides the opportunity for significant benefits for participants. The Board actively supports our extracurricular program and encourages as many students as possible to participate. The Board believes extracurricular activities provide students with the opportunity to:

1. Compete and associate with students from other schools.
  2. Develop skills not found in curriculum.
  3. Gain contentment from leisure time.
  4. Achieve recognition and develop a positive self-image.
  5. Develop desirable attributes and good citizenship.
  6. Broaden perspectives and outlooks.
  7. Participate in group activities and become part of a team. Individuals may benefit in other ways.
- Emphasis is placed on the word "opportunity" because the Board believes only students can transform this opportunity into reality. The School can make programs available, but only students can take full advantage of these activities.

The following activities are covered by the School Board's policy and these rules: Athletics, un-graded instrumental and vocal music performances, cheerleading, drama productions, speech contest(s), FFA, FCCLA, National Honor Society, all extra-curricular clubs, all honorary and elected offices (e.g., Homecoming, King/Queen/court, Prom, King/Queen/court, class officer, student government, officer or representative, graduation student speakers), state contests and performances, mock trial, academic decathlon, or any other activity where the student represents the school outside of the classroom.

### **Academic Eligibility**

To be eligible for an activity, students participating must:

- be enrolled or dual-enrolled in school

- have earned passing grades all classes the previous semester
- for students in athletics, music, or speech activities, be under 20 years of age
- for students in athletics, music, or speech activities, be enrolled in high school for eight semesters or less
- for students in athletics, have not been a member of a college squad nor trained with a college squad, nor participated in a college contest nor engaged in that sport professionally
- have met all transfer requirements, if the student is a transfer student, or eligible under state law and regulations if the student is an open enrollment student.

Special education students shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by the IEP team, towards the goals and objectives on the Student's IEP. Students involved in extracurricular activities are subject to academic guidelines set forth by their respective governing organization and the rule of the state board of education.

Students must pass all classes that they are enrolled in at the conclusion of each semester, commonly referred to as "no pass, no play." The ineligibility period for a student that fails to meet this standard will be 30 calendar days in athletics, non-graded music activities, and speech. All ineligibility periods begin on the date report cards are issued, if a student is not involved in an activity on the date of issue, they will serve their ineligibility during their next activity, for athletics the period begins on the first legal playing date (not the first day of practice).

### **Eligibility – Attendance Policy**

#### **Illness:**

Students who miss any part of a school day due to illness will not be eligible to participate in a contest, practice, game or any school sponsored event held on the same day. This includes taking part in after school practice sessions. Students missing for medical or dental appointments will be required to provide written verification of this from the provider.

#### **Other Reasons:**

Students who miss school for reasons other than illness must have their absences excused prior to the day they will miss, either in writing, by phone, or in person to be eligible for that day's events as either a participant or a spectator. The Principal or Designee has the discretion to allow participation the day of the event, without an excused absence from the prior day, only after direct contact with the student's parents.

#### **Truancy and unexcused absences:**

These will eliminate a student's eligibility to participate until the student resumes attendance and the truancy or unexcused absence is resolved.

### **Eligibility – Good Conduct Policy**

To maintain eligibility for participation in Gilbert extra-curricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community.

If a student transfers into Gilbert from another school or school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school, the student shall serve the ineligibility requirements from the previous school district before becoming eligible to participate in extra-curricular activities at Gilbert.

#### **Determination of Violation:**

Gilbert school administration will make the determination if a student has violated the Good Conduct Policy, and such determination will not require a legal conviction in a court of law. Any student accused

of violating this Good Conduct Policy shall be provided an informal hearing by a school administrator at which time the student shall be informed of the allegation, informed of the basis of the allegation, and given an opportunity to tell the student's side. School administrators will determine by a "preponderance of the evidence" whether a student violated this good Conduct Policy by engaging in any of the following behaviors. Any violations also may be reported to law enforcement, to other school personnel, or to the student and/or his or her parents.

- Possession, use, or purchase of tobacco products, regardless of the student's age
- Possession, use, or purchase of alcoholic beverages, including beer or wine, or participation with other students in such activities
- Possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase or attempted sale/purchase of otherwise lawful drugs without a prescription, or participation with other students in such activities
- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s)
- Engaging in other inappropriate or offensive conduct such as assault, insubordination, refusing to cooperate with school officials or law enforcement authorities, hazing or harassment of others, etc. Note: this could include group conduct. Any student whose conduct, either in or out of school, is such as to make him or her unworthy to represent the ideals, principles and standards of the Gilbert Community Schools, shall be declared ineligible to participate in extracurricular activities by the administration.

For the purposes of this policy, having the odor of alcohol on one's breath is evidence of "use". "Possession" includes actual possession and constructive possession where the item is within reach of the student or in close proximity to the student and/or otherwise subject to the student's immediate control (e.g. alcohol placed in the trunk of a car by a student who is operating the car).

#### Consequences for Violating Good Conduct Policy:

Violations of the Good Conduct Policy are accumulative from completion of the eighth grade through the summer after graduation from high school. The Good Conduct Policy is in effect for twelve months of the year.

**1. Smoking and Use of Tobacco:** Any student who is found guilty of, or who admits to smoking or using tobacco will be declared ineligible. "Smoking" means inhaling or exhaling the smoke of, or the possession of, or control of, a cigarette, pipe, cigar, little cigar, or chewing tobacco or snuff. Students who have reached the legal age for tobacco use must still adhere to the extra-curricular "Good Conduct Policy" governing participating in extracurricular activities.

#### **Consequences:**

First Violation: 25% of season

Additional Violations: 50% of the season

**2. Vapor products or look-a-like products:** Any student who is found guilty of, or who admits to using vapor products or look-a-like products will be declared ineligible. Students who have reached the legal age for the use of vapor products or look-a-like products must still adhere to the extra-curricular "Good Conduct Policy" governing participating in extracurricular activities.

#### **Consequences:**

First Violation: 25% of season

Additional Violations: 50% of the season

**3. Alcohol and Controlled Substances**--Any student found guilty of, or who admits to consuming, acquiring, delivering, or transporting of alcoholic beverages or dangerous illegal or controlled drugs will be ineligible for scheduled extra-curricular activity events.

**Consequences:**

First Violation: 25% of season

Additional Violations: 50% of the season

**4. Violation of the Law**

Any student who is found guilty of, or who admits to breaking the law, or who is placed in official or unofficial probation status whether voluntary or not, or whenever school administrators have a reasonable basis to believe that a student has committed an act in violation of the law, will be ineligible to participate in scheduled extra-curricular activity events. Violations of the law are those offenses that are more than minor motor vehicle operation offenses. They would include offenses such as shoplifting, theft, etc.

**Consequences:**

First Violation: 25% of season

Additional Violations: 50% of the season

**5. Other inappropriate or offensive conduct**

Any student who engages in other inappropriate or offensive conduct such as assault, insubordination, refusing to cooperate with school officials or law enforcement authorities, hazing or harassment of others, etc. and any student whose conduct, either in or out of school, is such as to make him or her unworthy to represent the ideals, principles and standards of the Gilbert Community Schools, shall be declared ineligible to participate in extracurricular activities by the administration.

**Consequences:**

First Violation: 25% of season

Additional Violations: 50% of the season

**Time frames for application and enforcement - (Pertains to items 1-4)**

A student may become ineligible at a time when he or she is not participating in any extracurricular activity. In this case the period of ineligibility begins as soon as the student does become a participant any time in the next twelve-month period. The percentage of ineligibility will be determined by the total number of regular season varsity contests that are scheduled for that sport. The math rules of rounding will be applied. For example: 25% of 9 regularly scheduled football games are 2.25 games. The athlete would miss 2 games of the season. 50% of 21 regularly scheduled basketball games are 10.5 games. The athlete would miss 11 games of the season. If a student is involved in one athletic/cheerleading activity and one non-athletic activity, the penalty will be applied to both activities in which the student is participating. If a student is involved in more than one non-athletic activity, the directors/sponsors of those activities and the administration shall meet to combine consequences for those activities. Students are expected to attend practice during a time of ineligibility. Also, if a student is ineligible at any time while participating in a sport, that student must complete the entire season in order for any/all of the ineligibility to be deleted through participation in that sport. Exceptions may be granted because of extenuating circumstances such as injury or extended illness.

**Student conduct during interscholastic competition**

In addition to any other portions of this policy any student who is disqualified from an interscholastic contest by game officials for flagrant, violent, or verbal misconduct will be ineligible for the next regularly scheduled game/meet at that level of competition and all other games/meets in the interim at any level. The second violation carries four regularly scheduled games/meets ineligibility. (In instances of double headers or double duals, etc.; the student is penalized for any remaining activity on that day, as well as the next regularly scheduled contest.) If penalties are imposed at the end of the season and no contest remains, the penalty is carried over in that particular sport until the next school year. The penalty is not

imposed from one sport program to the next sport program, unless the student is a senior. Then the penalty is carried over to the next sport program in which that student participates. This policy is in effect in all interscholastic contests, grades 7-12.

Also, any student intentionally striking an official shall be immediately suspended for the duration of that athletic season. For a second offense the student shall be suspended from all interscholastic athletic activities for the duration of his/her school career.

Any student that is disqualified from an event is required to meet with the Principal and Athletic Director before the student becomes eligible to participate.

### **Reduction in Penalty:**

1. Evaluation and Treatment: A student who has a second violation of the alcohol or drug provision of the Good Conduct Policy Rule may elect to seek an evaluation and, if recommended, treatment from a recognized substance abuse facility at the student's or student's family's expense. If the student seeks evaluation and agrees to waive confidentiality to allow the evaluating facility to report back to the superintendent or designee regarding recommendations for treatment or follow up care, the student's penalty for the second violation may be reduced by one/half of the penalty. This reduction is not available for first or third violations.

**Violations occurring during a period of ineligibility:** If a student is ineligible at the time of a violation of the Good Conduct Policy, the penalty for the violation will not begin until the student regains eligibility.

Example 1: a student is academically ineligible for a quarter or semester is found to have been in possession of tobacco, a Good Conduct Rule violation. When the student is again academically eligible, the penalty attaches.

Example 2: a student violates the Good Conduct Policy and is ruled ineligible for three games/contests. While ineligible, the student again violates the rule. The second penalty attaches when the first penalty is completed.

Other disciplinary action: There will be no other regular school disciplinary or academic consequences for the violation (e.g., detention, suspension, expulsion from school, or grade reduction/withholding) unless the violation of the Good conduct rule occurred (a.) on school grounds, (b.) at a school event regardless of location, or (c.) the violation has a direct and immediate negative impact on the efficient operation of the school despite occurring off school grounds/time.

### **Letters and Awards:**

Students who are ineligible at the conclusion of an activity shall not receive a letter or award for that activity. Infractions involving students who are simultaneously involved in multiple activities: For those students who are simultaneously involved in athletic, athletic-related, and non-athletic activities, violation of this policy will result in a period of ineligibility under all programs and activities.

### **Other rules by coaches or sponsors:**

Coaches and sponsors may make other reasonable rules as they relate to their activities as long as the rules are approved by the administration. Violation of these rules may also result in dismissal from the activity.

### **Notification and appeal process:**

Whenever a student is found to be in violation of this policy, the following appeal procedure will be set in motion. During the appeal process, penalties assessed to the student will be enforced. The student and student's parent/guardian shall be immediately notified in writing regarding a decision on application of this policy. In this letter, the length of the period of ineligibility and a specific explanation of the reasons

for the ineligibility will be stated. Any student who is found by the administration to have violated the Good Conduct Policy may appeal to the Superintendent by contacting the Superintendent within 3 days of being advised of the violation. The Superintendent shall offer to meet with the student and his or her parents before rendering a written decision on the matter. If the student is still dissatisfied, he or she may seek further review by the school board by filing a written appeal with the board secretary at least 24 hours prior to the next board meeting. A special meeting of the board will not be called. The review by the board will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session. The grounds for review by the school board are limited to the following: (a) the student did not violate the Good Conduct Policy; (b) the student was given inadequate due process as provided in this policy; (c) or the penalty is not in compliance with Board Policy. The penalty will remain in effect pending the outcome of the meeting with the board.

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

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Whenever a student is found to be in violation of this policy, the following appeal procedure will be set in motion. During the appeal process, penalties assessed to the student will be enforced. The student and student's parent/guardian shall be immediately notified in writing regarding a decision on application of this policy. In this letter, the length of the period of ineligibility and a specific explanation of the reasons for the ineligibility will be stated. Any student who is found by the administration to have violated the Good Conduct Policy may appeal to the Superintendent by contacting the Superintendent within 3 days of being advised of the violation. The Superintendent shall offer to meet with the student and his or her parents before rendering a written decision on the matter. If the student is still dissatisfied, he or she may seek further review by the school board by filing a written appeal with the board secretary at least 24 hours prior to the next board meeting. A special meeting of the board will not be called. The review by the board will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session. The grounds for review by the school board are limited to the following: (a) the student did not violate the Good Conduct Policy; (b) the student was given inadequate due process as provided in this policy; (c) or the penalty is not in compliance with Board Policy. The penalty will remain in effect pending the outcome of the meeting with the board.

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## **NOTIFICATIONS**

### **Public Complaints**

The board recognizes that situations may arise in the operation of the school district that are of concern to the parents and other members of the school district community. While the board welcomes constructive criticism, the board will attempt to keep unnecessary spiteful or negative complaints that do not offer positive advice to a minimum.

The board strongly encourages concerned individuals to attempt to solve problems on an informal basis by discussing concerns with the school employee most closely involved. However, school district patrons may initiate a formal three-step complaint procedure if they feel it is necessary to do so.

Failure to follow the formal three-step complaint procedure shall not preclude individuals from giving testimony at a termination hearing.

The Three Step Process is as follows:

Step 1.



The concerned individual must request a meeting with the appropriate building principal. The building principal must hold a discussion with the complainant and identify the complaint with the school employee.

**Step 2.**

If the concerned individual has not found satisfaction after the meeting described in step 1, that individual may request a meeting with the superintendent to discuss the concern.

**Step 3.**

If the concerned individual has not found satisfaction after completing steps 1 and 2, that individual may bring the concern to the Board of Directors of the school district. To bring a concern about a school district employee, the individual must notify the board president in writing and the board president will bring the complaint to the attention of the entire board and the item will be placed on the agenda of a Board meeting.

The board will address complaints from the members of the school district community if they are in writing, signed, and the complainant has complied with this policy.

If multiple individuals concerned about the same or closely related items have used the above public complaint procedure and the issue is still causing widespread concern within the school district community, then the Board of Directors may bring the issue to the attention of the superintendent and request the superintendent to re-investigate the issue and attempt to resolve the problem before making recommendations to solve the problem.

### **Abuse of Students by Employees**

The Iowa Code, Chapter 102, requires all school districts to appoint investigators to review allegations of Abuse of Students by School Employees. The Level I Investigator for the Gilbert Community School District is Curriculum Director Carrie Clark. Alternate Investigators are Elementary Principal Staci Edwards, Middle School Principal Mike Danilson, and High School Principal Cindy Bassett. Individuals with concerns regarding allegations of student abuse by school employees should contact one of these Level I Investigators.

Cindy Bassett- Gilbert High School Principal 312 Gretten Gilbert, IA 50105

Mike Danilson- Gilbert Middle School Principal 201 E. Mathews Drive Gilbert, IA 50105

Staci Edwards- Gilbert Elementary School Principal 109 Rothmoor Gilbert, IA 50105

Amy Griffin- Gilbert Intermediate School Principal 103 Mathews Drive Gilbert, IA 50105

Carrie Clark- Gilbert Community Schools Curriculum Director 103 Mathews Dr. Gilbert, IA 50105

### **Nondiscrimination Policy**

It is the policy of the Gilbert Community School not to discriminate on the basis of sex, race, 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 as required by Title IV and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, Section 504 of the Federal Rehabilitation Act of 1973, and Section 601A of the Iowa Code. It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and variety of careers, roles, and lifestyles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion, and disability. The curriculum should 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. Inquiries and grievances regarding compliance with Title IX, Title IV, Section 504, or Section 601A should be directed to the district's Equity Coordinator:

Carrie Clark

Gilbert District Office 103 Mathews Drive Gilbert, Iowa 50105 515.232.3740.

Inquiries may also be directed to:

Iowa Department of Education Grimes State Office Building Des Moines, IA, 50319-0146  
515-281-5294.

### **Student Records**

Student records and rosters are to be used only for the welfare of students. Only authorized school personnel will have access to student records. Lists of student names and addresses are not to be released to private individuals or organizations. The Superintendent may authorize the release of student rosters to colleges, universities, the military services, and similar organizations if such release will result in the offer of beneficial opportunities for the students.

### **ANNUAL NOTIFICATION STATEMENT**

Notice: Corporal Punishment, Restraint, and Physical Confinement and Detention

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

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

If you have any questions about this state law, please contact the superintendent. The complete text of the law and additional information is available on the Iowa Department of Education's web site:

[www.iowa.gov/educate](http://www.iowa.gov/educate).

### **Homeless**

Definition: A homeless child is defined as a child or youth between the ages of 5-21 who lacks a fixed, regular and adequate nighttime residence and includes a child or youth who is living on the street, in a car, tent, or abandoned building or some other form of shelter not designed as a permanent home; who is living in a community shelter facility; or who is living with non-nuclear family members or with friends, who may or may not have legal guardianship over the child or youth of school age.

Residency: For purposes of a homeless child or youth, residence for the purpose of attending school is where the child actually resides or the child's school district of origin. A child's school district of origin is the school district where the child was last enrolled. The deciding factor is the welfare of the child. As much as possible, the child will not be required to change attendance centers within the school district every time the child changes residence unless that change results in the child no longer being classified as homeless.

Homeless Coordinator Mel Woodin, Student Support Services, 515-232-3740

### **STUDENT DIRECTORY INFORMATION**

Student directory information is designed to be used internally within the school district. It includes the student's name; grade level; enrollment status; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received.

Annually parents will be given notice of the intent to develop a directory or to give out general information (i.e. academic or extracurricular participation/recognition) and have the opportunity to deny

the inclusion of their child's information in the directory or in the general information about the students. Parents wishing to have their child excluded should notify the building principal in writing of this request.

The federal legislation NO CHILD LEFT BEHIND ACT of 2001 requires local school districts to provide military recruiters with student's names, addresses, and telephone listings when requested. Parents or guardians may also notify the principal, in writing, if they do not want this information provided for their students.

A student's photograph, image, or likeness may be used on the district's web pages or other district-controlled general distribution publications. Parents must provide written consent prior to their child's likeness being used in this manner, but consent is not required for each publication. Such consent may be obtained for an activity in anticipation of publication.

#### **STUDENT FEE WAIVER AND REDUCTION PROCEDURES**

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the Superintendent's office for a waiver form. This waiver does not carry over from year to year and must be completed annually