

Gilbert Community Schools Student Handbook



Every Student. Every Day.

Gilbert High School

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

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ATTENDANCE

For more information, refer to Board Policy 501

Regular attendance by students is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students will attend school unless excused by the principal of their attendance center.

Student absences approved by the principal are excused absences. Excused absences will count as days in attendance for purposes of the truancy law. These absences include, but are not limited to, illness, family emergencies, recognized religious observances, appointments that cannot be scheduled outside the school day and school-sponsored or approved activities.

The district believes that traditional, in-person school attendance leads to the greatest learning opportunities for students. However, there may be rare and unusual circumstances created by public emergencies declared by state or local officials which temporarily prevent students from attending traditional, in-person school. In these circumstances, the superintendent will have discretion to make reasonable accommodations for students, on a case-by-case basis, to attend school through remote learning opportunities within the available resources of the district and as permitted by law. During approved remote learning, attendance will be taken, assessments may be administered, and grades will count towards students' cumulative grade point average as if they were attending in person. The provision of special education and accommodations for students who have individualized education programs (IEPs) or Section 504 plans will be determined by each respective IEP or Section 504 team.

Students whose absences are approved will make up the work missed and receive full credit for the missed school work. It is the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed.

Students who wish to participate in school-sponsored activities must attend school full day the day of the activity unless permission has been given by the principal for the student to be absent.

It is the responsibility of the parent to notify the student's attendance center as soon as the parent knows the student will not be attending school on that day. The principal may request evidence or written verification of the student's reason for absence.

Truancy - Unexcused Absences

Truancy is the failure to attend school for the minimum number of days established in the school calendar by the board. Truancy is the act of being absent without a reasonable excuse. These absences will include, but not be limited to: tardiness, shopping, hunting, concerts, preparation or participation in parties and other celebrations, and employment. Truancy will not be tolerated by the board. Absences listed may be excused if the student is with parent/guardian.

Students are subject to disciplinary action for truancy, including suspension and expulsion. It is within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy. Students receiving special education services will not be assigned to in-school suspension unless the goals and objectives of the student's Individual Education program are capable of being met.

The principal 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.

Elopement

Students are not allowed to leave the school grounds during the school day unless prior notification is given to the school office by a parent/guardian. When a student is to leave the school premises during the school day, he/she must first sign out in the office. If a student arrives at school after the school day has started, he/she should report immediately to the office to sign in and notify office staff of their presence. Failure to follow proper procedures may result in loss of privileges, the assignment of detention time, or suspension from school. Should a student leave the school building without permission and not comply with returning, law enforcement may be notified to ensure the safety and well being of all involved.

ABUSE OF STUDENTS BY EMPLOYEE

For more information, refer to Board Policy 402

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

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

The school district has appointed a Level I investigator and alternate Level I investigator. The school district has also arranged for a trained, experienced professional to serve as the Level II investigator. The Level I investigator and alternate will be provided training in the conducting of an investigation at the expense of the school district. Individuals with concerns regarding allegations of student abuse by school employees should contact the Level 1 investigator: Vic Vanderpool, 103 Mathews Drive, Gilbert, Iowa 50105, 515-232-3740

Alternate investigators include:

Staci Edwards	Amy Griffin	Mike Danilson	Cindy Bassett
109 Rothmoor	103 Mathews	201 E. Mathews	312 Gretten
Gilbert, IA 50105	Gilbert, IA 50105	Gilbert, IA 50105	Gilbert, IA 50105
515-232-3744	515-232-3748	515-232-0540	515-232-3738

BULLYING / HARASSMENT

For more information, refer to Board Policy 104

The Gilbert Community School District is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed.

Bullying and/or harassment of or by students, employees, and volunteers is against federal, state, and local policy and is not tolerated by the board.

Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Complaints may be filed with the superintendent or superintendent's designee pursuant to the regulation accompanying this policy. Complaints will be investigated within a reasonable time frame. A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the regulation, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Retaliation Prohibited

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures.

Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds.

Definitions

For the purposes of this policy, the defined words shall have the following meaning:

- "Electronic" means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
 - "Harassment" and "bullying" mean any repeated or potentially repeated electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristic of the individual which creates an objectively hostile school environment that meets one or more of the following conditions:
 1. Places the individual in reasonable fear of harm to the individual's person or property.
 2. Has a substantial detrimental effect on the individual's physical or mental health.
 3. Has the effect of substantially interfering with the individual's academic or career performance. Has the effect of substantially interfering with the individual's ability to participate in or benefit from the services, activities, or privileges provided by a school.
 - "Trait or characteristic of the individual" includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
 - "Volunteer" means an individual who has regular, significant contact with students.
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COPYRIGHT

For more information, refer to Board Policy 605

Students may make copies of copyrighted materials that fall within the following guidelines. Where there is reason to believe the material to be copied does not fall within these guidelines, prior permission shall be obtained from the publisher or producer with the assistance of the principal, teacher, or teacher-librarian. Employees and students who fail to follow this procedure may be held personally liable for copyright infringement and may be subject to discipline by the board.

Any student who is uncertain as to whether reproducing or using copyrighted material complies with the school district's procedures or is permissible under the law should contact the principal, teacher or teacher-librarian who will also assist employees and students in obtaining proper authorization to copy or use protected material when such authorization is required.

DISCIPLINE

For more information, refer to Board Policy 503

Student Conduct

The board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school premises. Appropriate classroom behavior allows teachers to communicate more effectively with students.

Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances.

Students who fail to abide by this policy, and the administrative regulations supporting it, 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 participate in or obtain their education; conduct that is violent or destructive; 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.

Student Suspension

Suspension means a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An out-of-school suspension means the student is removed from the school environment under the supervision of parents/guardians. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

The principal will conduct an investigation of the allegations against the student prior to assigning a suspension. The investigation will include, but not be limited to, written or oral notice to the student of the allegations against the student and an opportunity to respond. Written notice and reasons for the disciplinary action will be sent to the student's parents and will

include the circumstances which led to the suspension and a copy of school board policy and rules pertaining to the suspension.

Both types of suspensions (in-school and out-of-school) will be treated as excused absences. If a student is suspended, it will also cause that student to be ineligible for extracurricular 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), and the principal has been held.

DANGEROUS WEAPONS

For more information, refer to Board Policy 502

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

School district facilities are not an appropriate place for weapons, dangerous objects and look-a-likes. Weapons and other dangerous objects and look-a-likes will be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess weapons, dangerous objects or look-a-likes on school property are notified of the incident. Possession or confiscation of weapons or dangerous objects will be reported to law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

EMERGENCY CLOSING

The cancellation of school for any reason will be announced first using the school alert system as soon as such a decision is made. The district has established a school alert system to provide notice to parents in case school is postponed, canceled, or dismissed early. Parents are automatically called/emailed upon entering that information at school registration. More information can be found under the "Parents & Students" page of our website. Parents and students are to have contingency plans for such events. Calling the school may not always be possible as phone lines may be tied up. On days of late start, do not drop off children prior to 9:45 (when it's a 2 hour delay).

EMERGENCY PLANS & DRILLS

For more information, refer to Board Policy 507

Each school will periodically conduct emergency drills as a regular part of training and preparedness in the school setting. Such drills include fire, tornado, lockdown or evacuation drills. Emergency procedures and proper exit areas are posted in all rooms. Students are expected to remain orderly during a drill or an emergency.

FINES, FEES, & CHARGES

For more information, refer to Board Policy 503

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

Student Fee Waivers

The board recognizes that while certain fees charged students are appropriate and authorized, certain students and their families are not financially able to pay the fees. The school district will grant either full waivers, partial waivers or temporary waivers depending upon the circumstances and the student or student's parents' ability to meet the financial criteria.

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), 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.

HEALTH EDUCATION

For more information, refer to Board Policy 603

Students in grade levels one through twelve will receive, as part of their health education, instruction about personal health; food and nutrition; environmental health; safety and survival skills; consumer health; family life; human growth and development; substance abuse and non-use, including the effects of alcohol, tobacco, drugs and poisons on the human body; human sexuality; self-esteem; stress management; interpersonal relationships; emotional and social health; health resources; prevention and control of disease; and communicable diseases. The purpose of the health education program is to help each student protect, improve and maintain physical, emotional and social well-being.

The areas stated above are included in health education and the instructions are adapted at each grade level to aid understanding by the students.

Parents who object to health education instruction in human growth and development may file a written request that the student be excused from the instruction. The written request will include a proposed alternate activity or study acceptable to the superintendent. The superintendent will have the final authority to determine the alternate activity or study.

HEALTH SERVICES

For more information, refer to Board Policy 507 and/or Board Policy 607

Health services are an integral part of comprehensive school improvement, assisting all students to increase learning, achievement, and performance. Health services coordinate and support existing programs to assist each student in achievement of an optimal state of physical, mental and social well being. Student health services ensure continuity and create linkages between school, home, and community service providers.

Examinations & Immunizations

Students desiring to participate in athletic activities or enrolling in kindergarten or first grade in the school district will have a physical examination by a licensed healthcare provider and provide proof of such an examination to the school district. Students enrolling for the first time in the school district will also submit a certificate of immunization against diphtheria, pertussis, tetanus, poliomyelitis, rubeola, rubella, and other immunizations required by law. Exemptions from the immunization requirement in this policy will be allowed only for medical or religious reasons recognized under the law. For more information, please see board policies 507 and 607

Illness or Injury at School

When a student becomes ill or is injured at school, the school district will attempt to notify the student's parents as soon as possible.

The school district, while not responsible for medical treatment of an ill or injured student, will have employees present administer emergency or minor first aid if possible. An ill or injured child will be turned over to the care of the parents or qualified medical employees as quickly as possible.

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:

- | | |
|--|---|
| o Oral temperature of 100 degrees or more within 24 hours | o Sore throat for three days, white spots, and/or fever |
| o Vomiting or diarrhea within 24 hours | o Rash that has not been evaluated by a physician |
| o Earache lasting more than one day | o Moist, draining lesions on the lip or skin |
| o Persistent cough, croup or chest congestion | o Labored or painful breathing |
| o Pain that is severe or persistent (may need evaluation by a physician) | o Reddened, mattered or crusty eyes |

- o Untreated head lice

Medications

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.

School medication is administered following these guidelines:

1. Form signed by parents
2. Medication is in the original labeled container
3. Medication label contains the student's name, name of the medication, dose and time.
4. Annual renewal of authorization and immediate notification, in writing, of changes.

Screenings

Except in emergent care situations or child abuse assessments, the district will not administer invasive physical examinations or health screenings of a student that are not required by state or federal law without first obtaining the written consent of the student's parent or guardian.

- Emergent care situation means a sudden or unforeseen occurrence of onset of a medical or behavioral condition that could result in serious injury or harm to a student or others in the event immediate medical attention is not provided. Emergent care situations include the need to screen a student or others for symptoms or exposures during an outbreak or public health event of concern as designated by the department of public health.
- Invasive physical examination means any medical examination that involves the exposure of private body parts or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision or scoliosis screening.
- Student health screening means an intentionally planned, periodic process to identify if students may be at risk for a health concern and to determine if a referral for an in-depth assessment is needed to consider appropriate health services. Student health screening does not include an episodic, individual screening done in accordance with professional licensed practice.

INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES

For more information, refer to Board Policy 502

Generally, students may not be interviewed during the school day by persons other than parents and school district officials and employees.

Requests from law enforcement officers and from persons other than parents, school district officials, and employees to interview students are made through the principal's office. Upon receiving a request, it is the responsibility of the principal to determine whether the request will be granted. Generally, prior to granting a request, the principal will attempt to contact the parents to inform them of the request and to ask them to be present.

If a child abuse investigator wishes to interview a student, the principal will defer to the investigator's judgment as to whether the student should be interviewed independently from the student's parents, whether the school is the most appropriate setting for the interview, and who will be present during the interview.

Students will not be taken from school without the consent of the principal and without proper warrant.

NONDISCRIMINATION

For more information, refer to Board Policy 102

The Community School District does not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact: Vic Vanderpool, Executive Director of Support Services, 103 Mathews Drive, Gilbert, IA 50105, 515-232-3740, vanderpoolv@gilbertcsd.org.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, are directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Gilbert Community School District, Gilbert, Iowa 50105; or by telephoning 515-232-3740. Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn St., 37th Floor, Chicago, IL, 60604 (312) 730-1560, fax (312) 730-1576 OCR.Chicago@ed.gov, the Iowa Civil Rights Commissioner, <https://icrc.iowa.gov>, (515) 281-4121 or the Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA 50319. (515) 281-5294. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level.

ONLINE DISTRICT RESOURCES

Information about current events throughout the district as well as important registration forms and links to staff webpages, can be found on the district website at www.gilbertcsd.org. Digital Backpack is a resource found on the district webpage. All forms and announcements such as camp flyers, sports sign-ups and community events can be found there. If you have something that you would like to have added you may submit it on the digital backpack site. Once submitted, it will be approved by a district administrator and then posted. In addition, the district has developed an app for iPhones and Android.

PERMISSIONS | Social Media/Photo/Video Release

Throughout the school year, we like to celebrate our students and their successes with photos and videos that are posted to our Gilbert Schools social media accounts and website, and used in district publications, such as the yearbook. With the exception of district publications, we do not identify students by name in group situations.

PUBLIC COMPLAINTS

For more information, refer to Board Policy 213

The board recognizes situations may arise in the operation of the school district which are of concern to parents and other members of the school district community.

The board firmly believes concerns should be resolved at the lowest organizational level by those individuals closest to the concern. Whenever a complaint or concern is brought to the attention of the board it will be referred to the administration to be resolved. Prior to board action however, the following should be completed:

- a. Matters should first be addressed to the teacher or employee.
- b. Unsettled matters from (a) above or problems and questions about individual attendance centers should be addressed to the employee's building principal.
- c. Unsettled matters from (b) above or problems and questions concerning the school district should be directed to the superintendent.
- d. If a matter cannot be settled satisfactorily by the superintendent, it may then be brought to the board for consideration. To bring a concern, the individual shall notify the board president or board secretary in writing, who may bring it to the attention of the entire board.

Parents, guardians and community members of the district who have concerns about the district or the board may refer to the student handbook for additional guidance from the Iowa Department of Education.

It is within the discretion of the board to address complaints from the members of the school district community, and the board will only consider whether to address complaints if they are in writing, signed, and the complainant has complied with this policy. The board is not obligated to address a complaint and may defer to the decision of the superintendent. If the board elects not to address a complaint, the decision of the superintendent shall be final. If the board does elect to address a complaint, its decision shall be final.

PUBLIC CONDUCT ON SCHOOL PREMISES

For more information, refer to Board Policy 903

The board expects that students, employees and visitors will treat each other with respect, engage in responsible behavior, exercise self-discipline and model fairness, equity and respect. Individuals violating this policy will be subject to discipline. Students will be disciplined consistent with the student conduct policies. Employees will be disciplined consistent with employee discipline policies and laws. Others will be subject to discipline according to this policy.

Individuals are permitted to attend school sponsored or approved activities or visit school premises only as guests of the school district, and, as a condition, they must comply with the school district's rules and policies. Individuals will not be allowed to interfere with or disrupt the education program or activity.

Visitors, like the participants, are expected to display mature, responsible behavior. The failure of individuals to do so is not only disruptive but embarrassing to the students, the school district and the entire community.

To protect the rights of students to participate in the education program or activities without fear of interference or disruption and to permit the school officials, employees and activity sponsors and officials to perform their duties without interference or disruption, The following provisions are in effect:

- Abusive, verbal or physical conduct of individuals directed at students, school officials, employees, officials and activity sponsors of sponsored or approved activities or at other individuals will not be tolerated.
- Verbal or physical conduct of individuals that interferes with the performance of students, school officials, employees, officials and activity sponsors of sponsored or approved activities will not be tolerated.
- The use of vulgar, obscene or demeaning expressions directed at students, school officials, employees, officials and activity sponsors of sponsored or approved activities participating in a sponsored or approved activity or at other individuals will not be tolerated.

If an individual becomes physically or verbally abusive, uses vulgar, obscene or demeaning expression, or in any way interrupts an activity, the individual may be removed from the event by the individual in charge of the event. Law enforcement may be contacted for assistance.

Individuals removed from school premises have the ability to follow the board's chain of command and complaint policies should they choose to do so. The exclusion is in effect should the individual choose to appeal the decision of the superintendent. The term "individual" as used in the policy also includes students and employees.

If an individual has been notified of exclusion and thereafter tries to enter a school building or attends a sponsored or approved activity, the individual will be advised that his/her attendance will result in prosecution. The school district may obtain a court order for permanent exclusion from the school building or from future school sponsored or approved activities.

SEARCH & SEIZURE

For more information, refer to Board Policy 502

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search is 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 furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, will not create a protected student area and will not give rise to an expectation of privacy with respect to the locker, desk, or other facility.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco/nicotine, 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 vehicles; 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.

SCHOOL TRANSPORTATION

For more information, refer to Board Policy 711

Student Conduct on District Transportation

Students utilizing school transportation will conduct themselves in an orderly manner fitting to their age level and maturity with mutual respect and consideration for the rights of the school vehicle driver and the other passengers. Students who fail to behave in an orderly manner will be subject to disciplinary measures.

The driver will have the authority to maintain order on the school vehicle. It is the responsibility of the driver to report misconduct to the building administrator.

The board supports the use of recording devices on school buses used for transportation to and from school as well as for field trips, curricular or extracurricular events. The recording devices will be used to monitor student behavior and may be used as evidence in a student disciplinary proceeding. The recordings are student records subject to school district confidentiality, board policy and administrative regulations.

Consequences for continuing behavior issues on the bus can include warnings, office referrals, parent communication and suspension from bus privileges. The building principal will have the authority to suspend transportation privileges of the student or impose other appropriate discipline.

Transportation for Extracurricular Activities

Students participating or attending extracurricular events, other than those held at the school district facilities, may be transported to the extracurricular event by school district transportation vehicles or by another means approved by the superintendent.

Students, who are provided transportation in school district transportation vehicles for extracurricular events, will ride both to and from the event in the school vehicle unless arrangements have been made with the building principal prior to the event. A student's parent may personally appear and request to transport the student home from a school-sponsored event in which the student traveled to the event on a school district transportation vehicle.

SMOKING - DRINKING - DRUGS

For more information, refer to Board Policy 502

The board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, nicotine products, other controlled substances, or "look alike" substances that appear to be tobacco, beer, wine, alcohol or controlled substances by students while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct will directly affect the good order, efficient management and welfare of the school district.

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

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

STUDENT DIRECTORY

For more information, refer to Board Policy 506

Directory information is information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The district may disclose "directory information" to third parties without consent if it has given public notice of the types of information which it has designated as "directory information," the parent's or eligible student's right to restrict the disclosure of such information, and the period of time within which a parent or eligible student has to notify the school in writing that he or she does not want any or all of those types of information designated as "directory information."

The district has designated the following as "directory information":

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

STUDENT LOCKERS

For more information, refer to Board Policy 502

Student lockers are the property of the school district. Students will use the lockers assigned to them by the school district for storing their school materials and personal belongings necessary for attendance at school. It is the responsibility of students to keep their assigned lockers clean and undamaged.

For safety reasons, students are expected to keep their locker doors closed when not in use. Students should not decorate the exterior of their locker door without permission of a teacher, coach, or administration. Students who access the lockers of others may be subject to disciplinary action.

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 lockers. Student lockers may also be searched, at any time and without advance notice, in compliance with board policy regulating search and seizure.

STUDENT TEACHERS

Each year there may be student teachers from one or more of the Iowa universities working in our classrooms. Usually arrangements are made so that no classroom teacher has more than one student teacher per school year.

The Intermediate School also cooperates with the universities in allowing volunteer teacher aides (students in their early years of teacher education programs) to gain experience in our buildings. Usually these college students visit 1-2 days each week for about half a day at a time.

A third way of cooperating with institutions of higher education is through various educational research projects. These projects may originate in various departments at the colleges and usually involve some kind of data gathering and student observation. These projects are limited to two per year on a first come first serve basis. The amount of time that such research takes students away from class work is strictly controlled and not allowed without parent permission.

TECHNOLOGY AND RECORDING

For more information, refer to Board Policy 605 and/or Board Policy 804

Internet Appropriate Use

Because technology is a vital part of the school district curriculum, the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means.

Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students. If a student already has an electronic mail address, the student may, with the permission of the supervising teacher, be permitted to use the address to send and receive mail at school.

The Internet can provide a vast collection of educational resources for students and employees. It is a global network which makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information which may not be of educational value. Student Internet records and access records are confidential records treated like other student records. Students' Internet activities will be monitored by the school district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. The school district will use technology protection measures to protect students from inappropriate access, including sites that include obscenity, child pornography or are harmful to minors.

The school district will monitor the online activities of students and will educate students about appropriate online behavior, including interacting on social networking sites and chat rooms. Students will also be educated on cyberbullying, including awareness and response. Employees will provide age appropriate training for students who use the Internet. The training provided will be designed to promote the school district's commitment to:

- The standards and acceptable use of Internet services as set forth in the Internet Safety Policy;
- Student safety with regard to:
 - safety on the Internet;
 - appropriate behavior while online, on social networking Web sites, and
 - in chat rooms; and
 - cyberbullying awareness and response.
- Compliance with the E-rate requirements of the Children's Internet Protection Act

Employees and students will be instructed on the appropriate use of the Internet. Parents will be required to sign a permission form to allow their students to access the Internet. Students will sign a form acknowledging they have read and understand the Internet Acceptable Use policy and regulations, that they will comply with the policy and regulations, and that they understand the consequences for violation of the policy or regulations. The [GCSD Technology Agreement](#) outlines Gilbert Schools policies & expectations related to school technology, including consequences for inappropriate use of school devices.

Personal Technology

Personal technology (cell phones, gaming devices, computers, tablets, smart watches, music devices, etc) should not be used in the building during the school day unless approved by the classroom teacher or administration. Use of personal devices at inappropriate times may result in confiscation of the device and returning the item to the student at the end of the school day. Continued issues may result in a parent/guardian meeting and returning the device to the parent/guardian after the meeting.

Students are solely responsible for the care and custody of all personal electronic devices they choose to possess. Students should take care to secure these devices. Gilbert Schools shall not assume responsibility for loss, damage, destruction, or theft of any electronic device brought to school.

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.

Recording

The district believes in the importance of providing a safe and enriching environment for teaching and learning. Recording devices of all kinds, including still photography, video, and audio, can be valuable teaching, learning, and safety tools. Recording also has the potential to substantially disrupt the school district environment and may invade the privacy rights of individuals present on school district property or at school district events. This policy is intended to place reasonable restrictions on recording of any kind on school district property and at school district events to maintain the safety and decorum of the school district environment. This policy is not intended to be construed or enforced in a way that infringes on any individual's First Amendment right or infringes upon employee activity protected by law.

- **District-Generated Recordings**

The District uses digital recording devices on school property, including school transportation vehicles, to help maintain safety and safeguard District property. Recording devices also have several legitimate educational purposes to enrich the curriculum and aid in student learning. Recording may be an important part of student lessons or used to facilitate employee performance review and professional development. Additionally, district-generated recordings of students and staff engaging in the district's educational and extracurricular programs are essential to engage positively with the school community, keep parents and community members informed, and promote the value of public education.

Recordings of students have the potential to be considered education records under the Family Education Rights and Privacy Act (FERPA). Recordings shall be maintained and accessed only in compliance with FERPA. Certain recordings of employees may also be considered personnel records under Iowa law and shall be maintained and accessed only in compliance with those laws.

- **Non-District Generated Recordings**

The use of non-district owned recording devices on school property and at school events will be regulated to maintain the safety and decorum of the school district environment. Students, parents, community members, and visitors will not be permitted to take recordings during school hours on school property unless the recording is authorized in advance by a staff member. This policy does not apply to recording at public events or in public spaces.

- **Regulations Applicable to all Recording**

In order to balance privacy and safety interests, no recording will be allowed on District property where individuals maintain a reasonable expectation of privacy. These areas include but aren't necessarily limited to: the nurse's office, restrooms, locker rooms, changing areas, lactation spaces, and employee break rooms. No individual is entitled to use a recording device in a way that violates any law, violates the District's anti-harassment, anti-bullying, or anti-discrimination policies, or in a way that creates a substantial disruption in the learning environment.

All questions or concerns regarding recording on school district property should be directed to the building principal.

Repair of School-Owned Devices

When school-issued devices are damaged or lost, the student assumes responsibility for repair and/or replacement of the device in the following manner:

- First incident of damage - family is responsible for 50% of actual repair cost
- Second incident of damage - family is responsible for 75% of actual repair cost
- Repairs beyond the second - family is responsible for 100% of actual repair cost

TOBACCO AND VAPE FREE ZONE

School district facilities and grounds, including school vehicles, are off limits for tobacco or nicotine use, including the use of look-alikes where the original would include tobacco or nicotine is prohibited in school district facilities, including school vehicles, and on school grounds.

This policy applies at all times, including school-sponsored and nonschool-sponsored events. This ban extends to all school district personnel and visitors. Persons failing to abide by this policy are required to dispose of their tobacco materials or leave the school district premises immediately.

It is the responsibility of all school personnel to enforce this policy. It is the responsibility of the superintendent to develop administrative regulations to enforce this policy.

VISITORS TO SCHOOL BUILDINGS AND SITES

For more information, refer to Board Policy 903

The board welcomes the interest of parents and other members of the school district community and invites them to visit the school buildings and sites. Visitors, which include persons other than employees or students, must notify the principal of their presence in the facility upon arrival.

Persons who wish to visit a classroom while school is in session are asked to notify the principal and obtain approval from the principal prior to the visit so appropriate arrangements can be made and so class disruption can be minimized. Teachers and other employees will not take time from their duties to discuss matters with visitors.

Visitors will conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while attending school events. Visitors failing to conduct themselves accordingly may be asked to leave the premises. Children who wish to visit school must be accompanied by a parent or responsible adult.

Gilbert Schools uses the Raptor Visitor and Volunteer Management System in all of our buildings to further ensure the safety of our students and staff within the district. The Raptor system will allow us to better screen visitors, contractors, and volunteers in our schools by checking the national sex offender and criminal databases, to provide a safe environment for our students and staff. For more information about the Raptor system, please contact the school's office.

HIGH SCHOOL SPECIFIC INFORMATION

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.

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
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 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 must enroll in a minimum of five courses each semester, one of which must be physical education. This is also the requirement for a student to be eligible for participation in extracurricular activities with Gilbert High School.

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.

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.

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	Financial Literacy	1 credit
Science	6 credits	Health	1 credit
Mathematics	6 credits	Elective Credits	8 credits
Social Studies	3 credits	100 hours of work = 1 elective credit	
Government	1 credits	*Maximum of 2 work credits/year	
American History	2 credits		
Physical Education	4 credits		

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.

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

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.

GHS Online Courses:

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. (See 'Credit Recovery' below.)
- 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

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.

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.

GRADE REPORTS

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

1. Final semester grades via the Infinite Campus portal, and
2. mid-semester grade reports for students who are doing unsatisfactory or failing work.
3. The student information system, Infinite Campus, will provide a parent portal and student portal that will update a student's attendance and grades throughout the school year.
4. Parents are welcome and encouraged to contact the school concerning the progress of the child at any time.

More information can be obtained from the district office regarding Infinite Campus.

ATTENDANCE

For more information, refer to Board Policy 501

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 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.

Absence policies and procedures

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. 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. 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.

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 will be addressed as follows:

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.

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. The principal 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.

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. When a student reaches 4 tardies in a given semester, each subsequent tardy will continually accrue detention time.

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. Students leaving for or returning from Open Campus do not need to sign out/in with the office. 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 give permission with the 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.

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.

DRESS POLICY

(For more information, see Board Policy 502)

The Gilbert Community School District believes inappropriate student appearance may cause a material and substantial disruption to the school environment or may present a threat to the health and safety of students, employees and visitors. Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting.

Appearance disruptive to the education program will not be tolerated.

- Headwear that obscures the face (except for medical or religious purposes) is not to be worn in the building during the school day except for medical reasons, religious exceptions and in the form of a stocking hat on the way to/from recess.

- Clothing/apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed.
- Shoes must be worn in the building at all times.

The following student attire is deemed inappropriate for school:

- Exposed undergarments
- Clothing that reveals cleavage, one's backside or midriff
- Clothing that calls undue attention to an individual and may disrupt the educational climate

The building principal will make the final determination of the appropriateness of student appearance. Infractions of this policy will result in progressive discipline that begins with being asked to change into clothing that meets the student dress standards. Continued infractions may result in detentions and suspensions. The intent for this policy is for students to understand that school is a workplace, and what is appropriate outside the workplace may not be appropriate at work.

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.

TRANSPORTATION 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.

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. No signs, banners, noisemakers etc. are allowed at sporting events. Remember that your conduct is a representation of our school. It takes years to make a good name for our school, but only a few minutes to make a bad one. 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. Good sportsmanship is a positive reflection upon our school.

Pep Assemblies and Pep Buses

Pep assemblies 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.

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. 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, and may lose privileges.

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.

Skateboards, Rollerblades

Skateboards, rollerblades and similar equipment are prohibited in the school building at all times.

Passes

Passes will be required for movement in the halls during class time. Students who abuse the present pass system may lose all pass privileges.

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.

ELIGIBILITY – 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).

EXTRACURRICULAR ACTIVITIES ELIGIBILITY

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 extracurricular 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 or vape 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).

Violations of the 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.

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.

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.

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.

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 for violations of the Good Conduct Policy include but are not limited to *:

First Violation: 25% of season

Additional Violations: 50% of the season

***Administration has discretion to modify the period of ineligibility dependent on the severity of the offense, regardless if it's the student's first offense.**

Time frames for application and enforcement - (Pertains to items 1-5)

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:

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 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.

For additional information on lettering, participation, and other athletics information, please refer to the [GCSD Athletic Handbook](#).