

# Gilbert High School Schedules

## Regular Schedule

Period 1 8:05-8:48	(43)
Period 2 8:52-9:35	(43)
Period 3 9:39-10:22	(43)
Homeroom 10:25-10:35	(10)
Period 4 10:39-11:22	(43)
Period 5 (Lunch Shifts)	
A lunch 11:22-11:48	(26)
B lunch 11:48-12:14	(26)
C lunch 12:14-12:40	(26)
Period 6 12:44-1:27	(43)
Period 7 1:31-2:14	(43)
Period 8 2:18-3:01	(43)

## 12:20 Dismissal Schedule

Period 1 8:05-8:30	(25)
Period 2 8:34-8:59	(25)
Period 3 9:03-9:28	(25)
Period 4 9:32-9:57	(25)
Period 5 10:01-10:26	(25)
Period 6 10:30-10:55	(25)
Period 7 10:59-11:24	(25)
Period 8 11:28-11:53	(25)
Lunch A, B, C 11:55-12:20	(25)

## Collaboration Tuesday Schedule

Period 1 8:30 - 9:11	(41)
Period 2 9:15 - 9:56	(41)
Period 3 10:00 - 10:41	(41)
Period 4 10:45 - 11:28	(43)
Period 5 11:28 - 12:46	
A Lunch 11:28-11:54	(26)
B Lunch 11:54-12:20	(26)
C Lunch 12:20-12:46	(26)
Period 6 12:50 - 1:31	(41)
Period 7 1:34 - 2:15	(41)
Period 8 2:19 - 3:01	(42)

## One Hour Early Dismissal:

Period 1 8:05-8:42	(37)
Period 2 8:46-9:23	(37)
Period 3 9:27-10:04	(37)
Period 4 10:08-10:44	(37)
Period 6 10:49-11:25	(36)
Period 5 Lunch	
A lunch 11:25-11:51	(26)
B lunch 11:51-12:17	(26)
C lunch 12:17-12:43	(26)
Period 7 12:45-1:21	(36)
Period 8 1:24-2:01	(36)

## Two Hour Late Start

Period 1 10:05-10:32	(27)
Period 2 10:37-11:04	(27)
Period 3 11:08-11:35	(27)
Period 5	
A Lunch 11:35-12:01	(26)
B Lunch 12:01-12:27	(26)
C Lunch 12:27-12:53	(26)
Period 4 12:58-1:25	(27)
Period 6 1:30-1:57	(27)
Period 7 2:01-2:28	(27)
Period 8 2:33-3:01	(27)

## 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.”*

### 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; and*
- *To provide students and their families with up-to-date, easy to understand information on the range 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

No student in the Gilbert Community School District shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in District programs on the basis of race, color, creed, sex, religion, marital status, ethnic background, national origin, disability, sexual orientation, gender identity, or socio-economic background. 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.

The district believes 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 life styles 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 *gender*, race, ethnicity, religion, *sexual orientation* and *physical* 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.

Inquiries and grievances regarding compliance with Title IX, Title IV, Section 504, or Section 601A should be directed to the district's Equity Coordinator: Hope Bossard. Curriculum Director, Gilbert Community School District, 103 Mathews Drive, Gilbert, Iowa; 50105 phone number 515-232-3740. Inquiries may also be directed to: Director, Region VII Office of Civil Rights, U.S. Department of Education, 310 W. Wisconsin Ave., Ste. 800, Milwaukee, WI, 53203-2292, 414-291-1111; or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, phone number 515-281-5294.

### **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.

## Philosophy

Our school policies and regulations have been established over time and are reflective of the expectations of parents, students, and staff. The rules of behavior at Gilbert High School revolve around the following concepts:

- 1) Common courtesy
- 2) Mutual respect
- 3) Common sense
- 4) The rights of the majority to learn, having precedence over the rights of the individual to be disruptive.

A good “guiding principle of behavior” would be: **“BE WHERE YOU ARE SUPPOSED TO BE, AT THE TIME YOU ARE SUPPOSED TO BE THERE, DOING WHAT YOU ARE SUPPOSED TO BE DOING.”**

Unfortunately, even after rules and policies have been explained and the reasons for them understood, some students will violate school rules. Counseling for students will be used when appropriate, along with parent conferences, or appropriate program changes. When students violate a school rule or disrupt the school day there are several options, which may be used to bring about acceptable behavior. They include, but are not limited to, the following: removal from class, restriction during study hall time, loss of privileges, detention before or after school or Saturday mornings (“Saturday School”), loss of co-curricular participation privileges, suspension, and in extreme cases, expulsion.

## 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 classes regularly and to be on time in order to receive maximum benefit from the instructional program and to minimize the 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.*

However, 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 e-mail [davisp@gilbert.k12.ia.us](mailto:davisp@gilbert.k12.ia.us) 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. **Any absence that is not explained in a parental note or phone call will result in a detention equaling the time of the absence.**

### Make-Up Slips

Students who will be absent from school with anticipated absences should secure a make-up form in the office prior to that absence. The student should take this make-up slip to each of their teachers to get the assignments that will be missed. The students should have the instructors initial the assignment for each class. This will serve as their records of assignments to be completed. Failure to comply with this rule will result in the absence being treated as unexcused. 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 C's or higher in their classes <or the teacher of the low score gives the student permission as the student is working up to their abilities in the class> and the student as 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 for any reason will be addressed as follows:

- Eight absences in a given school year will result in a letter to parents indicating the number of absences and explaining the importance of regular attendance.
- Fifteen absences in a given school year will result in a meeting with parents, the guidance counselor or principal, juvenile court officer (if appropriate), and the student. The purpose of the meeting will be to discuss the reason for absences, the possible consequences of the absences, and to determine whether or not the absences warrant a referral to the county attorney.

For an unexcused absence the student will be dealt with as follows: 1) the first unexcused absence in a year will require the student to attend detention for the time missed while unexcused. 2) The second unexcused absence in a year will result in a student being assigned Saturday School *or equivalent detention/ in-school suspension time*. 3) The third unexcused absence in a year will result in the student being suspended from school. The student will receive no credit for the semester in each class where there have been three unexcused absences. Communications between the principal, the student, and the parent(s) will be required for each instance of an unexcused absence. Appeal to these actions will be through the regular district grievance procedure as stated in the Board policies. Students must be at school *by the start of fifth period* to participate in extra-curricular activities that evening. A student is required to be at school *by the start of fifth period* on the last school day of the week to participate in weekend activities. Only in extreme circumstances will this rule be waived by the principal.

### Tardiness

A tardy is defined as arrival to class/study hall after the published start time. Arrival more than fifteen minutes after the period begins will be considered an absence. **Any student arriving at school after the**

school day has started should report to the office immediately upon his/her arrival at school to record the time of arrival and the reason for being late. Students who are tardy will be addressed as follows:

- 4<sup>th</sup>-7<sup>th</sup> Tardy per quarter will result in detention and a letter to parents after 4<sup>th</sup> tardy indicating the number of times the student has been tardy and explaining the importance of being on-time to classes.
- 7<sup>th</sup> Tardy per quarter will result in a student meeting with the Principal to discuss violation of the mandatory attendance laws.
- 8<sup>th</sup> Tardy per quarter will result in a meeting with parents, the guidance counselor or principal, and the student. The purpose of the meeting will be to discuss the reason for absences, the possible consequences of the absences, and to determine whether or not the tardiness warrants a referral to the county attorney.

### **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, 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. When expelled by the Board, a student may be re-admitted 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 also cause that student to be ineligible for co-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.

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 or look-a-like substances.

### **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.**

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, 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 exam/quiz; 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 when the continued presence of the student interferes with the ability of other students to learn. This disruption could be for excessive talking, insubordination, as well as other reasons. Upon being sent from class, the student will go directly to the principal's office. If this is the first time the student has been sent from class, the student will have a preliminary conference with the principal or designee and, if appropriate, be sent to his/her next class at the conclusion of the period. During this conference the principal will counsel with the student as to the rights and responsibilities of the individual along with the expectations of proper conduct while in class. After the meeting, between the principal and the teacher, a second conference will be held between the student, the principal, and if appropriate, with the teacher to determine the final outcome. The second time a student is sent from the same class, the student will report immediately to the principal's office. A similar procedure will be followed with the addition of a conference or telephone call between the principal and the student's parent(s). If a student is sent from class a third time, the student can be suspended from the class for the remainder of the semester with no right to receive credit. **ANYTIME A TEACHER SENDS A STUDENT FROM CLASS, THE PARENTS WILL RECEIVE A TELEPHONE CALL FROM THAT INSTRUCTOR.** In cases of severe disruption, a student may be suspended from the class for the remainder of the semester after the first or second incident.

### Detention

Detention 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 time for tardiness and other attendance violations, as well as misbehavior in classrooms or study hall, will be after school on Monday, Tuesday, Wednesday, and Thursday from 3:05 – 3:45 in the teacher's room or in the principal's office (assigning teacher's preference). If a student skips detention, the following consequences may be levied against the student. The student can be assigned an additional detention to be served. If a student skips two detentions, Saturday morning detention from 7:30 – 11:15 may be assigned. If a student skips Saturday morning detention, two days of in-school suspension will be assigned. Detention may be re-scheduled only with approval from the principal. In some cases where the student fails to serve the detention or Saturday School, students may be suspended from classes or co-curricular activities until the detention time is completed. Students will serve all detention time prior to being allowed to attend dances, prom, or state sponsored athletic events or being able to walk at graduation.

## Fighting and Swearing

Few things are as disruptive to the educational process and environment as fighting and/or the use of profanity. These actions will not be condoned at school and may result in the student's suspension from school. Profanity can be punished with either detention or suspension.

## Appearance

The first thing a visitor notices at our school is the building and grounds followed by student appearance and actions. The general appearance of students reflects the character of our school to the community and visitors at our school and affects the classroom climate and sense of respect for public education.

## STUDENT DRESS

Students are expected to wear clothing that is neat and acceptable in appearance.

Headwear, including "dew rags," for both males and females is not to be worn during the school day, except for medical or religious exceptions. *Sunglasses, hats, bandanas, hooded jackets, and coats are generally not permitted to be worn in the building.*

- (1) Clothing with words or pictures should not include profanity, libel, or sexual innuendoes.
- (2) Shoes must be worn in the building at all times. Shoes with cleats except for outdoor athletic practices, bare feet, and shoes with wheels are prohibited in the building.
- (3) Clothing which advertises or promotes the use of tobacco, alcohol, drugs or related materials will not be allowed.

### **The following student attire is deemed inappropriate for school:**

- (1) Clothing that exposes a midriff or cleavage, underwear, or pants lower on the waist that exposes bare skin.
- (2) Backless tops, strapless tops, halter-tops, tube tops, spaghetti strap tops (less than the width of two fingers) or any top that does not fully cover all under garments
- (3) Shorts and skirts will cover the leg to mid-thigh or longer.
- (4) Clothing that calls undue attention and may disrupt the educational climate.

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. All infractions would be reported to a student's parents. Depending on the severity of the infraction students may be asked to change their clothing immediately. The school may provide a shirt in which a student can change into or we will ask the student to go home to change after contacting the student's parents.

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.

## 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 well involve the student with local law enforcement officials. 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.

### **Respect for Individuals**

There should be respect for those persons in leadership roles. All teachers are in positions of leadership and students will be expected to respect the authority vested in all faculty members, regardless of the teaching assignment. Students are also expected to show proper respect for teacher associates, secretaries, custodians, cooks, bus drivers, substitute teachers and other school employees. At the same time students have the right to be treated with dignity and respect by the faculty and staff.

Our world consists of people of diverse backgrounds. Everyone needs to attempt to better understand and accept this diversity. Harassment of any kind, including harassment based upon race, gender, or disability will not be tolerated in the Gilbert Schools. Discipline for any of the above infractions may include detention, loss of privileges, suspension, or in extreme cases or repeated cases, expulsion. Concerns or grievances should be directed to the building principal.

### **Harassment – Students (Based on Board Policy)**

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

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

School employees shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws and board policy and procedures governing harassment within the school setting.

Students who believe they have suffered harassment shall report such matters in a timely manner to a teacher, a counselor, or a building administrator. Violations of this policy or procedure will be cause for disciplinary action up to and including expulsion.

## **CURRICULUM**

### **Requirements for Graduation**

Students graduating from Gilbert High School are required to have earned 46 credits exclusive of physical education. One credit may be earned for the successful completion of each semester of an academic course.

*Starting with the 2011-2012 school year students that participate in band will receive 1 credit per semester. Students participating in vocal music will receive ½ credit for mixed choir and ½ credit for jazz choir per semester. Students participating in physical education will receive ½ credit per semester.*

A maximum of four music credits may be applied towards the total needed for graduation. The following specific courses are required:

English	8 credits
Science	6 credits
Mathematics	6 credits
Social Studies	6 credits
Health	1 credit
Life Skills	1 credit
Physical Education	4 credits

### **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 preceding semester to be eligible for early graduation (i.e. If the student wants to complete graduation requirements in December of their senior year the student must indicate this to the office by the last student day of the previous school year. If the student wants to complete graduation requirements at the end of their junior year notification must occur in the office on the last student day of the first semester of the student's junior year). All diplomas will be awarded at the annual graduation time in May.

### **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.

During the first few days of a semester a course may be added or dropped with the approval of the counselor and the principal. Course changes will only be made when it is in one of the following categories: A) A teacher requests the change; B) Necessary change for graduation purposes (includes contracts for seniors); C) Career goals, as seen by the students, parents, and counselor, have changed; or D) Other unusual circumstances as approved by the counselor and the principal. Dropping a course after the first few days may result in an F for the course being on the student's transcript. In some extreme cases a student may drop a class in the middle of the semester without resulting in an F but with the permission of the principal and teacher and after the student and parents have agreed to a set of guidelines.

## **Open Enrollment (updated the necessary dates)**

Iowa's Open Enrollment law allows students residing in one district to request transfer to another school district upon the parent's request. Parents/guardians considering the use of the open enrollment option to enroll their children in another public school district in the state of Iowa should be aware of the following dates: March 1, 2011 is the last date for regular open enrollment requests for the 2011-2012 school year. September 1, 2011 is the last date for open enrollment requests for entering kindergarten students and those students falling under the "good cause" definition for the 2011-2012 school year. Parents/guardians of open enrolled students whose income falls below 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend.

Parents should be aware that open enrollment might result in the loss of athletic eligibility. **For further details contact the Superintendent's Office.**

## **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. 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 (Board Policy)**

Grading policies and procedures for students' grades will be established by each instructor and explained to the students at the beginning of each course.

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 high honor roll is for a semester GPA of 3.67 – 4.33.

## **Gilbert High School Grading Scale**

A+ 99% - 100%, A 93% - 98%, A- 90% - 92%, B+ 87% - 89%, B 83% - 86%, B- 80% - 82%,  
C+ 77% - 79%, C 73% - 76%, C- 70% - 72%, D+ 67% - 69%, D 63% - 66%, D- 60% - 62%,  
F 0% - 59%

Pass (P) = 60% and above, Failure = 59% and below

## Special Programming

The 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.

## AM Homeroom

Meetings of various school organizations may be held during AM Homeroom. All meetings are to be scheduled in advance with the principal or administrative assistant. Students that are involved in meetings should report directly to the room in which they will be held. All other students will remain in their third period classroom.

## Lunch Shifts

There will be three lunch shifts; schedules will be posted around the building at the beginning of each semester. Modifications in the system will be made as necessary to allow the lunch process to operate smoothly. We will be serving a large number of students within each of these lunch shifts and students' cooperation with lunch supervisors, food service personnel, and our custodial staff is very important in allowing this process to be successful.

## Lunch Period

During the lunch period students should report to the Commons at the tables that are provided, whether they are eating food from the school lunch program or from home. The lunch period is closed and all students are expected to eat their lunches in the commons.

These students should take care to leave the area in a neat and orderly manner. The halls must be kept quiet because other classes will be in session. For this reason, students should not be in the halls or gyms during their lunch period. Students should remain in the Commons or the area immediately outside the main entrance. Student must have permission from the lunch supervisor to go somewhere else in the building. Students eating in the Commons are reminded to conduct themselves in a proper manner while using this facility. **Students are prohibited from being in or operating automobiles during the lunch period.** Failure to abide by these rules may result in disciplinary action.

All students in this building will be issued their own account number. Students will punch in their account number on a keyboard, which debits the price of the meal from their account. Ala Carte items, as well as second lunches can be debited from a student's account.

## 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. Parents may deliver a meal to the office and the meal will be given to the student.

## *Carbonated Beverages*

*To promote the healthy lifestyle choices among the student body; carbonated beverages are not permitted in the school after the start of the school day until the completion of the school day.*

### **Study Hall**

Regular study hall will in most cases be in the Commons. Students who are struggling academically may be assigned to Academic Success Center. Students are expected to bring work and study materials to each study hall. Students in regular study hall may be allowed to go to the LMC lab for non-academic purposes. Students who are experiencing academic issues may be placed in intervention study hall at anytime. Parents will be notified and a conference held before a student is assigned to the Academic Success Center.

### **Leaving 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 the principal or designee in the office. 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. In both of these cases students are responsible to report to the office. Failure to follow proper procedure may result in loss of privileges, the assignment of detention time, or suspension from school.

### **Open Campus Policy (For Seniors Only)**

1. Seniors may select periods seven and eight or just period eight during the school day each semester that they will not be required to be on campus.
2. If a senior is involved in open campus he/she should not be anywhere in the building during this time. Seniors need to take care of business at your locker quickly and leave the building promptly after the end of your last class.
3. During those periods selected for open campus, a student can sign into study hall at his/her option. This would allow them the opportunity to use the LMC or other school facilities. Once signed-in, they must conform to all requirements for study hall and other school rules.
4. This program is a senior privilege, not a right. This privilege may be revoked by the administration for abuse of school rules. Open campus will be revoked if a senior has an unexcused absence or on the fourth tardy in a quarter. **If a student is not passing all classes at mid-term or quarter grade dates, this privilege may be revoked by the principal.**
5. Parents or guardians must sign an Open Campus Permission Form for their child to be involved in this program.
6. 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.

## **ELIGIBILITY**

**Gilbert Community School District Gilbert, Iowa**

## Student Eligibility for Extra-Curricular 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 extra-curricular 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 extra-curricular 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 in at least four full-time classes the previous semester; ➤ be earning passing grades in all classes in the current quarter; ➤ 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 extra-curricular 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).

Attendance:

A. **Illness:** Students who miss part of the school day due to illness must be in attendance at school by 11:21 a.m. (or the beginning of 5<sup>th</sup> period on non-regular scheduled days) for high school students and by 11:30 a.m. (or the beginning of 4<sup>th</sup> period) for middle school students and stay in class for the remainder of the day in order to participate (in a contest, practice, or school sponsored social event held on the same day). This includes taking part in after school practice sessions.

B. **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.

C. **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.

## 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 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 extra- curricular 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).

"Participation" includes being in attendance at a function or party where the student knows or has reason to know that alcohol or other drugs are being consumed illegally by minors and failing to promptly leave despite having reasonable opportunity to do so. This participation rule is sometimes called a "mere presence" rule.

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 extra-curricular activities.

Consequences for students involved in athletics:

First Violation: 25% of season

Second Violation: 50% of season

If both the first and second violations involve substance abuse, the student will be required to attend an accredited substance abuse counseling/rehabilitation program before being allowed to return to athletics. Plus 25 hours of community service

Third Violation: 1 calendar year (from date of infraction) Plus 150 hours of community service

Fourth Violation: Permanent ineligibility

Consequences for students involved in other activities:

The school principal/designee will be responsible for enforcing penalties under this policy.

A student involved in a dramatic and/or music production, including the play and school musical, will be ineligible and withheld from at least 25% of the performances of that production for the first offense: 50% for the second offense and for one year for any subsequent offense. Students also will be required to perform community service following a second offense (25 hours) and a third offense (125 hours)

A student who is a member of a vocal and/or instrumental music group, flag corps/color guard, and/or speech/will be withheld from performing, including competitions, for a corresponding period of time to be determined by the principal/designee and director/sponsor.

2. 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 for students involved in athletics:

First Violation: 25% of season

Second Violation: 50% of season

If both the first and second violations involve substance abuse, the student will be required to attend an accredited substance abuse counseling/rehabilitation program before being allowed to return to athletics.

Plus 25 hours of community service

Third Violation: 1 calendar year (from date of infraction) Plus 150 hours of community service

Fourth Violation: Permanent ineligibility

Consequences for students involved in other activities:

The school principal/designee will be responsible for enforcing penalties under this policy.

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A student who is a member of a vocal and/or instrumental music group, flag corps/color guard, and/or speech/will be withheld from performing, including competitions, for a corresponding period of time to be determined by the principal/designee and director/sponsor.

3. 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 for students involved in athletics:

First Violation: 25% of season

Second Violation: 50% of season

If both the first and second violations involve substance abuse, the student will be required to attend an accredited substance abuse counseling/rehabilitation

program before being allowed to return to athletics. Plus 25 hours of

community service Third Violation: 1 calendar year (from date of infraction)

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A student who is a member of a vocal and/or instrumental music group, flag corps/color guard, and/or speech/will be withheld from performing, including competitions, for a corresponding period of time to be determined by the principal/designee and director/sponsor.

4. 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 extra-curricular activities by the administration.

Consequences for students involved in athletics:

First Violation: 25% of season

Second Violation: 50% of season

If both the first and second violations involve substance abuse, the student will be required to attend an accredited substance abuse counseling/rehabilitation program before being allowed to return to athletics. Plus 25 hours of community service

Third Violation: 1 calendar year (from date of infraction) Plus 150 hours of community service

Fourth Violation: Permanent ineligibility

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The school principal/designee will be responsible for enforcing penalties under this policy.

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A student who is a member of a vocal and/or instrumental music group, flag corps/color guard, and/or speech/will be withheld from performing, including competitions, for a corresponding period of time to be determined by the principal/designee and director/sponsor.

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 extra-curricular 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 doubleheaders 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.
2. Admission Prior to Determination: If a student comes forward to a coach, administrator, or activity sponsor to admit (self-report) a violation of the Good Conduct Rule prior to the date on which a meeting is held with the student and administrator on the alleged violations, the student's penalty may be reduced by 1/2 for a first violation, by 1/4 for a second violation, or 1/4 of a third violation within the student's high school career. The reduction in penalty is only the time period. The community service will remain the same.
3. Items 1 and 2 of this section may not be combined.
4. A student who has been found to have violated the provisions described above prohibiting conduct that would be grounds for arrest or citation, or conduct that is inappropriate or offensive, may seek to reduce the penalty by entering into a "Behavior Agreement". The agreement shall be in writing and shall include, but not be limited to, a written apology for the student's behavior to affected parties and, restitution where appropriate. The degree of reduction of the penalty in such situations shall rest with the administrator, but in no event shall the reduction exceed one-half of the penalty.
5. A student who violates the "**mere presence**" provision of this policy shall serve no more than one-half of the established penalty for the first, second, or third/subsequent violation.

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.

# Gilbert Community School District

## Extracurricular Code of Conduct

Before any student at Gilbert High School is eligible to participate in extracurricular activities, this form must be signed by the participant. The signing of this form indicates the participant is aware of the extracurricular policies of the Gilbert School District. Prior to the first practice, the coach/sponsor will review the policies with all participants. This form shall be signed and returned to the coach/sponsor who is responsible for filing it with the athletic director.

I HAVE READ AND UNDERSTAND BOARD POLICY 503.4 KNOWN AS THE GOOD CONDUCT POLICY, AND THE RESULTING PENALTIES.

Student's signature \_\_\_\_\_

Student's printed name \_\_\_\_\_

Date \_\_\_\_\_ Grade Level \_\_\_\_\_

## EXPECTATIONS AT EXTRA CURRICULAR 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, noise makers etc?

### 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 given during the morning 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. 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 3:01 p.m. without specific permission from the office or area supervisor. Failure to comply with this rule will result in disciplinary action, also.

All students that drive to school and park on school property must register their vehicle in the office for easier identification.

Senior and junior students are allowed to park in either the east or west parking lots in any space not marked as staff parking, handicapped parking, or visitor parking. *The freshmen and sophomore students will either park behind the bus barn or across the street in the middle school parking lot.* All students are expected to park in an appropriate manner regardless of the parking lot that they are using. The inability to abide by these parking regulations will result in disciplinary action. Disciplinary measures for either inappropriate parking may include: A) detention time; B) loss of parking privileges; C) having their car towed at the owner's expense; D) suspension from school; E) expulsion from school. In addition, students may be fined for repeated illegal parking violations.

Students are asked to enter and exit from the west parking lot before and after school.

## **MISCELLANEOUS INFORMATION AND PROCEDURES**

### **HEALTH INFORMATION**

#### **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 white 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 12 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 the school must be kept in the original container. This includes over-the-counter preparations, as well as prescription drugs.

### **Electronic Devices**

Students need to respect the privacy rights of others in accordance with both laws and school policies. Cell phones should be turned off during the school day, and 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 prior to making the call. Cell phones may be used during the lunch break. Cell phones with cameras should never be in use in restrooms, locker rooms, *classrooms*, 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 these devices is a privilege not a right, and abuse of the privilege will result in loss of the privilege.

Abuse of these rules will result in the confiscation of such devices. The devices will be turned into to the office and may be picked up at the end of the school day. Repeated offenses will result in further disciplinary action.

### **Eye Protective Devices**

School personnel involved in shop or chemical lab activities that may present risk or hazard of eye injury from the materials or processes used therein are required to wear industrial quality eye protective devices. These may be purchased in class or in the office.

### **Use of School Telephone/Parent Messages**

**The telephones in the offices are business phones and are to be used only for that purpose.** Office phones may be used for the return of parent calls or other appropriate school business. If a parent needs to leave a message for a student it will be placed on the Red Message Board (*Televisions*) in the Commons and the students name will be announced on the public address system to come to the office. It will be the students' responsibility to check the Board during the day. If a student desires to talk with a parent on their cell phone during the school day, the student must come to the office prior to making the phone call to receive permission from the office.

### **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. *Posters will pinned or stapled to the tack strips or tack walls, they will not be taped to any surfaces.*

### **Skate Boards and Roller Blades**

Skateboards are prohibited on school property at all times. Roller blades 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. Those few people who abuse the present pass system may lose all pass privileges.

## **School Cancellations**

The cancellation of school for any reason will be announced over the radio station KASI (1430AM), KWBG (1590 AM), and WHO (1040 AM) as soon as such a decision is made. The district has established an e-mail alert system to provide notice to parents in case school is postponed, cancelled, or dismissed early. *In the event of a school closing or early dismissal, you will be sent an e-mail and/or a phone call as soon as the decision has been made. More information will be made available during the summer.*

## **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.

## **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.

## **Student Interpersonal Relations**

The development of social skills and graces is a vital part of one's education. In addition to the daily contacts between people the school will help by providing various social events throughout the school year. The showing of affection should be limited to hand holding while at school.

## **Library Media Center**

The library media center is open from 7:45 a.m. to 3:45 p.m. The LMC provides students and staff a place for research, reading, and study. The collection includes books, magazines, newspapers, filmstrips, recordings, and other multi-media. 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; word processing programs are available. 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. Applaud properly. Stamping, whistling, or shouting is never good applause. It is not a compliment to the presenter and it reflects discredit upon the school and individual(s) involved. When students attend assemblies, pep fests, etc. in the West Gym, the top row of bleachers should be left unoccupied for staff members only.

## **Report to Parents**

Your parents are vitally interested in your accomplishments in school and for this reason the school will report to your parents: 1.) a mid-term report (after the 4th week of each reporting period) for only those students who are doing unsatisfactory failing or 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, PowerSchool, will provide a parent portal and student portal that will update a student's attendance and grades. More information can be obtained from the office.

## **Visitors at School**

Visitors are welcome. 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 extra-curricular 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 allows publication in the weekly activity bulletin. At least one sponsor must be present at all meetings. The organization's secretary will submit a copy of the meeting minutes to the office the next day after the meeting.

### **Dances and Parties**

Students must arrive at the dance within the hour it 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. An alcohol detection device may be used to screen students as they enter the school to promote responsible behavior prior to the start of the dance. If a student is found to have consumed alcohol they will be removed from the dance, will receive consequences in

accordance of 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 in to the GHS office two days in advance of the dance. *Guests at a GHS dance must be in 9<sup>th</sup> grade or above and no older than twenty years of age.* These activities must be approved and placed on the school calendar at least one week in advance. Arrangements must be made with the principal and sponsor before putting it on the school calendar. No activities should be scheduled the last two weeks of school.

### **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. Below is a list of available activities and clubs:

1. Athletics – Cross Country, Basketball, Baseball, Football, Golf, Soccer, Softball, Track, Volleyball, Swimming (at Ames High) and Wrestling
2. Vocal Music - Solo, Small Groups and Large Group
3. Instrumental Music - Marching Band, Concert Band, Pep Band and Flags
4. Speech Contests - Large Group and Individual Speech Contests
5. Cheerleading – Basketball, Football, and Wrestling
6. Student Council
7. Theatre – Fall Play and Spring Play
8. “G” Club
9. FFA
10. FCCLA
11. History Club
12. Business/Tech Club
13. Art Club
14. SADD
15. FCA

### **District Website**

The district website is <http://www.gilbert.k12.ia.us> A great deal of valuable information is available at this site and parents are encouraged to review it.

### **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 discuss the complainant and identify the complaint with 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 High School Principal Greg Fisher. Alternate Investigators are Elementary Principal Staci Edwards, Middle School Principal Chris Billings, and Curriculum Director Hope Bossard. Individuals with concerns regarding allegations of student abuse by school employees should contact one of these Level I Investigators.

Greg Fisher  
Gilbert High School Principal  
103 Mathews Drive  
Gilbert, IA 50105

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

Chris Billings  
Gilbert Middle School Principal  
201 E. Mathews Drive  
Gilbert, IA 50105

Hope Bossard  
Gilbert Community Schools Curriculum  
Director  
103 Mathews Drive  
Gilbert, IA 50105

### **Nondiscrimination Policy**

It is the policy of the Gilbert Community School not to discriminate on the basis of gender, race, national origin, creed, age, marital status, sexual orientation or physical disability in its educational programs, activities, or employment policies as required by Title VI & 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 life styles 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.

Inquiries and grievances regarding compliance with Title IX, Title IV, Section 504, or Section 601A should be directed to the district's Equity Coordinator:

Hope Bossard, Curriculum Director  
Gilbert Community School District  
103 Mathews Drive  
Gilbert, Iowa; 50105  
515-232-3740

Inquiries may also be directed to:

Director, Region VII Office of Civil Rights,  
U.S. Department of Education,  
310 W. Wisconsin Ave.,  
Ste. 800,  
Milwaukee, WI, 53203-2292,  
414-291-1111,

or

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 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 Coordinator**

**Greg Fisher, GHS Principal, 515-232-3738**

### **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 extra-curricular 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.

### **GENERAL INFORMATION**

#### **TEACHER ASSIGNMENTS**

<b>NAME:</b>	<b>ASSIGNMENT:</b>	<b>ROOM:</b>
Anderson, Cathy	Language Arts Instructor	Room 107
Auderer, Scott	Physical Education Instructor	Fitness Room/Gyms
Ashley Becker	Math Instructor	Room 122
Bossard, Hope	Curriculum Director	Curriculum Office
Bowers, Teresa	School Nurse	Elementary (On Call)
Bunday, Teresa	LMC Director	LMC
Rebekah Casciato	Spanish Instructor	Room 109
Covell, Chris	Band Director	Room 100
Davis, Jon	Vocational Ag. Instructor	Rooms 129/130
Eckert, Andy	Business Education Instructor	Room 115
Fisher, Greg	Principal	HS Office
Good, Marcy	Language Arts Instructor	Room 112
Hurn, Jodi	Social Studies Instructor	Room 104
Jacobson, Paul	Guidance Counselor	Guidance Office

Jones, Dan	Special Education Instructor	Room 111
Kallal, Nicole	Family and Cons. Sci. Instructor	Room 102
Knock, Don	Athletic Director	AD Office
Knudtson, Dan	Science Instructor	Room 126
Litchfield, Kevin	Industrial Ed. Instructor	Rooms 130/131
Lundt, Graham	Physical Ed. And Health	Room 122/ Gyms
Maguire, Jennifer	Art Instructor	Room 128
Martinek, Curtis	Math Instructor	Room 113
Miller, Carolyn	Science Instructor	Room 125
Marsha Morgan	Special Education Instructor	Room 105
Nelson, Karen	Special Education Instructor	Room 103
Pedersen, Barb	Special Education Instructor	Room 111
Peterson, Nancy	Social Studies Instructor	Room 121
Ratashak, Betsy	Family & Cons. Sci. Instructor	Room 102
Rice, Becky	Spanish Instructor	Room 108
Rogers, Kaaren	Vocal Director	Room 101
Rosburg, Eric	Math Instructor	Room 114
Rus. Lavonne	Language Arts Instructor/ ELP	Room 107
Schnormeier, Jen	Language Arts Instructor	Room 124
Thompson, Bob	Science Instructor	Room 127

### FIRE EXITS

Room 100 .....	North Exit Band Room
Room 101 .....	Music Hall Exit to East
Room 102 .....	East Exit
Room 103 .....	East Exit
Room 104 .....	South Exit # 2
Room 105 .....	South Exit # 2
Room 106 .....	South Exit # 2
Room 107 .....	South Exit # 2
Room 108 .....	South Exit # 1
Room 109 .....	South Exit # 1
Room 110 .....	South Exit # 1
Room 111 .....	North Exit # 2
Room 112 .....	North Exit # 2
Room 113.....	North Exit # 2
Room 114.....	South Exit # 1
Room 115.....	South Exit # 1

Room 116.....	South Exit # 1
Room 121 .....	South Exit # 1
Room 122 .....	Main Exit Through Commons
Room 123 .....	Main Exit Through Commons
Room 124 .....	Main Exit Through Commons
Room 125 .....	West Exit
Room 126 .....	West Exit
Room 127 .....	West Exit
Room 128 .....	East Exit Through Art Room
Room 129 .....	West Exit
Room 130 .....	West Exit
Room 131 .....	East Exit
LMC .....	East Exit LMC
Computer Labs .....	East Exit LMC
Commons .....	Main Exit Through Commons
East Gym .....	Northeast Exit Through Music Hall
West Gym .....	West Exits

South Exit # 1 = Doors by the Room #110  
 South Exit # 2 = Doors by the Superintendent's Office  
 North Exit # 2 = Doors by the Fitness Room Foyer

### TORNADO SAFETY AREAS

Room 100 .....	East Girls Locker Room
Room 101 .....	East Girls Locker Room
Room 102 .....	East Girls Locker Room
Room 103 .....	East Girls Locker Room
Room 104 .....	East Girls Locker Room
Room 105 .....	East Boys Locker Room
Room 106 .....	East Boys Locker Room
Room 107 .....	East Boys Locker Room
Room 108 .....	East Boys Locker Room

Room 109 .....	East Boys Locker Room
Room 110 .....	Girls Restroom
Room 111 .....	East Girls Locker Room
Room 112 .....	East Girls Locker Room
Room 113 .....	East Boys Locker Room
Room 114 .....	West Girls Locker Room (New)
Room 115 .....	West Boys Locker Room (New)
Room 116 .....	West Girls Locker Room (New)
Room 121 .....	West Girls Locker Room (New)
Room 122 .....	West Girls Locker Room (New)
Room 123 .....	West Boys Locker Room (New)
Room 124 .....	Boys & Girls Restrooms (Commons)
Room 125 .....	Room 126
Room 126 .....	Remain in Room 126
Room 127 .....	Room 126
Room 128 .....	West Boys Locker Room (New)
Room 129 .....	West Boys Locker Room (New)
Room 130 .....	West Boys Locker Room (New)
Room 131 .....	West Boys Locker Room (New)
LMC .....	West Girls Locker Room (New)
Computer Lab .....	West Girls Locker Room (New)
Commons .....	West Boys Locker Room (New)
East Gym .....	East Girls Locker Room
HS Gym .....	West Boys Locker Room (New)

## Commons Study Hall Expectations

Study Halls are a place where students can concentrate on the concepts, objectives, materials, and assignments that they have been given by their instructors. To promote the type of atmosphere needed for this concentration all students in their study halls should follow the following policies.

1. Students are to arrive to their study hall on time and be quietly seated at their assigned location when the bell rings. Students are expected to be actively engaged with their work in this quiet manner for at least the first 35 minutes of the period.
2. Students should bring all necessary study materials with them to the study hall for that period. However, study hall supervisors may grant students permission to go to their lockers, if there is a need. Students needing to use the restroom should use the restrooms immediately adjacent to the Commons area, or closet to their study hall if it is in a classroom. No more than **one** student should be allowed to go to their locker at a time. No more than **one** student should be allowed to use the restroom at a time. Students that abuse this privilege may have it taken away.
3. Snacks and beverages are allowed at the discretion of the study hall supervisor. Study Hall is NOT a “game” playing area. Playing cards and other games is not allowed. Music players with the permission of the study hall supervisor may be used, but the volume should not disturb others in study hall. The Parent-Student Handbook will be enforced.
4. Students assigned to Study Hall may sign-out to the LMC when given the opportunity to do so by the Study Hall supervisor. **However, the LMC IS NOT a place to visit or to use as a lounge. Students need to use the LMC as a productive work area. Those that do not will have their LMC privileges restricted.**
5. Students may sign-in and sign-out of the LMC at any time during the first half of the period. After that time students in the LMC will remain there until the bell ending the period.
6. If a student has need to visit a teacher during his/her Study Hall, he/she should secure a pass from that teacher **prior to the start of the Study Hall**, report to the Study Hall on time, and then sign-out of Study Hall with the Study Hall supervisor; when given the opportunity to do so.
7. Only a limited number of students will be allowed to talk at any given time. The student(s) should ask the Study Hall supervisor for permission to speak. When given permission to talk, a student should then move to the person with whom they need to visit. He/she should not take a seat at that table or adjoining desk, but should remain standing for the limited time (a maximum of approximately five minutes) that it takes for his/her question to be answered.
8. On infrequent occasions, at the discretion of the Study Hall supervisor, students that have class projects may be allowed to work together in Study Hall, quietly.
9. At the Study Hall supervisor’s discretion, all students may be allowed to move and visit quietly during the last five minutes of the period. **This is a privilege, not a right.**