

*Eagle Grove  
High School*



**Student Handbook  
2024-2025**

School Board Approved June 10, 2024

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## Welcome

The Eagle Grove High School staff members welcome you back for the 2024-2025 school year. We hope that this school year will be an enjoyable and productive year for all students. I truly hope you have a highly rewarding and positive experience here at EGHS. Please take the time to read through your handbook, it will make your transition and experiences here at EGHS more successful. If you have questions about this information, please do not hesitate to call or stop by the Principal's office.

Heidi Vasquez, Principal  
(515) 448-5143  
Email: [hvasquez@eagle-grove.k12.ia.us](mailto:hvasquez@eagle-grove.k12.ia.us)

### Continuous Notice of Nondiscrimination

It is the policy of Eagle Grove Community School District to not discriminate on the basis of race, creed, color, sex, sexual orientation, physical traits, gender identity, national origin, gender, disability, religion, age, political party affiliation, socioeconomic status, or actual or potential parental, family or marital status in its programs, activities or employment practices. The district is committed to affirmative action. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Josh Schild, Middle School Principal, 1015 NW 2nd St, Eagle Grove, IA 50533, phone 515-448-4767, or [jschild@eagle-grove.k12.ia.us](mailto:jschild@eagle-grove.k12.ia.us).

The Title IX Compliance Officer for the Eagle Grove Community School District will be designated annually by the Eagle Grove Board of Education.

### Level I Abuse Notice

Eagle Grove Community School has designated the following as Level I investigators of abuse of students by school employees:

Heidi Vasquez (9-12 Principal): 515-448-5143  
Josh Schild (5-8 Principal): 515-448-4767  
Karissa Everson (2-4 Principal): 515-448-3126  
McKristie Willard (PreK-1 Principal): 515-448-3126  
The alternate Level I investigator is: Determined by the Superintendent  
Jess Toliver (Superintendent of Schools): 515-448-4749

## Medical Requirements ([Table of Contents](#))

### Immunizations

Per Iowa Code 139A.8: A person shall not be enrolled in any licensed elementary or secondary school in Iowa without evidence of adequate immunizations against diphtheria, pertussis, tetanus, poliomyelitis, rubella, varicella, and now meningococcal for 7th and 12th grade students {beginning 2017-2018 school year}. *A person may be provisionally enrolled in an elementary or secondary school if the person has begun the required immunizations and if the person continues to receive the necessary immunizations as rapidly as is medically feasible.* It shall be the duty of the admitting official to deny enrollment to anyone who does not submit proper evidence of immunizations; and to exclude a provisionally enrolled student who fails to complete the required immunizations.

No child may attend Eagle Grove Schools without a Certificate of Immunization, except under the following circumstances:

- Students transferring from another public school district within the United States may be enrolled provisionally for 30 days while awaiting transfer of records.
- A medical waiver {issued by a licensed physician}. Copy of the waiver must be provided.
- A religious waiver. The parent must furnish a notarized statement of waiver.
- If a student has had at least one series of vaccinations and agrees to complete the required subsequent doses on schedule. **The school nurse will help refer the student to appropriate sources to obtain the required vaccinations.**

The State of Iowa requires all students before entering, advancing, or transferring into the 12th grade and born after September 15th, 1999 to provide proof of two doses of meningococcal vaccine; or 1 dose if received when the student was 16 years of age or older.

#### **Dental Certificate of Screening**

The State of Iowa *requires* that all *Kindergarten and 9th grade students* have a dental screening and submit a dental screening certificate to the school office. The dental sealant program that is offered to preschool and 8th grade students may be used as their dental screening requirement. The dental certificate is required at enrollment for Kindergarten and 9th grade students.

#### **Vision Screening**

Iowa Administrative Code 641 Chapter 52- Vision Screening. The purpose of the child vision screening is to improve the eye health and vision of Iowa's children.

Each Kindergarten and third grade student will need to have a valid vision screening performed no earlier than 1 year prior to enrollment and no more than 6 months after the date of the child's enrollment.

#### **District Wide Peanut/Tree Nut Awareness**

We are a system wide Peanut/Tree Nut Aware school. We have realistic expectations for our schools. All lunches being served by our cafeterias will be peanut/tree nut free. All vending machines that the students have access to will be peanut/tree nut free.

The school nurse will post signs throughout the building announcing that we are Peanut/Tree Nut Aware and encourage hand washing. Any item that is being sold as a fundraiser during school hours needs to be Peanut/Tree Nut Free.

Please let us know of any health related issues or any allergies your child may have. If your child has a food allergy a Diet Modification form must be completed by your Physician. A student with a milk allergy will be offered soy milk or water as a substitute.

#### **Administering Medication at School**

If the family physician feels it is necessary for the student to receive medication during school hours, the following information should be sent by the doctor with the medication in its original bottle: Amount to be given at one time; Time of day medication is to be given; For how long the medication is to be given. If medication is brought to school, it should be given to the principal's secretary when the student arrives at school. **NO MEDICATION IS TO BE KEPT BY STUDENTS IN THEIR LOCKERS, DESKS, OR ON THEIR PERSONS.**

#### **Communicable Diseases**

Students with a communicable disease will be allowed to attend school as long as they are physically able to do so and so long as their presence does not create a substantial risk that others will catch the disease. The term "communicable disease" means an infectious or contagious disease spread from person to person or animal to person. Once the administration, in conjunction with medical personnel (nurse or doctor), decides that the student's condition poses a health threat to other students, the student will be excluded from school for the duration of the period of contagion.

#### **Insurance and Physicals**

School insurance is available to every student at the start of the school year at a reasonable price. Athletic insurance is also offered and is required of all athletes unless proof is presented that the student is insured by another company.

## **Attendance (Table of Contents)**

Iowa's Compulsory Education Law (H.F. 455, *Iowa Code* chapter 299) requires that all students between the ages of 6 and 16 attend school for a set number of days as required by the board of their local school district. The Board of Directors and the administration of Eagle Grove Community School District have established a school calendar requiring 180 days of attendance by all students. This attendance requirement applies to all students over the age of 16 who are still enrolled as students at Eagle Grove High School. ***Iowa Code 321.213B provides for the revocation of a juvenile's driver's license if he/she has voluntarily dropped out of school.***

Eagle Grove High School believes that it is essential for students to attend classes to get the full benefit of their education. Students who miss an excessive amount of school, even for excused reasons, are missing out on important learning opportunities in the classroom. **Students are considered chronically absent if they miss more than 10% of scheduled instructional hours, regardless of the reason for the absence. Senate File 2435 details the school attendance requirements and how absences are coded.**

Absences can be either excused or unexcused, exempt and not exempt. Exempt absences do NOT count against the student and will not be used to calculate the student's attendance rate. Absence reasons that are NOT exempt **WILL** count in the attendance rate. This is the case even if the reason for attendance is considered excused.

### **Absence Reasons that are EXEMPT:**

School-related events where the student is a participant, court appointments (with documentation), school office (nurse, principal, counselor) visits, **school nurse sending student home due to illness (current day only)**, attending religious services or receiving religious instruction, IEP or 504-related events or meetings, and medical appointments WITH documentation.

### **Absence Reasons that are Excused but NOT Exempt:**

College visits, school-related events as a spectator, illness with a parent phone call but NO documentation from the doctor, ISS, OSS, and vacations pre-approved by the principal.

### **Absence Reasons that are Unexcused and NOT Exempt:**

Unexcused absences include (but are not limited to) shopping trips, work for parents or employers, senior pictures, haircuts, obtaining a driver's permit or license, oversleeping, transportation problems, and vacations that have not been cleared by the principal, and any other reason without a parent phone call. **Students will receive a zero for the employability skill portion of the grade for the class(es) if the absence is ruled to be unexcused.**

### **Parental Notification of Absences by School**

This is standard district protocol to inform parents of the number of days of school your student has missed. It includes both excused and unexcused absences.

A. Level I: When a student accumulates 4.5 absences (5%) in one or more class periods for a semester, the school will send a written notice to the parents (ALL NOT EXEMPT absences, which include both excused and unexcused absences) and the county attorney. The Dean of Students will meet with your student and discuss possible solutions and review the handbook expectations about attendance, which includes possible consequences for missing more classes.

B. Level II: Per the county attorney's recommendation, the school will hold the engagement meeting when the student misses 7 (8%) in one or more class periods for a semester (ALL NOT EXEMPT absences, which include both excused and unexcused absences). This meeting shall be attended by the parent/guardian, the student, and appropriate school staff. An attendance agreement will be established to identify the barriers causing the student to continually miss instructional time, and an improvement plan will be created.

C. Level III: If the student and/or parent or guardian fail to comply with the attendance agreement and the student misses 13.5 (15%) absences in one or more class periods for a semester, the County Attorney shall be contacted. The formal notice will be sent to the parent/guardian and student of the time and place for an attendance cooperation proceeding to be held. In addition, the student may be dropped from classes missed or placed in an alternative setting.

D. **Level IV:** The student is deemed truant if the student misses 18 days (20%) absences in one or more class periods for a semester. A notice is sent to the parent/guardian and student of the time and place for arbitration. At arbitration, the student, parent/guardian, school officials, and County Attorney, along with the arbiter, will enter into attendance cooperation agreement. If the agreement is violated, the school can refer the student to the juvenile court officer (JCO), or the parent/guardian to the County Attorney's office for prosecution. The school and the parent/guardian will share the cost of the arbitration.

#### **Tardies**

**Students who arrive late to school must first check into the Principal's Office at the main HS to obtain a pass to class.** Parents should send a note or make a phone call to the office (within 48 hours) with an explanation for the late arrival. **Students will receive a zero for the employability skill portion of the grade for that class if the tardy is ruled to be unexcused.**

A student who is more than **10 minutes late** to any class for unexcused reasons will automatically receive an **unexcused absence** for that class.

#### **School Notification of Absence by Parents**

It is the responsibility of the parent to contact the school before 9:30 a.m. on the day of the absence and explain the reason for the absence. An automated call will go out at 10:00 am and 3:00 pm reminding parents to call if they have not already done so. The office will mark an absence unexcused if they have not received a parent contact within 48 hours.

If a student or parent/guardian disagrees with the administrator's actions, they must make a written request to remain in their classes. This will be sent to the Superintendent of Schools, explaining the reason for the excessive absences. The Superintendent of Schools will determine whether the factors that the student has presented warrants the opportunity for the student to continue in the classes that semester and the Superintendent of Schools may set in place a plan for the student to make up missed time. The student and parents/guardians have the opportunity to go in front of the school board if they would like to appeal this decision.

#### **Leaving School**

Students are not to leave school during regular school hours (with the exception of lunch, senior release, and open campus privilege) without first obtaining permission from the principal's office **and** parent/guardian. Students **MUST** sign out of the main HS office. Students leaving/returning to school from a medical, dental, or other appointment must first check into the office to receive a pass to class.

#### **Additional Attendance Requirements for Extracurricular Participation**

In order for a student to be eligible for an activity **practice or event** sponsored by the school, the student must be at school for all scheduled periods. This also includes all college and online courses (i.e. Career Academy, Triton Academy, Edmentum, ICCC course etc.). Students who have unexcused absences any time during the day will not be permitted to participate in practice or an event that day.

If students need to be absent for an excused reason and wish to participate, they should obtain pre-approval from the principal or athletic director. Documentation of the appointment should be turned into the HS office.

Eagle Grove CSD does not promote or approve skip days. Students participating in a skip day are not eligible to participate in after-school activities. When this type of activity occurs a parent phone call may not suffice and all appointments must be verified with a note from the place of appointment.

## Academics [\(Table of Contents\)](#)

### Academic Program Guidelines

Students have the option to earn the EGHS Core Diploma, Honors Diploma or High Honors Diploma. Students who earn the Honor or High Honors diploma will receive recognition at graduation.

Students will need a minimum of 30 credits to graduate. A credit is defined as one semester of coursework.

|                              |                   |
|------------------------------|-------------------|
| Language Arts                | 8 credits         |
| Social Studies*              | 6 credits         |
| Math                         | 6 credits         |
| Science~                     | 6 credits         |
| Health (with CPR)            | 1 credit          |
| Careers & Financial Literacy | 1 credit          |
| PE                           | 2 credits         |
| <b>Total</b>                 | <b>30 credits</b> |

\*Must include 1 semester of American Government, and 2 semesters of American History

~Must include 2 semesters of Biology,, 2 semesters of Physics, 2 semesters of Chemistry

### HONORS DIPLOMA

EGHS Core diploma plus 22 elective credits

Total 52 credits

### HIGH HONORS DIPLOMA

EGHS Core diploma plus 2 more credits in each of the core areas (Social Studies, Math, and Science) and 22 elective credits

Total 58 credits

| Content Area                   | EGHS Core Diploma | Honors Diploma | High Honors Diploma |
|--------------------------------|-------------------|----------------|---------------------|
| <b>Language Arts</b>           | 8 credits         | 8 credits      | 8 credits           |
| <b>Social Studies</b>          | 6 credits         | 6 credits      | 8 credits           |
| <b>Math</b>                    | 6 credits         | 6 credits      | 8 credits           |
| <b>Science</b>                 | 6 credits         | 6 credits      | 8 credits           |
| <b>Health</b>                  | 1 credit          | 1 credit       | 1 credit            |
| <b>Careers &amp; Fin. Lit.</b> | 1 credit          | 1 credit       | 1 credit            |
| <b>PE</b>                      | 2 credits         | 2 credits      | 2 credits           |
| <b>Electives</b>               | 0                 | 22 credits     | 22 credits          |
| <b>Total Credits</b>           | <b>30</b>         | <b>52</b>      | <b>58</b>           |

A student must schedule a minimum of eight (8) subjects per semester, which includes a minimum of five academic subjects, and up to three non-academic subjects. Vocal Music, Instrumental Music, and Physical Education courses are considered non-academic subjects. A student must be scheduled for a minimum of 16 credits per year, which includes a semester of Physical Education. If circumstances exist that prohibits students from meeting these requirements, the student must get advanced permission from the principal. Students interested in attempting to test out of course requirements should see the school counselor.

### Incompletes

A student may also receive a grade of "I" which indicates that his/her work in a course is not complete at grading time. A student will have two weeks after the close of a grading period to complete work for a grade; if the work is not completed, the student will receive the grade earned based on work already completed for that quarter/semester. **Students who are involved in extracurricular activities will be ineligible to participate during the time that it takes to complete the work and earn the passing grade.**

### Failed Courses

Students who fail a course in grades 9-12 will be required to take the course over if it is a required course. If a student repeats a failed course and passes, his/her transcript will show both the unsuccessful attempt and the successful attempt at passing the course.

### Report Cards

Report cards are issued quarterly. Report cards are distributed at conferences at the close of the first and third quarters. Report cards are mailed home at the end of each semester.

**EGHS Building Wide Grading Scale**

| Percentage | Letter Grade | Grade Point |
|------------|--------------|-------------|
| 100 -93    | A            | 4.0         |
| 92-90      | A-           | 3.67        |
| 89-87      | B+           | 3.33        |
| 86-83      | B            | 3.0         |
| 82-80      | B-           | 2.67        |
| 79-77      | C+           | 2.33        |
| 76-73      | C            | 2.0         |
| 72-70      | C-           | 1.67        |
| 69-67      | D+           | 1.33        |
| 66-63      | D            | 1.0         |
| 62-60      | D-           | .67         |

### Makeup Work

Students will receive full credit for work made up due to excused absences if the work is completed within the allowable time. Students have 2 (school) days for every 1 missed day to complete the work and turn it in to their teachers. Teachers and students can make alternative arrangements if an extended absence warrants it.

### In School Suspensions and Out of School Suspensions and Homework Rules

Students will be expected to obtain their work before, after school, or online if they are given an out of school suspension. Also, the work will be due upon the student's return to school. If the individual needs help they are required to contact the school and teacher in order to set up a time to get help prior to the assignment being due.

If a student has an in-school suspension, then he/she will be required to complete the work given to the student for the day. The work will be due upon returning to the classroom. If he/she needs help during the day, permission to see the teacher may be granted as long as the teacher has free time to help the individual. If no time is available then he/she will have to meet with the teacher before or after school. **ISS and OSS will count AGAINST the student for attendance based incentives.**

### Mid-Term Reports

Grade reports will be issued at the midterm of each quarter throughout the school year to students receiving D's or F's.

### Semester Grades

Semester grades are composed of:

- **Quarter Grades** = (90% of the grade, 45% per quarter within the semester), which includes but are not limited to employability skills, homework, quizzes, projects and tests.
- **Employability skills** = (10% of the grade, 5% per quarter) students are present in class and on task.
- **Semester Tests** = (10% of the grade), semester tests may take many forms depending upon the course.



### Honor Roll

An honor roll will be published for all quarter and semester grade markings. In order to make the honor roll, a student must earn the following grade point: A Honor Roll- - - - 3.50 - 4.00 and B Honor Roll- - - - 3.00 - 3.49.

### Drop-Add Classes

Students are allowed **3 days** at the beginning of Fall semester to drop or add classes. Students are allowed **1 day** at the beginning of Spring semester to drop or add classes. Students are allowed **5 days** to drop a college level course with no penalty. Dropping a college level course after 5 days will result in "F" on their high school transcript and a "Withdrawn" on their college transcript. Adding and dropping courses requires permission from the parents, counselor, teachers involved, and possibly the principal. High school classes dropped after 3 days will be recorded as an "F" on the student's record, unless an exception to this rule has been granted by the principal.

### Early Graduation

Students may graduate prior to the completion of grade twelve if the coursework required for graduation under board policy 605.4 *Graduation Requirements*, has been fulfilled. The request for early graduation must be made no later than the **end of the first quarter** of the student's senior year. Requests to graduate at the end of the Junior year must be submitted by the end of the 1st semester of the Junior year. The request must be made in writing to the Board of Education and be submitted to the high school principal by the date stated above. The diploma will be awarded at graduation ceremonies in May. Students who graduate early will not be eligible to participate in any school-sponsored activities in the semester(s) succeeding their graduation. Participation in Prom is at the discretion of the administration. A student who graduates early will be allowed to participate in senior week activities and spring graduation ceremonies with his/her class.

### Credit Recovery/Alternative School Program

The Eagle Grove Alternative Education Program allows students to make up credits via an online platform or an in-person individual setting if they have fallen behind due to illness, failure, or other extenuating circumstances. Placement will be contingent upon availability and consideration from the Alternative Education Program Team. The primary goal is to help each student get back on track with his/her studies so that he/she can return to the regular high school classroom and earn a diploma.

### Academic Eligibility

All Eagle Grove High School students are required to be enrolled in a minimum of four (4) academic courses per semester to be eligible for participation in co-curricular activities. For the purposes of this rule, Band, Vocal, and Physical Education are not considered academic courses.

### Scholarship Rule:

At the end of each semester grading period, if a student is not passing all classes, the student is ineligible for 20 consecutive calendar days, in the **next occurring** interscholastic athletic event in which the student is a contestant (**STATE RULE: 7/1/2008**). If at the end of any grading period, a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in interscholastic athletic contests and competitions. The 20 consecutive days will begin on the first date allowed by the state. The specific date will be communicated by the Athletic Director to the coaches. The period of ineligibility starts no sooner than the first day of the next grading period and the day after the athletic administrator has been notified that a student has received a failing grade.

If a student is withdrawn (WF on transcript) from a class due to attendance or their lack of achievement (includes college courses, any online courses, and in-person classes) prior to the point when credit is awarded then the student will be deemed ineligible. Ineligibility starts on the date dedicated by the state.

If a student receives an Incomplete (I) at the end of the semester, it is not considered a passing grade. Therefore, the student will be ineligible to participate during the time it takes to complete the work and earn the passing grade.

Quarter grades are not used to determine eligibility, only the semester grades.

To be a contestant there is no requirement that the student competed in the sport previously. However, the student cannot enter a sport after the official IAHSAA/IGHSAU practice starting date in order to fulfill the 20 day eligibility requirement and must be an active participant in a non managerial role. The individual must complete the activity in order for the 20 days to be counted for the Iowa Scholarship Rule.

A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's individualized education program. **Note:** If a student with an IEP fails a subject area unrelated to his/her IEP goal then the student will be ruled ineligible.

Students suspended from participation in co-curricular activities as a result of academic ineligibility are required to attend practices during the period of suspension. If an activity ends before an ineligibility is completed, the student will serve the remainder of the suspension in the next activity he/she participates in, providing it falls within the suspension period. Reinstatement of eligibility will follow the dates set up by the state.

A student who is academically ineligible will be suspended from participation in all co-curricular activities: Athletics, band and vocal extracurricular performances, drama, speech, student senate, National Honor Society, school dances, and any other school-sponsored co-curricular activities not mentioned above.

#### **General Transfer Rule:**

A student who transfers from a school in another state or country or from one member or associate member school to another member or associate member school, shall be ineligible to compete in interscholastic athletics for a period of 90 consecutive school days, as defined in 281-Subrule 12.1(256), exclusive of summer enrollment, unless one of the exceptions listed in paragraph 36.15(3) "a" applies. The period of ineligibility applies only to varsity level contests and competitions. ("Varsity" means the highest level of competition offered by one school or school district against the highest level of competition offered by an opposing school or school district.) The student will become eligible at 4:00 PM on the 90th day.

#### **Physical Education**

Physical Education is required daily for one semester for all students in grades 9-12. A doctor's statement is required for medical exemption. Lockers are provided for all PE students. These are the same lockers they will use for athletics. Students **are strongly encouraged** to use school locks as security in the locker room is difficult to maintain .

#### **5th Period Homeroom**

The purpose of Homeroom is for students to participate in class meetings, review announcements, work on homework, and get assistance from teachers. Homeroom attendance is required. At specified times in the school year, student may earn open campus during homeroom. If a student is passing all their classes, no missing homework, and has perfect attendance the day prior - they will be granted open campus. During open campus, the student can stay in the classroom, get help from other teachers, socialize with friends in the upper commons or leave the building. Parents can opt to restrict their student from leaving the campus if they choose. Please contact the HS office to make arrangements.

### **Awards & Honors [\(Table of Contents\)](#)**

#### **Activity Letters/Award Standards**

##### Participation

A student who participates, but does not letter in an activity will receive Numerals representing his/her graduation year and Certificate. The student will receive the numerals on their first participation; on subsequent participation he/she will receive a certificate.

##### First Letter

The first time a student letters, he/she will receive the following: The school letter (athletic or music); Insignia representing the sport or activity in which he/she lettered; Certificate; Numerals representing graduation year (if not previously awarded).

##### Second or Subsequent Letter

For every letter after the first, the student will receive one gold bar and a Certificate.

#### **Academic Letters/Award Standards**

##### Selection Criteria

To earn the first academic letter, a student must first earn a cumulative grade point of 3.50 or higher, and then attain a 3.50 grade point for a minimum of two consecutive semesters thereafter. The grade point will not be rounded upwards - in other words, a 3.49 will not become a 3.50. Once a student has received his/her first letter, eligibility for succeeding letters will be determined on a semester basis.

### Semester Sequencing

The two semesters in which a student earns his/her first award are considered a single unit. Semesters may not be counted twice. Once a student earns his/her first letter, he/she must start over in the attempt to earn the second and succeeding letters over a one semester period.

### Course Credit

Any course in which the student can earn graduation credit may be counted toward the award.

### Transfers

Students who transfer into the Eagle Grove system will have their transcript evaluated by the principal and counselor for the purpose of earning scholastic awards. Credits transferred from accredited schools will be treated as equivalent to credit earned at Eagle Grove. Students who wish to transfer credits from non-accredited schools or other learning situations will have their credits evaluated on an individual basis; these credits may or may not be judged equivalent to those earned at Eagle Grove.

### **Valedictorian/Salutatorian Awards**

The Valedictorian award is granted each year to the senior who has earned the highest cumulative grade point over his/her high school career. The Salutatorian award is granted each year to the senior who has earned the second highest cumulative grade point over his/her high school career. To be eligible for these awards, a student must have attended Eagle Grove High School (or be eligible as a transfer student) for a minimum of seven (7) semesters, **earn the High Honors Diploma which includes college courses without the need for credit recovery or Alternative School services.**

### **National Honor Society**

Students are eligible to become National Honor Society (NHS) candidates in their junior year of high school. Minimum standards to be considered as a candidate for NHS are as follows: A minimum cumulative GPA of 3.50 after five semesters and enrollment in Eagle Grove High School for a minimum of one semester (students who transfer into Eagle Grove must attend a minimum of two consecutive semesters before their grades will be ranked). All students who meet the minimum criteria will be given the opportunity to fill out an activity sheet, which allows them to list their accomplishments, awards, and participation in school and/or community activities. Other criteria by which candidates will be judged are leadership, service, and character. Selection is done through a five-member faculty council appointed by the principal. Students and/or parents of students who are not selected as members may address their questions to the high school principal. Please be aware that students are selected for NHS membership - they may not apply for this honor.

Once students have been selected and inducted to The National Honor Society they are required to complete 55 hours of community service by May of their senior year in order to be recognized at commencement. Students inducted their senior year will only be required to complete 25 hours of community service.

### **Graduation Ceremony**

The graduation ceremony is a tradition that dates back to the early universities in Europe. EGHS has adopted some elements from that tradition, including the semi-formal ceremony and wearing the cap and gown. This tradition unites all Eagle Grove graduates with a similar ceremony.

At EGHS graduation ceremony, graduates wear a black cap and gown. Clothes worn under the gown should reflect the semi-formal nature of the ceremony. Cap and gown accessories are limited to stoles, cords, medals, and other regalia earned through academic, school-affiliated activities, and career-related honors. Graduation is a celebration of the completion of high school. Other items that do not meet these requirements must be approved by the administration ahead of time. The student will be asked to remove un-approved items before participating in the ceremony.

EGHS graduates have many unique things to celebrate. You can share your individuality by decorating your cap. Decorating your cap is not required. However, if you would like to participate, be sure to adhere to the following expectations:

- Designs must be school appropriate. Refer to the guidelines of personal appearance in the school handbook about what can and cannot be on clothing, as this applies to the cap decorations.
- Nothing can hang down from any side of the cap.
- Your cap cannot make noise; no bells, horns, etc.
- No Political affiliations

- No Gang-related signs/slang
- Nothing that threatens the safety or welfare of any person

Administration will meet with seniors to discuss all things concerning graduation and the end of the school year. During that meeting, a packet of information, including important deadlines, will be provided. In addition, the administration will discuss the process for having your cap designs pre-approved.

**Administration will reserve the right to disallow anything that is not considered appropriate for the commencement ceremony.**

**Failure to follow these expectations will result in removing the cap before you can participate in the ceremony.**

## **Lunch ([Table of Contents](#))**

### **EGCSD Lunch Money Policy**

The lunch system is a PRE-PAID SYSTEM, all meals are to be paid in advance. Lunch money is to be brought to the office before school and will be deposited in a family lunch account. It is required that a reasonable amount be deposited in order to keep a positive balance. If lunch balances become low, a note will be sent home with the student. Once a family's balance is more than \$40.00 negative, per child, the student's parent/guardian will be contacted.

Please contact the Principal, or the Counselor, or the School Nurse, if circumstances at home have created a situation that makes it extremely difficult to pay off the balance. We may be able to help. Miscellaneous school items, school pictures, etc. cannot be purchased if the student has a negative lunch balance. End of the year check out cannot be completed until all bills have been paid.

### **EGHS Lunch**

EGHS is an open campus for lunch. Students who choose to stay on campus must stay in the lunchroom area or in the commons areas. They are not to be in the hallways or classrooms during lunch. Parents can request that their student has closed campus. Please contact the office to make arrangements.

**Open campus privileges can be pulled at any time for disciplinary reasons.**

- If there are any problems with trash not being disposed of properly due to food coming into the building from off campus, then the open campus privilege may be eliminated (for all students) for an amount of time that will be determined by the building principal.
- Students who return to the building must report to the commons area and will not be allowed to roam the hallways.
- Also, students must make it to their next class on time or their open campus privileges can be suspended for an amount of time that will be determined by the building principal.

**Understand this is a privilege for students to leave campus and not a right.** If all students cannot follow the rules of open campus, then the idea of an open campus will be eliminated altogether.

## **Technology ([Table of Contents](#))**

### **Cell Phones**

Using your cell phone is a privilege, not a right, and students at Eagle Grove High School are expected to follow school policy on cell phone usage.

Teachers can have designated areas within the classroom that students are expected to store their phone during class. Failure to do this will result in cell phone policy violation consequences.

Students are restricted from using their phone except during the following times. Students can use cell phones before school, during their lunch period, and in the hallways between class periods. Students can also use their cell phones at the discretion of the teachers for instructional purposes.

**Students are not allowed to take pictures or videos of any person without explicit permission. Doing so will result in a misuse of technology violation.**

Staff members will confiscate the student's phone and take it to the office if a student uses it without permission at any other time of the school day. The following penalties apply to students who do not follow this policy:

**1ST OFFENSE** = teacher will take the phone & store it until end of the period

**2ND OFFENSE** = Teacher will take the phone & it will be stored until the end of the day; parents contacted

**3RD OFFENSE** = Teacher will take the phone & it will be stored in the office until the end of the day; parents contacted.

**4TH & SUBSEQUENT OFFENSES** = Teacher will take the phone & it will be stored in the office until the end of the day, at which point a parent/guardian must pick it up. A contract will be developed with the parent, student & administration.

If a student refuses to give up his or her phone to a staff member upon request, the student will be required to turn the phone in to the principal for the next full school day. If the student refuses to turn in their cell phone for the next school day then they will have to call their parent and be required to serve one day of ISS.

If a student has an emergency situation where they must have their cell phone they need to speak to the principal or the counselor to clear the use of the phone. The principal or the counselor will let the teachers of the student know of the need if it is approved.

### Computer Use

The Eagle Grove district provides excellent computer facilities for its students through individual chromebooks. Computer equipment is expensive; so while we want to provide as much "hands-on" time as possible for students, we also expect students to exercise proper care while using computers. The district Technology Coordinator has developed rules and regulations pertaining to student use of our computer facilities. Students and parents should understand that student use of our computers is a privilege, not a right, and any student found using our computers or ancillary services (Internet, etc.) in an inappropriate manner will have his/her computer privileges suspended.

### Electronics Policy-headphones/music/usage

Earbuds & headphones are **NOT** to be worn in class unless the teacher gives specific instructions to do so. Earbuds & headphones should be stored in your computer bag or pocket; not on your ears when not in use. While wearing headphones/earbuds, the music level should not be so loud that others can hear it.

**1ST OFFENSE** = teacher will take the device & store it until end of the period

**2ND OFFENSE** = Teacher will take the device & it will be stored until the end of the day; parents contacted

**3RD OFFENSE** = Teacher will take the device & it will be stored in the office until the end of the day; parents contacted.

**4TH & SUBSEQUENT OFFENSES** = Teacher will take the device & it will be stored in the office until the end of the day, at which point a parent/guardian must pick it up. 1 hour of detention will be assigned. A contract will be developed with the parent, student & administration.

If a student refuses to give up his or her device to a staff member upon request, the student will be required to turn the device into the principal for the next full school day. If the student refuses to turn in their device for the next school day then they will have to call their parents and be required to serve one day of ISS.

## Transportation [\(Table of Contents\)](#)

### Motor Vehicles

**Students must register their vehicle with the HS office to receive the required parking pass.** They must display a parking pass on the rearview mirror while parking on school grounds. Drivers must park all vehicles in the designated parking areas and obey both school and civil parking regulations. The designated parking areas for high school students are the following: South parking lot (vehicles are to be parked facing either north or south); the street west of the school, the street north of the school, and the gravel parking spacing on the west side Emerson Building (DO NOT BLOCK THE SIDEWALK).

Students are not to park on the street in front of the high school, blacktop west of the 'outdoor classroom,' in the "U" in back of the school, along the alleys by the Emerson Building, or the spots designated as STAFF in the Emerson Building north parking lot. Students violating these parking regulations will receive a warning for first offense, will receive a \$5.00 parking ticket for a second offense, will receive a \$10.00 parking ticket

for a third offense, and \$15.00 parking ticket for a fourth and all subsequent offenses for the balance of the school year. Students may not loiter around or be in their vehicles during the school day without permission from the principal.

### **School Transportation**

Activity buses (including pep buses) or other school vehicles are provided for student transportation to school activities. All students are expected to use school transportation. Extenuating circumstances will be handled by the principal.

Route buses are provided for students who live outside of town and who cannot or do not wish to drive to school. All school rules apply while riding the bus, and the bus driver is considered the school authority on the bus. Students who misbehave may have their bus riding privileges revoked by the principal.

## **Miscellaneous ([Table of Contents](#))**

### **Field Trips**

When field trips are offered for individual classes/activities students will only be allowed to attend those activities as long as they are in good academic standing in all of their classes. Any student who holds a D/F in any class will not be allowed to attend a school sponsored field trip. An exception to the rule would be if the field trip was required for a grade in the class for which the trip is being taken. The student may then be allowed to go unless an alternative assignment could be completed to earn the same amount of credit.

### **Professional Counseling Program**

The professional counseling program is designed to give students helpful understanding and direction in meeting educational, vocational, social, civic, and personal needs. The Counselor attempts to help each student choose his/her future classes and activities in the light of an understanding of his/her own skills and abilities, aptitudes, and interests; and is available to counsel with students or their parents.

### **Library/Media Center Regulations**

Books, periodicals, vertical file, and Career materials may be checked out from the IMC for an established period set by the librarian. Depending on demand, materials may be renewed for additional time. **Students will pay the cost of lost or damaged materials.**

### **Student Records**

Student records are defined to be all official records, files, and other data directly related to children, including all material that is incorporated into each student's cumulative record folder.

The parents of a student will have access to these records upon written request to the office of the principal, which maintains student records within this school system. If a student is 18 years or older, only the student has the right to determine who, outside the school system, has access to his/her records. Parents of dependent students over age 18 maintain legal right of access to their children's records. School personnel having access to student data are defined as "any person or persons under contract to the school and directly involved in working toward either the affective or cognitive goals of the school."

### **Objection to Release of Information**

The following information may be released to the public: Name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of the most recent previous school or institution attended by the student, and other similar information. Any student over the age of 18, or parent not wanting this information released to the public must make an objection in writing to the principal within fifteen (15) days of enrollment.

### **Student Names & Pronouns**

Eagle Grove CSD seeks permission from the parent or legal guardian to use names or pronouns other than the legal name. This includes (but not limited to) nicknames, use of middle names as primary reference, or names that affirm a student's gender identity (Iowa Code §279.78).

Students who wish to be referred to by a name other than your legal name can obtain a permission form in the office. Once written consent is provided by your parent or guardian, school staff can use your preferred name and pronouns.

### **Visitors**

All visitors must register in the office. Students are not to bring student visitors, pets, visiting relatives or non school aged children to school without approval from the principal. All visitors to the building will be required to wear a visitor's pass.

### **Weather or 'School Closing' Announcements**

In the event of bad weather, school closings will be announced via Infinite Campus message from the Superintendent, on the school webpage, and social media pages.

### **Church Night**

Because of church activities, board policy does not permit school activities to run beyond 6:00 p.m. on Wednesday nights during the school year. Exceptions may be made by administration for special activities.

### **Role of Student Government**

The Student Senate is your voice in student government and student input into school affairs. Should you have a suggestion or concerns, speak up and get involved. The Executive Council shall consist of the Associated Student Body President, Vice-President and the Secretary-Treasurer of the senior class. The Student Council shall consist of class officers from each class, one representative from each homeroom and the Executive Council. A faculty advisor shall be a non-voting member of both the Executive Council and the Student Council.

### **High School Dance Policy**

Everyone must enter the dance within the first hour, entry after will not be permitted. No one is allowed to leave the dance and then re-enter. Middle school students are NOT allowed. No one over the age of 20 is allowed. Students may be required to show ID in questionable cases. All guests that do not attend EGHS must complete a guest form no later than 3 days (unless other permission granted by admin) prior to the dance and present a photo ID the night of the dance.

### **Emergency Drills**

Fire drills, tornado drills and lockdown drills will be held each semester. At the beginning of each semester, teachers will review regulations for these drills with students assigned to their classes.

### **Activity Tickets**

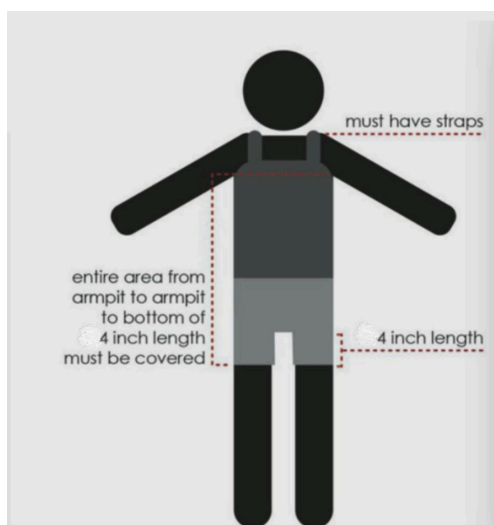
All high school students are encouraged to attend high school events. Activity Tickets will be given out to all high school students at no charge, with the exception of the fall musical, spring play, Variety Show, and state sponsored events. An optional \$10.00 donation is appreciated.

## Behavior Expectations [\(Table of Contents\)](#)

Students are subject to the policies and procedures governing student behavior and conduct in the following areas: the school itself (grounds, athletic facilities, etc.), while attending school-sponsored activities, while being transported in a school bus or other vehicle under school supervision, any place or location where school conduct codes might apply.

### Personal Appearance

- Clothing must cover areas from one armpit across to the other armpit, down to 4 inches in length on the upper thighs (see image below).
- Tops must have shoulder straps.
- Rips or tears in clothing should be positioned lower than 4 inches in length on the thighs.
- See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
- Undergarments should be covered from the armpits to 4 inch length on the thighs.



### Additional Requirements:

- Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, gang affiliation, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
- Clothing may not depict or imply pornography, nudity, or sexual acts.
- Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
- Clothing may not display double meaning slogans, sayings, or pictures
- Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
- Sunglasses may not be worn inside the building.
- Clothing and accessories that endanger student or staff safety may not be worn.
- Costumes, accessories, or masks
- and other items or apparel deemed to disrupt the learning environment are also not allowed.

### Items at Teacher's discretion (if they meet other dress code requirements):

- Headgear including hats, hoodies, bandanas, and caps
- Coats, jackets, outdoor clothing



**Every staff member has the right to address dress code violations with students. If a student refuses to comply with requests of the staff member, the student can be sent to the office**

Students will be asked to change the article of clothing in violation with the dress code by either turning the item inside out, getting an article from the student's locker to cover up the clothing or to change into miscellaneous clothing items stored in the office. **If a student refuses to change the article of clothing or changes back later in the day then he/she will be required to contact a parent and be required to change clothes.**

### **Backpacks**

School administration can enforce a no backpack policy at any time they see necessary. In the event that drug dogs are brought into the school for a search all students will be required to place their bags in the hallway outside of the classroom for the duration of the drill/search.

### **Gum, Candy, Beverages**

Gum, candy, and beverages in the classroom will be at the discretion of the individual teacher. If you are allowed the privilege of having gum, candy, or beverages in the classroom, it is expected that you are responsible with the wrappers, cans, bottles, etc. **These are not rights, and thus can be taken away from the student body if the students are not responsible in keeping the building clean.**

### **Public Displays of Affection**

Couples are to avoid any public displays of affection such as hugging, kissing, and other intimate contact during school hours or at school events. The first time that a couple is reported, they will meet with the guidance counselor and Dean of Students to give them a warning to cease such behavior. Parent contact will occur if the situation warrants it. The second offense will require both students' parents or guardians will be contacted to discuss the behaviors, and the third and all subsequent offenses will require the students to be placed in an in-school suspension.

### **Initiations, Hazing, Bullying or Harassment**

**Definition-** Any electronic, written, verbal, or physical act or conduct toward a student which includes but not limited to any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

1. Places the student in reasonable fear of harm to the student's person or property.
2. Has a substantially detrimental effect on the student's physical or mental health.
3. Has the effect of substantially interfering with a student's academic performance.
4. Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

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

Students who feel that they have been harassed or bullied or that they have witnessed someone else being harassed or bullied should:

- Communicate to the harasser or bully that the student expects the behavior to stop, **if the student is comfortable doing so**. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
  - tell a teacher, counselor or principal; and
  - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
    - what, when and where it happened
    - who was involved
    - exactly what was said or what the harasser or bully did
    - witnesses to the harassment or bullying
    - what the student said or did, either at the time or later
    - how the student felt
    - how the harasser or bully responded

Sexual harassment may include unwelcome sexual advances, requests 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 ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when it:

- places the student in reasonable fear of harm to the student's person or property;
- has a substantially detrimental effect on the student's physical or mental health;
- has the effect of substantially interfering with the student's academic performance;
- has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Sexual harassment includes, but is not limited to:

- verbal, physical or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications; and
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment or bullying based upon factors other than sex includes, but is not limited to:

- verbal, physical, or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, job, etc;
- demeaning jokes, stories or activities.

**The consequences listed below are not intended to be all-inclusive.** Those consequences in boldface are minimal actions the teaching staff will impose in conjunction with a student's referral to the office for further action.

### Threats of Violence and Incidents of Violence

Iowa Code section 279.79 requires school districts to develop policies for different grade levels that describe how the school district may discipline a student for making a threat of violence or causing an incident of violence that results in injury, property damage, or assault.

A student who makes a threat of violence or causes an incident of violence that results in injury or property damage, or who commits an assault, will be subject to escalating levels of discipline for each occurrence. The district retains the authority to assign the level of disciplinary measure appropriate to the severity of the threat of violence or incident of violence. Responses must include parent/guardian contact and investigation of the incident. Responses may include but are not limited to, behavior intervention, school counselor intervention, restitution, temporary removal from class, placement in an alternative learning environment, suspension, or expulsion. When appropriate, a referral will be made to local law enforcement. Discipline and other responses to threats or incidents of violence by a student with a disability will comply with the provision of applicable federal and state laws, including the IDEA and Section 504.

#### Definitions:

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|----------------------|---|
| Threat of Violence   | A written, electronic or behavioral message that either explicitly or implicitly expresses an intention to inflict emotional or physical injury, property damage, or assault.   |
| Incident of Violence | The intentional use of physical force or power against oneself, another person, a group or community or property resulting in injury, property damage or assault.   |
| Injury               | Physical pain, illness, or any impairment of physical condition.  |
| Property Damage      | Any destruction, damage, impairment or alteration of property to which the individual does not have a right to take such an action. Property means real property, which includes real estate, building, or fixture attached to a building or structure, or personal property, which includes intangible property.   |
| Assault              | A student does any of the following:<br>An act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, or offensive, coupled with |

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|  | the apparent ability to execute the act; or intentionally points any firearm toward another or displays in a threatening manner any dangerous weapons toward another. |
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For detailed information on the escalating disciplinary responses by grade band, please click the hyperlink to the [Iowa Department of Education's Model Policy](#).

**\*EGHS Behavior expectations and consequences outlined below align with the Iowa Code section 279.79**

#### I. Disrespect for the Rights of Others

| Behavior  | Clarification   | Consequences   |
|---|---|--|
| <b>Loud and Boisterous conduct: written or verbal profanity, obscenity; name calling; horseplay</b> | Conduct that disturbs the orderly and disciplined atmosphere of the school is prohibited; this includes temper tantrums, disrupting classes or meetings, verbal or physical behavior  | <b>Parental Contact</b> , Detention, Behavior Plan:<br>Suspension ISS/OSS 1-10 Days/Police Involvement   |
| <b>Insubordination</b>  | Refusal to comply with the reasonable request or direction of any school personnel.   | <b>Parental Contact</b> , Detention, Behavior Plan:<br>Suspension ISS/OSS 1 – 10 days  |
| <b>Show of intolerance or bigotry toward others; humiliation, sexual harassment</b>                 | Racial, ethnic, religious, cultural slurs, sexual harassment, and derogatory or disrespectful statements, images, or acts are prohibited. <ul style="list-style-type: none"> <li>Repeated remarks of a demeaning nature</li> <li>Implied or explicit threats</li> <li>Demeaning jokes, stories, or activities</li> </ul> Sexual harassment may include unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment includes, but is not limited to: verbal, physical or written harassment or abuse; pressure for sexual activity, repeated remarks, implications, demands or threats. Police may be involved. | <b>Parental Contact</b> , Detention, Behavior Plan:<br>Conflict Resolution Counseling,<br>Suspension ISS/OSS 1 – 10 days,<br>Possible Police intervention and/or<br>Recommendation for Expulsion |
| <b>Threats to another student</b>   | Intimidating, using extortion, or threatening to harm another student is prohibited. Use of any object in a threatening or intimidating manner is prohibited. Police may be involved.   | <b>Parental Contact</b> , Detention, Behavior Plan: Suspension ISS/OSS 1 – 10 days, Possible Police intervention and/or Recommendation for Expulsion   |
| <b>Threats to district personnel or visitors</b>  | Intimidating, using extortion or threatening to harm a school staff member or visitor is prohibited. Use of any object in a threatening or intimidating manner is prohibited. <b>Police will be contacted.</b>  | <b>Parental Contact</b> , Detention, Behavior Plan: Suspension ISS/OSS 1 – 10 days, Possible Police intervention and/or Recommendation for Expulsion   |
| <b>Physical contact</b>   | Non-serious, but inappropriate physical interaction. i.e. pushing & roughhousing  | <b>Teach expectations, reteach expectations/verbal redirect</b>  |
| <b>Physical Attack upon another student</b>   | Attempting to apply or applying force to another student is prohibited. Fighting and assault are prohibited. Injury occurs. <b>Police will be contacted.</b>  | <b>Suspension ISS/OSS 1 – 10 days</b> , Possible Recommendation for Expulsion  |

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| <b>Physical attack upon district personnel or visitors</b>  | Attempting to apply or applying force to a school staff member or visitor is prohibited. <b>Police will be contacted.</b>   | <b>Suspension OSS 1- 10 days,</b> Possible Recommendation for Expulsion.     |
| <b>Possession or use of firearms, pellet guns, knives (defined as illegal by Iowa Code), fireworks, explosives, laser pointers or dangerous weapons or look-alike objects</b> | Students are not to have guns, pellet guns, knives, fireworks (including "Stink Bombs"), chemicals, explosives or other dangerous weapons, or objects that resemble dangerous objects. <b>Police will be contacted.</b> | <b>Suspension ISS/OSS 1 – 10 days,</b> Possible Recommendation for Expulsion |
| <b>Engaging in activities that interfere with school purposes such as: malicious use of telephones, false fire alarms, bomb threats, arson, etc.</b>                          | Students are not to cause a false fire alarm, convey threats or give false information concerning the placement of a bomb/incendiary device or look-alike. Arson is prohibited. <b>Police will be contacted.</b>        | <b>Suspension ISS/OSS 1 – 10 days,</b> Possible Recommendation for Expulsion |

## II. Disrespect for the Property of others

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| <b>Minor malicious damage to the property of others</b> | Damaging the property of the school or of other individuals is prohibited; this includes writing, making marks, or drawing on the walls, furniture, fixtures, electronic devices, etc.<br>Police may be involved.                            | <b>Parental contact,</b> Detention, Behavior Plan: Suspension ISS/OSS 1 – 10 days, Possible Recommendation for Expulsion                                       |
| <b>Vandalism</b>  | Major malicious destruction of school and/or other's property is prohibited. <b>Police will be contacted.</b>  | <b>Suspension ISS/OSS 1 – 10 days,</b> Possible Recommendation for Expulsion   |
| <b>Theft</b>  | The involvement in or the taking of school or another person's property without permission is prohibited. Depending on the value of the item taken the police may be involved.   | <b>Parental contact, Detention,</b> Behavior Plan: Suspension 1 – 10 days, Possible Recommendation for Expulsion   |
| <b>Trespassing</b>                                      | Students are not to be in school buildings or in restricted areas or on school grounds without proper authorization.<br><b>Police will be contacted.</b>   | <b>Parental Contact, Detention:</b> Suspension ISS/OSS 1- 10 days, cleaning up any litter or damage done in the process, Possible Recommendation for Expulsion |
| <b>Misuse of Technology</b>                             | Unauthorized use or misuse of district equipment, including, but not limited to computer, software and hardware or networks.   | <b>Parental contact, Detention,</b> Suspension ISS/OSS 1 – 10 days, Possible Recommendation for Expulsion.   |
| <b>Misuse of Technology</b>                             | Unauthorized use or misuse of camera/video applications including cell phones, computers, or any other electronic device <u>to expose another student or staff member in any negative or unauthorized manner.</u><br>Police may be involved. | <b>Parental contact, Suspension ISS/OSS 1 – 10 days,</b> Possible Recommendation for Expulsion.  |

### III. Tobacco

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| <b>Possession or Use or misuse of Tobacco, Smoking, Chewing, Herbal, or Look-Alike</b> | The possession or use (including sale or distribution) of tobacco products or look-alike products is prohibited. <b>Police will be contacted.</b> | <b>Parental Contact:</b><br>Suspension ISS/OSS 1 – 10 days, Possible Recommendation for Expulsion. Good Conduct Violation. |
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### IV. Alcohol and Controlled Substances

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| <b>Possession or use of alcohol, drugs, controlled substances or look-alike substances</b>                  | Possession of beer and/or alcohol, drugs and/or controlled substances or look-alike substances is prohibited (this includes drug paraphernalia). Consumption and/or use of alcohol, drugs or controlled substances or look-alikes are prohibited. <b>Police will be contacted.</b> | <b>Suspension OSS 1 – 10 days</b> , Possible Recommendation for Expulsion. Good Conduct Violation.. |
| <b>Sale, distribution, or transmittal of alcohol, drugs, controlled substances or look-alike substances</b> | Sale, distribution, or transmittal of alcohol, drugs, controlled substances and/or look-alike substances is prohibited. <b>Police will be contacted.</b>   | <b>Suspension OSS 1 – 10 days</b> , Possible Recommendation for Expulsion. Good Conduct Violation.. |

### V. Gambling

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| <b>Gambling on school property</b> | Any illegal gambling activity that is in violation of Iowa Code is prohibited. Police may be involved. | <b>Parental Contact, Detention:</b><br>Suspension ISS/OSS 1 – 10 days, Possible Recommendation for Expulsion |
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### VI. Unexcused Absences from class

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| <b>A. Tardy to Class</b> | Intentionally or unintentionally late to class usually less than ten minutes.    | <b>Parental Contact, Detention:</b><br>Attendance Contract, Suspension ISS 1–10 days.                      |
| <b>B. Truancy</b>        | Intentionally absent from a place of assignment usually longer than ten minutes. | <b>Parental Contact, Detention:</b><br>Attendance Contract, Drop a course, Suspension ISS/OSS 1 – 10 days. |

### VII. Academic Honesty

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| <b>A. Plagiarism</b> | A student is guilty of Plagiarism if he/she uses another's words or ideas without proper citation.                    | <b>Parental Contact, Detention, Behavior Plan, Loss of assignment/ project/test/quiz credit, or redo it (situational)</b> Dropped from class without credit. |
| <b>B. Cheating</b>   | A student is guilty of academic cheating if he/she presents as his/her own work something that he/she did not create. | <b>Parental Contact, Detention, Behavior Plan, Loss of assignment/ project/test/quiz credit or redo it (situational)</b> Dropped from class without credit.  |

\*In addition, students may be suspended from attending one or more of the following dances: Homecoming Dance, Winter Formal Dance, and Prom.

**NOTE:** The good conduct policy may be applied to disciplinary procedures if the offense falls under the definition of a good conduct code violation.

### **Due Process**

Students will be given oral and/or written notice of the charge; the opportunity to admit or deny such charge; an explanation of the evidence against the student (if he/she denies the charge); and an opportunity to explain the situation.

If a student does not agree with the decision, the student and/or parent/guardian may go to the Superintendent of Schools and present their case to him/her. The final appeal to the district is the Board of Education, and a written request for a hearing can be initiated in the Superintendent's Office at the District Administrative Office at 325 N. Commercial Ave.

### **Detention Rules**

- Students must bring homework to be completed or reviewed during this time. If the student does not have work he/she is to read a book.
- No talking; no sleeping.
- No leaving seats for any reason other than an emergency.
- Students are expected to serve detention within three days after it is assigned. Failure to serve a detention on time will result in In-School Suspension and the possibility of loss of additional privileges including suspension from school activities. A student/parent meeting with administrators will be required for re-admittance into school for those students habitually failing to serve detention.

### **In School Suspension**

- Students will turn phones and other electronic devices (permission to use Chromebook can be granted) into the office at the start of ISS.
- Students must bring homework to be completed or reviewed during this time. If the student does not have work he/she is to read a book.
- No talking; no sleeping.
- No leaving seats for any reason other than an emergency.
- Students are not eligible for activities and school sponsored events during their suspension period.
- Students who misbehave during ISS can receive OSS.

### **Out of School Suspension**

Students placed on "Out of School Suspension" status are prohibited from being on any and all EGCS properties during the duration of their suspension. Students suspended out of school or expelled from school will not be allowed to attend school functions during the suspension period. This includes students who have been dismissed from school for attendance reasons. They will not be allowed to participate in any of the school sponsored functions including all dances. Failure to comply may result in trespass charges.

Before a student on at-home suspension is readmitted, the principal may require a meeting between the parents, student and principal.

### **Student Expulsion**

The Board may, by majority vote of the members present at a hearing to determine the severity of the alleged misconduct, expel a student from school. The legal grounds for expulsion are: (1) Immorality; (2) Violations of rules and regulations set or approved by the Board; and, (3) Evidence that the presence of the student is detrimental to the best interest of the school.

### **Search and Seizure**

School authorities may, without a search warrant, search a student, student lockers, backpacks, desks, work areas, or student vehicles under the circumstances as outlined in the following regulations to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. All non-maintenance searches must be based on reasonable suspicion and be reasonable in scope.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search.

Items of contraband may include, but are not limited to: marijuana, cocaine, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons, and stolen property. Such items are not to be possessed by a student anywhere on school premises or at a school sponsored activity.

### **Guidelines and Procedures for the Use of Hand-held Metal Detectors**

Purpose: Any search according to the search and seizure guidelines and procedures is designed to deter the bringing of weapons and other illegal items onto school grounds, thereby reducing the potential for violent and illegal

incidents. These guidelines and procedures are provided to ensure that searches conducted with a hand-held metal detector are lawful, unbiased, and respectful of the right to privacy.

Guidelines: Prior to conducting searches using hand-held metal detectors, school district officials shall take the following actions:

- I. Campus administrators are prohibited from selecting a particular student or groups of students to search unless there's reasonable suspicion to believe that the student or groups of students are in possession of a weapon and/or other prohibited item.
  - A. Reasonable suspicion is established according to the search and seizure guidelines of the HS Student Handbook.
  - B. School administrator(s) may decide to conduct a metal detector check on student(s) identified to be in the bathroom when the vape detector goes off or
  - C. Student(s) engages in other behaviors that trigger reasonable suspicion that he or she has an illegal item(s).
- II. Metal detector checks of individuals or groups of students may not be used to single out a particular individual or category of individuals.
- III. Before conducting the metal detector checks, the administrator will explain the scanning process to students, emphasizing that the checks are intended to maintain safe schools.

Procedures:

1. Only campus administrators/office staff will operate the hand-held metal detectors.
  - a. These searches will be conducted by persons of the same sex as the student.
  - b. A second adult (administrator/office staff) will observe
2. Only students are subject to searches with hand-held metal detectors.
3. The campus administrator will ask the student to remove all metal objects from his/her person and place them in a receptacle.
4. If the detector activates on the person, the student will be asked to remove any remaining metal objects on his/her person.
5. The administrator/office staff conducting the metal detector search should not make contact with the student's body with the wand.
6. Any illegal objects (i.e., firearms, knives, or other prohibited items) found during the search will be turned over to the police, and disciplinary action will be in accordance with the student handbook.

### **Weapons**

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

Parents of students found to possess weapons or dangerous objects or "look alike" on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion. Students bringing firearms to school or knowingly possessing dangerous weapons, including firearms, will be referred to law enforcement authorities. The superintendent shall have the authority to recommend this expulsion requirement be modified for students on a case-by-case basis.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects of “look alike” for educational purposes. Such a display shall also be exempt from this policy. It shall be the responsibility of the superintendent, in conjunction with the building principal, to develop administrative regulations regarding this policy.

## Extra Curricular Participation ([Table of Contents](#))

### Additional Attendance Requirements

In order for a student to be eligible for an activity **practice or event** sponsored by the school, the student must be at school for all scheduled periods. This also includes all college and online courses (i.e. Career Academy, Triton Academy, Edmentum, ICCC course etc.). Students who have unexcused absences, ISS, or OSS any time during the day will not be permitted to participate that day.

If students need to be absent for an excused reason and wish to participate, they should obtain pre-approval from the principal or athletic director. Documentation of the appointment should be turned into the HS office.

Eagle Grove CSD does not promote or approve skip days. Students participating in a skip day are not eligible to participate in after-school activities. When this type of activity occurs a parent phone call may not suffice and all appointments must be verified with a note from the place of appointment.

### Eagle Grove Good Conduct Policy

(Revised Fall 2020)

Students who participate in extracurricular activities (school sponsored non-grade earning activities) serve as ambassadors of the Eagle Grove School District throughout the calendar year. It is a privilege, not a right, to participate, and represent, Eagle Grove High School in extra-curricular and co-curricular activities. Students who represent the school in any activity are expected to serve as good role models to other students and to the members of the community. Students must conduct themselves in accordance with board policy and must refrain from actions that are illegal, immoral, unhealthy, or inappropriate. The student and the school are judged by the participant's character and conduct at all times. The principal shall keep records of “Good Conduct” violations. Any student thought to be in violation of the Good Conduct Code will be afforded the right to the “Due Process” procedure with the exception of the enactment of the honesty clause (as defined in #4 below).

- 1) **DEFINITION OF VIOLATION:** Any student who is observed by a reliable witness (2.a.i), who admits to a violation of Good Conduct regulations, or is found by a preponderance of evidence at a judicial proceeding, or through an administrative investigation or proceeding to have:
  - a) Violations Defined
    - i) Possession, use, or purchase of tobacco products, regardless of the student's age.
    - ii) Possession, use, or purchase of alcoholic beverages.
    - iii) Possession of tobacco, alcohol, or drug substances on school grounds and school sponsored events.
      - (1) *Possession*  
including but not limited to: in hands, clothing, personal property (i.e. backpack, coat, car, locker)
    - iv) Possession, use, or purchase of illegal drugs or the unauthorized possession, use, or purchase of otherwise legal drugs.
    - v) Engaging (including encouraging the acts of others) in any hazing activities targeting team/activity members. Hazing is defined by Iowa law as “intentionally or recklessly engage in any act or acts involving forced activity which endangers the physical health or safety of a student for the purpose of initiation or admission into, or affiliation with, any organization operating in connection with a school.”
    - vi) Engaging (including encouraging the acts of others) in any bullying or



harassment activities. Bullying and Harassment are defined by the Eagle Grove School Board (105) as “Any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- (1) Places the student in reasonable fear of harm to the student's person or property.
  - (2) Has a substantially detrimental effect on the student's physical or mental health.
  - (3) Has the effect of substantially interfering with a student's academic performance.
  - (4) Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.”
- vii) Engaging in any activity that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses regardless of whether the student was cited, arrested, convicted, or adjudicated for the act (s).

2) **DETERMINATION OF VIOLATION/DUE PROCESS:** The good conduct penalties and “due process” guidelines begin once a student/athlete is suspected of violating the Good Conduct Policy.

a) **Conditions for initiating an investigation:** An investigation into a suspected Good Conduct Violation will occur if the following conditions are met:

- i) Breaking of the rules is witnessed by a staff member, law enforcement officer, student, parent, school board member, or community member.
  - (1) The accusation is validated by the signed sworn testimony. The sworn statement must be made in writing and turned into the Building Principal's office within thirty days of said violation.
  - (2) Evidence, such as photos, video, and/or illegal items are turned in to the building principal.
    - (a) The accusation along with evidence is validated by the signed sworn testimony. The sworn statement must be made in writing and turned into the Building Principal's office within thirty days of said violation.
    - (b) Photos & videos must show use (except on school property or school events see Ia iv. 1)

b) **Conditions for Determining Guilt:** A student is found guilty if one of the following occurs:

- i) Receives citation/charges from law enforcement
  - (1) If disputing charges, in order to prevent GCV, initiate appeals process
- ii) Found so by a court of law
- iii) Admits to a violation of the Good Conduct Policy
- iv) Found so by the Activity Council, exercising reasonable judgment based on information received from reliable sources and subject to a complete and thorough investigation of a given situation.

c) **Standard of evidence:**

- i) It is recognized this is not a criminal court standard.
- ii) It is ‘more likely than not’ or a preponderance of evidence that a violation has occurred.

d) **Steps to be followed once a code of conduct violation is suspected:**

- i) **Step 1:** The Principal will conduct a preliminary investigation and meet with the student in order to provide the opportunity for the student to explain, admit, or deny the allegation. This is done in order to determine whether there is enough evidence/need to call a meeting for the Activities Counsel, which should take place within 4 school days. Designated individual(s) can conduct preliminary investigation if the principal is absent or extended time.
  - (1) In the event there is an admission for the previously stated violation the activity council does not have to meet and the decision may be made by the principal for the ineligibility period.
- ii) **Step 2:** Activity Council meets to determine guilt or innocence. If the Activity Council is satisfied that a violation has taken place, they will initiate the appropriate action. The student and parents/ guardians will be notified in writing by the Principal specifying the consequences and ineligibility period. The student will remain ineligible until the suspension time is completed or until an appeal

reverses the decision. A copy will be sent to the activities office, school principal, and parents/guardians.

- (1) Activities Council: The Activities Council's purpose is to determine whether a "Good Conduct" violation has occurred. Determining guilt will be based on section 1a & b of the Eagle Grove Good Conduct Policy. The counsel will be made up of the Principal, HS Activities Director, one teacher, and/or sponsor/coach. The Activities Counsel will be presented with the evidence (gathered in Step 1 of the Due Process section) by the building Principal. The student and parent/guardian or advisor can be (student/parent choice) in attendance when the evidence of the violation is heard by the Activities Council.
  - (2) Hearing time will be determined by availability of school staff, not by additional parties.
  - (3) The student will then present their side of the story to the Activities Council. The Activity Council shall consider all relevant evidence introduced at the hearing and make its finding within two (2) school days of the date of the hearing. The decision shall be in writing and will summarize the evidence upon which the council reached its decision.
- iii) Step 3: If the student is dissatisfied with the Activities Committee findings in step 2, he or she may appeal to the Appeals Committee. The hearing shall take place within two school days of receipt of the appeal request. After the hearing before this group, the penalty may be eliminated or affirmed.
- (1) Appeals Committee (Step 3 of Due Process): The Appeals Committee's purpose is to review the decision of the Activities Council. The Appeals Committee will consist of four teachers from grades K-12, one district principal who is not involved in the case. All individuals who serve on the Appeals Committee will be appointed by the Superintendent on a case by case basis. Such appeal will be made in writing to the building principal within two (2) school days after the ruling. The hearing shall take place within two (2) school days of receipt of the appeal request. After the hearing, the penalty may be eliminated or affirmed.
    - (a) The Principal, Athletic Director and/or Activities Council member, will present evidence of the said violation and the written summary of the evidence upon which the council reached its decision.
    - (b) The student will then present their side of the story to the Appeals Committee.
    - (c) The student can be accompanied by a parent/guardian or by an advisor of his/her choice.
    - (d) Hearing time will be determined by availability of school staff, not by additional parties.
    - (e) Each party to the hearing may introduce evidence, witnesses to testify, or statements in writing.
    - (f) The Appeals Committee shall consider all relevant evidence introduced at the hearing and make its finding within two (2) school days after the date of the hearing. The decision shall be in writing and will summarize the evidence upon which the committee reached its decision. The Appeals Committee may either amend or affirm the penalty imposed by the Activities Council.
- iv) Step 4: If a student is dissatisfied with the Appeals Committee findings as a result of due process in Step 3, he or she may appeal the process to the superintendent of schools. The superintendent's review shall take place within two school days of the receipt of the request. Grounds for reconsideration must include:
- (1) The student was not given due process in the investigation and determination.
  - (2) The penalty is a violation of the High School Handbook or Board Policy.
- v) Step 5: If a student is dissatisfied with the result of step 4 they may appeal the decision to the Eagle Grove Board of Education in session through arrangement by the superintendent of schools. Grounds for reconsideration must include:

- (1) The student was not given due process in the investigation and determination.
  - (2) The penalty is a violation of the High School Handbook or Board Policy.
- 3) **APPLICATION OF PENALTIES:** A student involved in extracurricular activities who has been found to have violated the Good Conduct Code shall be penalized as follows:
  - a) **FIRST VIOLATION:** The student will be declared ineligible for the equivalent of two calendar weeks with a minimum of 2 and a maximum of 4 event dates. The period of ineligibility starts the day before the next scheduled event date and continues consecutively.
  - b) **SECOND VIOLATION:** The student will be declared ineligible for the equivalent of 4 calendar weeks with a minimum of 4 and a maximum of 8 event dates. The period of ineligibility starts the day before the next scheduled event date and continues consecutively.
  - c) **THIRD VIOLATION:** The student will be declared ineligible for the equivalent of 8 calendar weeks with a minimum of 8 and a maximum of 16 event dates. The period of ineligibility starts the day before the next scheduled event date and continues consecutively.
  - d) **FOURTH VIOLATION:** The student will be declared ineligible for the equivalent of 16 calendar weeks with a minimum of 16 and a maximum of 32 event dates. The period of ineligibility starts the day before the next scheduled event date and continues consecutively.
  - e) Offenses are based on percent of the Eagle Grove regular season schedule for that sport.
    - i) Regular season is based on scheduled dates. "Regular season" includes one district/sectional date in sports where postseason play is not earned. (For example; Varsity Boys' Basketball is 21 games plus one district game. The boys' basketball regular season schedule, therefore, is 22 games. Varsity Football has a 9 game regular season schedule (a postseason game is not guaranteed).
    - ii) Regular season is also based on the level of play. Example; a JV girls' basketball player, who does not compete at the varsity level, would base their suspension on the JV regular season schedule.
- 4) **PENALTY REDUCTION CLAUSES:**
  - a) **Evaluation and Treatment Clause:** A student who has a violation of the tobacco, alcohol, or drug provision of the Good Conduct 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 the 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 violation may be reduced by 50%.
  - b) **Honesty Clause:**
    - (1) If a student is asked by a school official during the preliminary investigation (step 1 of Due Process) about a possible Good Conduct Violation, and they answer honestly and take responsibility for their choices the student's penalty may be reduced by 50%.
    - (2) If a student comes forward to a coach, administrator, or activity sponsor to admit (self-report) a violation of the Good Conduct Policy prior to a finding of guilt by the administration, the student's penalty may be reduced by 50%.
  - c) Honesty Clause & Treatment Clause are not applied to the same violation. No more than a cumulative of 50% of a suspension can be earned back.
- 5) **CLARIFICATION OF APPLICATION:**
  - a) All suspensions begin on the date of the first contest, assigned by the Principal or Activities Council after guilt is determined. All suspensions end when said punishment has been served consecutively (including tournament or state-sponsored activities).
  - b) If multiple events occur on the same date, it counts as one event date.
  - c) Performance is defined as representing the school in any appearance before the public

while conducting the specified activity or sport (i.e. dancers dancing, football players playing football, cheerleaders leading cheers). This would also include pep rally performances for Dance Team and Cheerleading.

- d) Event dates will be calculated using the level of competition (varsity, JV, C team etc.), which the student athlete was playing/performing immediately prior to the date of violation.
- e) Performances are scheduled by AD, not coaches/sponsors.
- f) Violations Occurring During Ineligibility: If a student is ineligible (Iowa Academic Eligibility or a different Good Conduct violation at the time of a new violation of the Good Conduct Policy, the penalty for the violation will not begin until the student regains their eligibility.
- g) When under suspension, athletes cannot compete at any level.
- h) It is the Athletic Director and Coach's discretion on team travel and all other matters while said athlete is serving the suspension.
- i) Practice Requirement: Students suspended from participating in activities because of a violation of the Good Conduct Policy are required to attend practice during the period of the suspension. Regular attendance and demonstration of the proper attitude (as determined by the Activity Director and or coach) at practice are important factors in regaining eligibility. In the event of conflicts arising over the practice requirement will be settled through a joint decision between the Activity Director, Principal, and Coach/Sponsor of the activity.
- j) Participants/Athletes must start on the first official day of practice (if the student is enrolled in Eagle Grove High School) or get approval from both the AD and coach/sponsor. The student is expected to finish the season/activity period in good standing in order for the good conduct violation to be completed. If a participant does not finish then the violation will start over in the next activity and will only be served upon finishing a season/activity.
- k) If an event is not held or canceled, it will not count as an event for the student to be sitting out.
- l) A person is eligible the day after completion of the period of ineligibility.
- m) Students will not be allowed to dress for participation at the event dates while serving their suspension.
- n) Open Enrollment Transfers: Any student declared ineligible under the prior school district's Good Conduct Rule, and then without having completed the full period of ineligibility at that school transfers to Eagle Grove High School, will not be eligible for co-curricular and extracurricular contests/events at Eagle Grove until the full period of ineligibility has been completed. Once that time period of ineligibility has been completed, the student is then immediately eligible for co-curricular and extracurricular activities, as far as any Good Conduct Rule is concerned.

#### 6) **EXTRACURRICULAR ACTIVITIES INCLUDED:**

Volleyball  
Cross country  
Football  
Basketball  
Wrestling  
Dance  
Cheerleading  
Golf  
Track  
Soccer\*  
Baseball  
Softball

FFA (if not part of the class grade) eSports  
Choir concert (if not part of the class grade)  
Band Concert (if not part of the class grade)  
National Honor Society  
FCCLA  
FBLA  
Bowling  
Special Olympics  
Swimming\*  
Drama & Speech  
GSA  
Student Council

\*Shared with other districts

\*\*Additional clubs, activities and/or sports may be added to the list during the school year as they are developed.

### Bell Schedules [\(Table of Contents\)](#)

| REGULAR SCHEDULE |       |       |         |
|------------------|-------|-------|---------|
|                  | Start | End   | Minutes |
| 1st Bell         | 8:00  |       |         |
| Period 1         | 8:05  | 8:47  | 42      |
| Period 2         | 8:52  | 9:34  | 42      |
| Period 3         | 9:39  | 10:21 | 42      |
| Period 4         | 10:26 | 11:08 | 42      |
| HR 5             | 11:13 | 11:38 | 25      |
| Lunch            | 11:38 | 12:08 | 30      |
| Period 6         | 12:13 | 12:55 | 42      |
| Period 7         | 1:00  | 1:42  | 42      |
| Period 8         | 1:47  | 2:29  | 42      |
| Period 9         | 2:34  | 3:16  | 42      |

| 90 MINUTE EARLY DISMISSAL |       |       |         |
|---------------------------|-------|-------|---------|
|                           | Class | End   | Minutes |
| 1st Bell                  | 8:00  |       |         |
| Period 1                  | 8:05  | 8:39  | 34      |
| Period 2                  | 8:44  | 9:18  | 34      |
| Period 3                  | 9:23  | 10:01 | 38      |
| Period 4                  | 10:06 | 10:40 | 34      |
| Lunch                     | 10:40 | 11:10 | 30      |
| Period 6                  | 11:15 | 11:49 | 34      |
| Period 7                  | 11:54 | 12:28 | 34      |
| Period 8                  | 12:33 | 1:07  | 34      |
| Period 9                  | 1:12  | 1:46  | 34      |

| TWO-HOUR LATE START |       |       |         |
|---------------------|-------|-------|---------|
|                     | Start | End   | Minutes |
| 1st Bell            | 10:00 |       |         |
| Period 1            | 10:05 | 10:35 | 30      |
| Period 2            | 10:40 | 11:10 | 30      |
| Period 3            | 11:15 | 11:51 | 36      |
| Period 4            | 11:56 | 12:26 | 30      |
| Lunch               | 12:26 | 12:56 | 30      |
| Period 6            | 1:01  | 1:31  | 30      |
| Period 7            | 1:36  | 2:06  | 30      |
| Period 8            | 2:11  | 2:41  | 30      |
| Period 9            | 2:46  | 3:16  | 30      |

| WEDNESDAY TWO-HOUR LATE START |       |       |         |
|-------------------------------|-------|-------|---------|
|                               | Start | End   | Minutes |
| 1st Bell                      | 10:00 |       |         |
| Period 1                      | 10:05 | 10:25 | 20      |
| Period 2                      | 10:30 | 10:50 | 20      |
| Period 3                      | 10:55 | 11:15 | 20      |
| Period 4                      | 11:20 | 11:40 | 20      |
| Lunch                         | 11:40 | 12:05 | 25      |
| Period 6                      | 12:10 | 12:30 | 20      |
| Period 7                      | 12:35 | 12:55 | 20      |
| Period 8                      | 1:00  | 1:20  | 20      |
| Period 9                      | 1:25  | 1:46  | 21      |

| 60 MINUTE EARLY DISMISSAL |       |       |         |
|---------------------------|-------|-------|---------|
|                           | Class | End   | Minutes |
| 1st Bell                  | 8:00  |       |         |
| Period 1                  | 8:05  | 8:44  | 39      |
| Period 2                  | 8:49  | 9:22  | 39      |
| Period 3                  | 9:27  | 10:06 | 39      |
| Period 4                  | 10:11 | 10:50 | 39      |
| Lunch                     | 10:50 | 11:20 | 30      |
| Period 6                  | 11:25 | 12:04 | 39      |
| Period 7                  | 12:09 | 12:48 | 39      |
| Period 8                  | 12:53 | 1:32  | 39      |
| Period 9                  | 1:37  | 2:16  | 39      |

| 2 HR EARLY DISMISSAL |       |       |         |
|----------------------|-------|-------|---------|
|                      | Class | End   | Minutes |
| 1st Bell             | 8:00  |       |         |
| Period 1             | 8:05  | 8:35  | 30      |
| Period 2             | 8:40  | 9:10  | 30      |
| Period 3             | 9:15  | 9:50  | 35      |
| Period 4             | 9:55  | 10:25 | 30      |
| Period 6*            | 10:30 | 11:00 | 30      |
| LUNCH                | 11:00 | 11:30 | 30      |
| Period 7             | 11:35 | 12:05 | 30      |
| Period 8             | 12:10 | 12:40 | 30      |
| Period 9             | 12:45 | 1:15  | 30      |

\*\*\*\*\*PLEASE NOTE THE PERIOD ORDER CHANGE\*\*\*\*\*