

# Wildcat Welcome



We are excited to welcome everyone to another great year in the Humboldt Community School District! It will be nice for students to see old friends as well as looking forward to building new relationships. Whether you are new or returning to the district, we hope you will find this school year to be a memorable and exciting one as a Wildcat.

The Humboldt Community Schools are known for their excellence in academic and extracurricular activities. It is a district that strives to be student centered in their actions and decisions. We are committed to serve you and to be the very best. Humboldt students will have the ability to learn and have success. Cooperation is, of course, the key, and toward that end we suggest that you read this handbook thoroughly. It will tell you exactly what we expect of you and what services and benefits you may expect from the school.

We know that we are going to have a wonderful year of learning. The best way to assure this is to focus on working TOGETHER! Please feel free to email us with any questions or comments you might have.

We also have a website, [www.humboldt.k12.ia.us](http://www.humboldt.k12.ia.us) that you may reference for current events as well as information about the district, calendars, our programs and academic progress.

The staff continues to work hard throughout the year to gain new techniques and insights in improving student achievement. They will look at research based practices and implement them into their teaching repertoire. To accomplish ongoing adult learning, it is necessary for the district to schedule In-service days and early dismissals established by the state and district.

You are welcome in our buildings and in our classrooms at any time. We are responsive to the needs of this community and the future global demands placed on our students. We are committed to producing good citizens who are equipped with the tools needed for success.

Thank you for your ongoing support of our effort as a district to make learning a productive and enjoyable experience.

Have a great school year.

Educationally yours,

Greg Darling, Superintendent, Administrators, and Staff

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## Administrators

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# Humboldt Community School District Parent-Student Handbook

## Parent Section

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**HUMBOLDT AND TWIN RIVERS COMMUNITY SCHOOL DISTRICT**  
**2018-19 SCHOOL CALENDAR**

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## Introduction

Students are expected to comply with and abide by the school district's policies, rules, regulations and student handbook. Students who fail to abide by the school district's policies, rules, regulations and student handbook may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules, regulations and student handbook provisions as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the administration office at 332-1330 for information about the current enforcement of the policies, rules, regulations or student handbook of the school district.

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

## Humboldt Community School District Mission

"Learning and Success for All"

### Humboldt Community School District Belief Statements

#### We Believe Everyone Can Learn and Be Successful

- ◆ When the environment is safe, stimulating, and caring
- ◆ When there is mutual respect
- ◆ When the individual social, emotional, intellectual, physical, cultural and behavioral needs are met
- ◆ When they have a choice in what they learn
- ◆ When expectations are clearly defined
- ◆ When the curriculum is relevant, rigorous, and engaging
- ◆ When instruction and assessment are varied to meet student needs
- ◆ When challenged with learning situations that require critical and creative thinking
- ◆ When feedback is thorough and consistent
- ◆ When all stakeholders are involved and supportive

### Student Essential Learnings

#### **R Responsible Citizen**

The Humboldt Community School District will provide opportunities for students to demonstrate skills necessary to be an independent, productive member of a community or society with interpersonal skills necessary for working effectively with other people.

#### **E Effective Communicator**

The Humboldt Community School District will provide opportunities for students to effectively communicate by using speaking, writing, reading, listening, and observation skills and other forms of communication which broaden the student's view of the world.

#### **A Acquire and Apply Basic Knowledge**

The Humboldt Community School District will provide opportunities for students to acquire and apply knowledge of math, language arts, science, social studies, vocations, and the arts.

#### **C Critical and Creative Thinker**

The Humboldt Community School District will provide opportunities for students to demonstrate thinking skills, including decision making, problem solving, reasoning, logic and learning skills.

#### **H Healthy Person**

The Humboldt Community School District will provide opportunities for students to understand and demonstrate components of healthy life choices.

#### **I Information Processor**

The Humboldt Community School District will provide opportunities for students to demonstrate the ability to access, use, select, apply, adapt, and sustain information.

#### **T Technology User**

The Humboldt Community School District will provide opportunities for students to demonstrate the ability to access, use, select, apply, adapt, and sustain technology.

## **Board Policies**

### **Abuse of Students by School District Employees**

### **Board Policy Code Number 402.3**

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

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

The school district has appointed a Level I investigator and alternate Level I investigator. The designated investigator for the abuse of students by district employees is Tamela Johnson, 332-3578. The alternate investigator is Greg Thomas, Associate Principal, 332-3574. Level II investigator is Dean Kruger, Humboldt County Sheriff, 332-2471.

### **Anti-Bullying/Anti-Harassment**

### **Board Policy Code Number 104**

The *Humboldt Community School District* is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, staff, and volunteers are against federal, state, and local policy and are not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

#### **Definitions**

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

- “Electronic” means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.
- “Harassment” and “bullying” shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual’s actual or perceived 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, 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 substantial 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 a school.
- “Trait or characteristic of the student” includes but is not limited to age, color, creed, national origin, race, Religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- “Volunteer” means an individual who has regular, significant contact with students.

#### **Filing a Complaint**

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent’s designee. An alternate will be designated in the event it is claimed that the superintendent or superintendent’s designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within *30 days* of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

#### **Investigation**

The school district will promptly and reasonably investigate allegations of bullying or harassment. *Investigator is Tamela Johnson, Curriculum Director, CSIP Coordinator, ECLC Director (515-332-3578), Alternate is Greg Thomas, Assistant High School Principal (515-332-3574) and Dean Kruger, Humboldt County Sheriff (515-332-2471).* They will be responsible for handling all complaints alleging bullying or harassment. The Investigator shall consider the totality of

circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The superintendent or the superintendent's designee shall also be responsible for developing procedures regarding this policy. *Suggestions for administrative procedures regarding this policy include:*

- *Developing procedures for reporting acts of bullying and harassing behavior (see IASB sample regulation 104.R1);*
- *Organizing training programs for students, school employees, and volunteers regarding how to recognize bullying and harassing behavior and what to do if this behavior is witnessed; and*
- *Developing a process for evaluating the effectiveness of this policy in reducing bullying and harassing behavior.*

### **Decision**

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the policy adopted pursuant to this section, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

### **Publication of Policy**

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's web site,
- (other)

## **Internet Access and Internet Safety**

## **Board Policy Code Number 605.6**

The Humboldt School District provides students, staff, and guests with access to the Internet. The school district's defined educational purpose in providing Internet access is for classroom activities, research related to school classroom activities, career development, and quality independent study activities and to further educational/personal goals consistent with the mission of the school district and school policies. The district Internet has not been established as a public access or a public forum. Uses, which might be acceptable on a user's private personal account on another system, may not be acceptable on this limited purpose network. Although the district monitors Internet usage and provides a protection filtering system, the user is ultimately responsible for his/her own individual use of the Internet. The school district's Internet access and use is a privilege, not a right. The district has the right to place restrictions on use, to ensure that use of the system is in accordance with its focus on education.

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

The district makes no warranties of any kind, either express or implied, that the functions or services provided by or through the district Internet will be error free or without defect. The district will not be responsible for any damage users may suffer, including, but not limited to, loss of data, interruptions of service, or exposure to inappropriate material or people. The district is not responsible for the accuracy or quality of the information obtained through the Internet or for financial obligations arising through the unauthorized use of the Internet. Parents /guardians, students, or adult users will indemnify or hold the district harmless from any losses sustained as a result of misuse of the Internet. Use of the Internet by students will be limited to those who have signed and whose parents/guardians have signed a Parental Permission for Internet Access and Use.

General school rules for behavior and communications apply. Students are responsible for good behavior on computers and on the Internet.

Students will receive instruction regarding the ethical, legal and responsible use of the Internet and their rights and responsibilities regarding this policy.

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

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

Employees and students will be instructed on the appropriate use of the Internet. Parents will be required to sign a permission form to allow their students to access the Internet. Students will sign a form acknowledging they will comply with the policy and regulations, and that they understand the consequences for violation of the policy or regulations:

First Offense	Second Offense or more grievous offense	Third Offense or offense of a most grievous nature
Restricted computer access for a time to be determined by administration, possible suspension, possible legal action and/or police referral.*	Restricted computer access for a more extended time to be determined by administration, possible legal action and/or police referral.*	Suspension and loss of computer access for a time to be determined by administration, possible legal action and/or police referral.*
	Probationary parameters will be established for future computer use.	

#### A good digital citizen:

1. Uses technology resources in a manner consistent with the district's educational mission and policies, as well as in compliance with state and federal laws and regulations.
2. Respects the property and privacy of themselves and others by safeguarding personal information, electronic storage, passwords, etc.
3. Remains ever mindful of wise, ethical, and efficient use of resources, refraining from wasteful or unauthorized data transfer or personal use of district technology.
4. Makes every effort to protect all equipment, software and hardware, from physical and electronic damage.
5. Respects the intellectual property of others.
6. Does not use district technology resources to harass, insult, attack, threaten harm, or cause embarrassment to others.

## Technology Use

## Board Policy Code No. 401.13

Computers are a valuable education and research tool and, as such, are an important part of the instructional program. The school district depends upon computers as an integral part of administering and managing the school's resources and instructional programs. The board expects all users to demonstrate responsible digital citizenship. Users must conduct themselves in a manner that does not disrupt the educational process and failure to do so will result in disciplinary action.

#### General Provisions

The superintendent, working with appropriate staff, shall establish regulations governing the use and security of the school district's computer resources. The school district will make every reasonable effort to maintain the security of the system. All users of the school district's computer resources, including students, staff and volunteers, shall comply with this policy and regulation, as well as others impacting the use of school equipment and facilities. Failure to comply may result in disciplinary action.

Usage of the school district's computer resources is a privilege, not a right. All information on the school district's computer system is considered the property of the school district. Users of the school district's computer network must not expect, nor does the school district guarantee privacy. The school district reserves the right to access and view any material stored, shared or accessed on school district equipment or provided services.

Personal network devices may be allowed to connect to the district network and devices. When connecting personally owned devices of any nature to district equipment and networks, prior approval of the site administrator is needed. Staff

and students seeking to connect their devices to district equipment and networks agree that the contents of these personal devices may be inspected by district personnel on request and in accordance with this policy.

Users will not access, upload, download, transmit or distribute obscene, profane, abusive, threatening or sexually explicit material, or material encouraging the toleration or promotion of discrimination towards, individuals or groups of individuals based upon age, race, creed, color, gender, sexual orientation, gender identity, socioeconomic status, national origin, religion or disability or any other protected trait or characteristic.

Users will make every effort to protect district equipment from physical and electronic damage. The district reserves the right to charge a student or staff member for physical, electronic or software damages. Fines, other charges and/or loss of privileges may be imposed as a result of misuse or damage to these technology resources.

## **Humboldt Community School District Plagiarism Policy      Board Policy Code Number 605.7A**

### **Rationale**

The faculty at Humboldt Community School District is committed to teaching students how to become ethical users of information and ideas. It is our responsibility not only to educate students in the research process, mechanics of writing and proper documentation, but also to hold these students accountable for honest work. Whether an assigned project is in a visual, written or spoken format, students are expected to accurately reference all sources of information consulted for the project. Plagiarism is regarded as a serious offense and will not be tolerated by the Humboldt Community School District or any other institution of higher learning. It is an expectation that all teachers and students adhere to and enforce this policy. Using information in an ethical manner is a requirement in everyone's personal life, employment, and citizenship.

### **Definition of Plagiarism**

Plagiarism is defined as using another person's ideas and/or works, whether intentional or not, in whole or in part, from a print or non-print source, and claiming those ideas or works as one's own.

This would include but is not limited to:

- Purchasing a work whether created specifically for an assignment or not.
- Exchanging assignments with another person.
- Using a previously submitted document in any class without current teacher's permission.
- Providing work to be copied or used by another student.
- Deliberate and/or consistent lack of proper documentation and citation in the project or paper.
- In-text documentation that is not reflected in the works cited page.

### **Student Responsibilities**

- Submit original work;
- Follow the project instructions and deadlines assigned by the teacher;
- Ask questions and seek help from appropriate persons (teachers, the teacher librarian, peers);
- Proper citations including a works cited and in-text or in-project citations.

### **Plagiarism Violations**

If a staff member has sufficient reason to believe that a student has plagiarized, the teacher must notify the student of the notification of possible offense. If a student is found to have plagiarized consequences may include: completing the assignment without plagiarizing, completing an alternate assignment, disciplinary action taken by administration, parental notification, another staff, documentation in student file, other actions as deemed necessary may be taken.

### **Degrees of plagiarism**

I. A first-degree violation may occur due to ignorance or inexperience on the part of the student. An example of plagiarism at this level may involve a student's using a paragraph or a few lines of text without properly citing the material, however, most of the paper is the student's own work.

**Recommended procedures for first-degree violations are outlined below; any one or more procedures may be chosen:**

1. Student may be asked to correct instances of plagiarism within the original assignment.
2. A grade reduction on the original assignment.
3. A make-up assignment at a more difficult level.
4. Disciplinary action taken by administration, including parent notification.

II. A second-degree violation is considered a more serious plagiarism offense. Examples of this violation include use of one or more paragraphs of another's ideas and/or works without correct citation. Incorrect citation may often take the form of improper paraphrasing. Although some of the work is the student's, it is evident that much of the work has been taken from other sources and not referenced. A second-degree violation may also be a student who provides another student with a minor assignment (ex. daily assignment or worksheet) to be plagiarized.

**Recommended procedures for second-degree violations are outlined below; any one or more procedures may be chosen:**

1. Student may be asked to correct instances of plagiarism within the original assignment.
2. A grade reduction on the original assignment.



3. A make-up assignment at a more difficult level.
4. Disciplinary action taken by administration, including parent notification.
5. A letter in the student's academic files detailing the offense.
6. Notification to National Honor Society advisor, if appropriate.

III. A third degree violation is a severe case of plagiarism and indicates the majority of a student's work has been taken from another source or sources and not referenced. An example may be the use of a purchased term paper or other materials as one's own. Also, this violation may involve improperly acquiring information and/or intentionally altering it, i.e. citing sources that are not actually sources. In addition, a third degree violation occurs when a student has been found guilty of plagiarism in a prior instance. In this instance a committee meeting may be held to discuss what will happen. A third degree violation may also be a student who provides another student with a major assignment (ex. term paper or large project) to be plagiarized.

**Recommended procedures for third degree violations are outlined below; any one or more procedures may be chosen:**

1. A recommendation that no credit be given for the original assignment.
2. A reduction in overall course grade for the term or year.
3. Disciplinary action taken by administration, including parent notification.
4. A letter in the student's academic files detailing the offense.
5. Notification to National Honor Society advisor, if appropriate.

## **Student Complaints and Grievances**

## **Board Policy Code Number 502.4**

Student complaints and grievances regarding board policy or administrative regulations and other matters should be addressed to the student's teacher or another licensed employee, other than the administration, for resolution of the complaint. It is the goal of the board to resolve student complaints at the lowest organizational level.

If the complaint cannot be resolved by a licensed employee, the student may discuss the matter with the principal within 5 days of the employee's decision. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within five days after speaking with the principal.

If the matter is not satisfactorily resolved by the superintendent, the student may ask to have the matter placed on the board agenda of a regularly scheduled board meeting in compliance with board policy.

## **Student Fee Waiver and Reduction Procedures**

## **Board Policy Code Number 503.3R1**

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

1. Full Waivers - a student will be granted a full waiver of fees charged by the school district if the student or student's parents meet the financial eligibility criteria for free meals under the Child Nutrition program, Family Investment Program, Supplemental Security Income guidelines, or transportation assistance under open enrollment. Students in foster care are also eligible for full waivers.
2. Partial Waivers - a student will be granted a partial waiver of fees charged by the school district if the student or the student's parents meet the financial eligibility criteria for reduced price meals offered under the Child Nutrition program. A partial waiver shall be based on the same percentage as the reduced price meals.
3. Temporary Waivers - a student may be eligible for a temporary waiver of fees charged by the district in the event the student's parents are facing financial difficulty. Temporary waivers may be applied for at any time throughout the school year and shall not extend beyond the end of the school year.

Parents or students eligible for a fee waiver shall make an application on the form provided by the school district. Applications may be made at any time but must be renewed annually.

The school district will treat the application and application process as any other student record and student confidentiality and access provisions will be followed. Denials of a waiver may be appealed to the superintendent.

Fines or charges assessed for damage or loss to school property are not fees and will not be waived.

The school district will annually notify parents and students of the waiver. The following information will be included in registration materials and printed in the district newsletter.

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

## **Student Appearance**

## **Board Policy Code Number 502.1-502.1E1**

The board believes that inappropriate student appearance causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees and visitors.

Students are expected to adhere to standards of cleanliness and appropriateness of dress compatible with the requirements of an effective learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting and defined in policy 502.1E1

The board expects students to be clean and well-groomed and wear clothes in good repair and appropriate for the time, place and occasion. Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. Any clothing or other apparel not specifically listed in this policy or the related procedures but found to be offensive to students or staff is not to be worn.

While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. When, in the judgment of the staff or administration, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student will be required to make modifications.

While the district realizes that the primary responsibility for appearance rests with the students and their parents, the staff and administration reserve the right to determine what is acceptable and what is not. The policy and procedures related to appropriate appearance are intended to establish an understanding that the school is a workplace and that what may be appropriate outside the school may not be appropriate in school.

There are strong connections between performance, conduct, and appearance. Students and staff who are appropriately dressed and well groomed appear ready to perform in a positive and professional manner. Students are expected to wear clothing that complies with standards of appropriateness, cleanliness, health and safety and is reasonable and appropriate. It is expected that the following guidelines will be followed:

1. Shoes are required at all times.
2. Any attire or accessories that promote products that are illegal for use by minors (drugs, alcohol, tobacco or related products) is not acceptable.
3. Clothing with words or pictures that display explicit or inferred sexual material, profanity, lewd sayings, or violence will not be worn in school.
4. Any articles of clothing with words or pictures that are derogatory, discriminating, or harassing to any protected class are not acceptable in school.
5. The following are considered to be inappropriate and unacceptable:
  - Clothing or accessories that are dangerous or could be used as weapons (chains and studded collars)
  - Hats, caps, bandanas, or any other item of headgear not intended to be worn inside a building, with the exception of headgear worn for religious or health purposes
  - Exposed underwear or ripped/torn clothing that exposes undergarments
  - Backless tops, tube tops, halter tops, one-shoulder tops, and strapless tops
  - Exposed midriffs—the bottom of the shirt/blouse must meet the top of the pant/skirt/shorts
  - Clothing that exposes navels and/or upper or lower buttocks
  - Bib overalls with sports bras exposed
  - Articles of clothing that may be gang related
  - As a general rule of thumb, shorts and skirts must be as long as the student's longest finger when their hand is at their side.
6. Any other types of clothing not listed but found to be offensive to students or staff is not to be worn.

The staff is empowered to enforce this policy and the related procedures at the classroom level with the least disruption to the educational environment as possible. Students who do not meet the standards established by this policy will be asked to change into appropriate attire. Any student refusing to comply, being disrespectful, belligerent or insubordinate, or found to be a habitual violator will be sent to the building principal who will determine appropriate consequences. Any absence from class due to the student's refusal to comply with this policy will be counted as an unexcused absence.

## **Health Education**

## **Board Policy Code Number 603.5-603.5E1**

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

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

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

## Open Enrollment

## Board Policy Code Number 501 .14-501.15

Districts are now required to notify patrons of open enrollment application deadlines, the possibility of loss of eligibility, and the possibility of transportation assistance. This requirement is found in a new paragraph in sub-rule 17.3(2), Iowa Administrative Code, which reads as follows:

By September 30 of each school year, the district shall notify parents of open enrollment deadlines, transportation assistance, and possible loss of athletic eligibility for open enrollment pupils. This notification may be published in a school newsletter, a newspaper of general circulation or a parent handbook provided to all patrons of the district.

Parents/guardians considering the use of the open enrollment option to enroll their children in another public school district in the state of Iowa should be aware of the following dates:

March 1, 2019—Last date for regular open enrollment requests for the 2019-2020 school year.

September 1, 2018—Last date for open enrollment requests for entering kindergarten students for the 2018-2019 school year. Parents/guardians of open enrollment students whose income meets economic eligibility requirements may be eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend.

Parents should be aware that open enrollment may result in the loss of athletic eligibility.

## Student Directory Information

## Board Policy Code Number 506.2-506.2R1

Student directory information is designed to be used internally within the school district. Directory information shall be defined in the annual notice. It may include the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, photograph and other likeness, and other similar information.

Prior to developing a student directory or to giving general information to the public, parents including (parents of students open enrolled out of school district and parents of children home schooled in the school district) will be given notice annually of the intent to develop a directory or to give out general information and have the opportunity to deny the inclusion of their child's information in the directory or in the general information about the student.

It shall be the responsibility of the superintendent to provide notice and to determine the method of notice that will inform parents.

## Student Records and Reports

## Board Policy Code Number 506.1-506.1E9

The Humboldt Community Schools maintain records on each student in order to facilitate the instruction, guidance and education progress of the student. The records contain data about the student and his or her education and may include but are not limited to the following types of information: identification data, attendance data, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings and observations, and external agency reports.

The records of each student are generally located in the school the student is attending. Any exception will be noted in the student's other records or by the person in charge of the record maintenance for each school building. The name and the position of the person responsible for maintenance of student records for the Humboldt Community Schools are:

<u>School</u>	<u>Name</u>	<u>Position</u>
High School	Lori Westhoff	Principal
Middle School	Brenda Geitzenauer	Principal
Elementary	George Bruder	Principal

Student records are reviewed and inappropriate material removed periodically and, at a minimum, whenever a student transfers out of the district or graduates from high school. Those records not of permanent importance are destroyed within three years of graduation or discontinued attendance.

The parents of handicapped students, or handicapped students over age 18, will be informed when personal identifiable information in the records is no longer needed to provide educational services and before the information is destroyed.

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record (s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Humboldt District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement units personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202-4605.

Senate File 515, provides for an interagency agreement between school, law enforcement and social agencies for sharing confidential student information for the purpose of helping an individual student.

## **Student Health and Immunization Certificates**

## **Board Policy Code Number 507.1**

Students desiring to participate in athletic activities or enrolling in kindergarten or first grade in the school district shall have a physical examination by a licensed physician and provide proof of such an examination to the school district. A physical examination and proof of such an examination may be required by the administration for students in other grades enrolling for the first time in the school district.

A certificate of health stating the results of a physical examination and signed by the physician shall be on file at the attendance center. Each student shall submit an up-to-date certificate of health upon the request of the superintendent. Failure to provide this information may be grounds for disciplinary action.

Students enrolling for the first time in the school district shall also submit a certificate of immunization against diphtheria, pertussis, tetanus, poliomyelitis, rubeola, rubella, and other immunizations required by law. Immunization requirements by the State of Iowa require ALL incoming 7<sup>th</sup> grade students to receive a T-dap and Meningococcal vaccine prior to the start of the school year. Any student in the 7<sup>th</sup> OR 12<sup>th</sup> grade not having their shots before school starts will not be able to attend school until they receive them. All days missed will be considered unexcused absences. The State of Iowa requires this to be enforced, no exceptions will be made. Failure to meet the immunization requirement will be grounds for suspension, expulsion or denial of admission. Upon recommendation of the Iowa Department of Education and Iowa Department of Public Health, students entering the district for the first time may be required to pass a TB test prior to admission. The district may conduct TB tests of current students.

Exemptions from the immunization requirement in this policy will be allowed only for medical or religious reasons recognized under the law. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt from this policy.

## **Administration of Medication to Students**

## **Board Policy Code Number 507.2**

Some students may need prescription and nonprescription medication to participate in their educational program.

Medication shall be administered when the student's parent or guardian (hereafter "parent") provides a signed and dated written statement requesting medication administration and the medication is in the original, labeled container, either as dispensed or in the manufacturer's container.

When administration of the medication requires ongoing professional health judgment, an individual health plan shall be developed by the licensed health personnel with the student and the student's parent. Students who have demonstrated competence in administering their own medications may self-administer their medication. A written

statement by the student's parent shall be on file requesting co-administration of medication, when competence has been demonstrated. By law, students with asthma or other airway constricting diseases or students at risk of anaphylaxis who use epinephrine auto-injectors may self-administer their medication upon approval of their parents and prescribing licensed health care professional regardless of competency.

Persons administering medication shall include authorized practitioners, such as licensed registered nurse, physician, and persons to whom authorized practitioners have delegated to administration of medicine (who have successfully completed a medication administration course). A medication administration course and periodic update shall be conducted by a registered nurse or licensed pharmacist and a record of course completion kept on file shall be maintained by the school.

A written medication administration record shall be on file including:

- date;
- student's name;
- prescriber or person authorizing administration;
- medication;
- medication dosage;
- administration time;
- administration method;
- signature and title of the person administering medication; and
- any unusual circumstances actions, or omissions.

Medication shall be stored in a secured area unless an alternate provision is documented. Emergency protocols for medication-related reactions shall be posted. Medication information shall be confidential information as provided by law.

Disposal of unused, discontinued/recalled, or expired medication shall be in compliance with federal and state law. Prior to disposal school personnel shall make a reasonable attempt to return medication by providing written notification that expired, discontinued, or unused medications needs to be picked up. If medication is not picked up by the date specified, disposal shall be in accordance with the disposal procedures for the specific category of medication.

## **Smoking – Drinking - Drugs**

## **Board Policy Code Number 502.7**

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

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

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

Students who violate the terms of this policy may be required to satisfactorily complete a substance abuse assistance or rehabilitation program approved by the school board. If such student fails to satisfactorily complete such a program, the student may be subject to discipline including suspension or expulsion.

The board believes the substance abuse prevention program shall include:

- Age-appropriate, developmentally-based drug and alcohol curriculum for students in grades kindergarten through twelve, which address the legal, social, and health consequences of tobacco, drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use tobacco, drugs or alcohol;
- A statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;
- Standards of conduct for students that clearly prohibit, at a minimum, the unlawful possession, use, being under the influence of or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities;
- A clear statement that disciplinary sanctions, up to and including suspension or expulsion and referral for prosecution, will be imposed on students who violate the policy and a description of those sanctions;
- A statement that students may be required to successfully complete an appropriate rehabilitation program;
- Information about drug and alcohol counseling and rehabilitation and re-entry programs available to students;

- A requirement that parents and students be given a copy of the standards of conduct and the statement of disciplinary sanctions is required; and
- Notification to parents and students that compliance with the standards of conduct is mandatory.

It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

## **Student Conduct**

## **Board Policy Code Number 503.1**

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

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

Students who fail to abide by this policy, and the administrative regulations supporting it, may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion.

Unacceptable behaviors may be referred to law enforcement shall include the following when these behaviors also constitute violations of the criminal law:

1. Use of, possession of, or distribution of alcohol or other illegal/illicit substances and lookalikes.
2. Use of, possession of, or distribution of tobacco.
3. Possession of a weapon.
4. Fighting/assault, threatening, or harassing other students and/or school employees.
5. Theft
6. Vandalism

Students who fail to abide by the aforementioned behaviors will be handled with the following consequential structure when it is deemed a reasonable response by school officials:

1. The police will be called.
2. The police may remove the student from the building and the school will contact the parent(s).
3. The school may pursue disorderly conduct, tobacco, weapon possession, etc. charges against the student(s) involved.
4. A re-entry meeting may be scheduled in which the student and parent(s) are required to attend. The Superintendent may be involved in re-entry meetings.
5. A mandatory release of information between the school and law enforcement officials may be required from the student and parent(s) before the student re-enters school.
6. The Superintendent and/or building principal may, at his/her discretion, require the student to obtain a urine analysis and/or blood work prior to permitting re-entry to school. If urine analysis or blood work is performed on a student, the results must be released to the Superintendent or building principal before the student is allowed to re-enter school.
7. Referrals will be made to appropriate providers with mandatory attendance, depending on the nature of the referral and if feasible. Releases of information shall be signed for the school.
8. Failure to comply with re-entry meeting recommendations within prescribed time limits could result in a recommendation to the Board of Education for expulsion if deemed reasonable.
9. Suspensions and involuntary removals will not be considered unexcused absences.
10. The Superintendent may also recommend expulsion any time an infraction or cumulative infractions are deemed serious enough to warrant such a recommendation.

NOTE: School discipline may be imposed by the Principal or the Superintendent.

NOTE: All laws and regulations pertaining to student searches, IDEA, and Section 504 will be considered and adhered to by school officials in the administration of this policy.

Students will also be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere.

This conduct includes, but is not limited to the following:

- Student-to-Student Disrespect
- Verbal acting out of anger or hostile feelings toward another student
- Name calling, insulting, racist, or sexist remarks
- Obscene remarks or gestures
- Spreading nasty stories and/or group exclusion
- Student-to-Teacher Disrespect
- Use of profanity or obscene remarks or gestures
- Refusal to follow directions
- Disruptive classroom behavior (any behavior that results in the disruption of student learning and the stopping of class time
- Verbal acting out of anger or hostile feelings toward teacher.

Students who fail to abide by the aforementioned behaviors will be handled with the following consequential structure.

1. Teacher/staff will produce a written referral for the behavior. A copy will be given to the principal and a copy will be sent home to the parent or guardian.
2. Principal and/or student assistance team will evaluate and investigate the referral.
3. The Principal will contact parent or guardian and set up a meeting to include the principal, parent, student, social worker, and/ or counselor. Appropriate intervention will be determined at this level.
4. School discipline, classroom removals and lost credits may be imposed by the Principal.

Disciplinary measures include, but are not limited to removal from the classroom, detention, suspension, probation, expulsion, and restitution when unnecessary costs are incurred to the district relative to improper conduct by the student. Restitution may not always be monetary.

Removal from the classroom means a student is sent to the building principal's office. It shall be within the discretion of the person in charge of the classroom to remove the student.

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day, after school has been dismissed for the day, or on a non-school day. Whether a student will serve detention, and the length of the detention, shall be within the discretion of the licensed employee disciplining the student or the building principal.

Suspension means either an in-school suspension, an out-of-school suspension, a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten days. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension shall mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms shall result in immediate reinstatement of the penalty.

Expulsion means an action by the board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the board.

Following the suspension of a special education student, an informal evaluation of the student's placement shall take place. The Individual Education Program (IEP) shall be evaluated to determine whether it needs to be changed or modified in response to the behavior that led to the suspension.

If a special education student's suspensions, either in or out of school, are likely to reach ten days on a cumulative basis, a staffing team shall meet to determine whether the IEP is appropriate.

A student who commits an assault against an employee on school district property or on property within the jurisdiction of the school district; while on school-owned or school-operated chartered buses; while attending or engaged in school district activities shall be suspended by the principal. Notice of the suspension shall be sent to the board president. The board shall review the suspension to determine whether to hold a hearing to determine or not to impose further sanctions against the student which may include expulsion. Assault for purposes of this section of this policy is defined as:

- 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, insulting or offensive, coupled with the apparent ability to execute the act; or intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace.

It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

## **Student Suspension**

## **Board Policy Code Number 503.1R1**

### **Administration Action**

#### **A. Probation**

Probation is conditional suspension of a penalty for a set period of time.

1. Probation may be imposed by the principal for infractions of school rules which do not warrant the necessity of removal from school.
2. The principal will conduct an investigation of the allegations against the student prior to imposition of probation. The investigation will include, but not be limited to, written or oral notice to the student of the allegations against the student and an opportunity to respond. Written notice and reasons for the probation will be sent to the parents.

#### **B. In-School Suspension**

1. In-school suspension is the temporary isolation of a student from one or more classes while under administrative supervision. In-school suspensions may be imposed by the principal for infractions of school rules which are serious but which do not warrant the necessity of removal from school.
2. The principal shall conduct an investigation of the allegations against the student prior to imposition of an in-school suspension. The investigation will include, but not be limited to, written or oral notice to the student of the allegations against the student and an opportunity to respond. In-school suspension will not be imposed for more than ten school days. Written notice and reasons for the in-school suspension will be sent to the student's parents.

#### **C. Out-of-School Suspension**

1. Out-of-school suspension is the removal of a student from the school environment for periods of short duration. Out-of-school suspension is to be used when other available school resources are unable to constructively remedy student misconduct.
2. A student may be suspended out of school for up to ten school days by a principal for a commission of gross or repeated infractions of school rules, regulations, policy or the law, or when the presence of the student will cause interference with the maintenance of the educational environment or the operation of the school. The principal may suspend students after conducting an investigation of the charges against the student, giving the student:
  - a. Oral or written notice of the allegations against the student and
  - b. The opportunity to respond to those charges.

At the principal's discretion, the student may be allowed to confront witnesses against the student or present witnesses on behalf of the student.

3. Notice of the out-of-school suspension will be communicated as soon as possible following the suspension to the student's parents and the superintendent. A reasonable effort shall be made to personally notify the student's parents and such effort shall be documented by the person making or attempting to make the contact. Written notice to the parents shall include the circumstances which led to the suspension and a copy of the board policy and rules pertaining to the suspension.

#### **D. Suspensions and Special Education Students**

1. Students who have been identified as special education students may be referred for a review of the student's Individual Education Program (IEP). The IEP may be revised to include a continuum of intervention strategies and programming to change the behavior.
2. Students who have not been identified as special education students may be referred for evaluation after the student's suspension to determine whether the student has a disability and is in need of special education.

## **Expulsion**

## **Board Policy Code Number 503.2**

Only the board may remove a student from the school environment. The removal of a student from the school environment which includes, but is not limited to, classes and activities, is an expulsion from school.

Students may be expelled for violations of board policy, school rules or the law. It shall be within the discretion of the board to discipline a student by using an expulsion for a single offense or for a series of offenses depending on the nature of the offense and the circumstances surrounding the offense.

It shall be within the discretion of the superintendent to recommend to the board the expulsion of a student for disciplinary purposes. Only the board may take action to expel a student and to readmit the student. The principal shall keep records of expulsions in addition to the board's records.

When a student is recommended for expulsion by the board, the student shall be provided with:

1. Notice of the reasons for the proposed expulsion;
2. The names of the witnesses and an oral or written report on the facts to which each witness testifies unless the witnesses are students whose names may be released at the discretion of the superintendent;



3. An opportunity to present a defense against the charges and provide either oral testimony or written affidavits of witnesses on the student's behalf;
4. The right to be represented by counsel; and,
5. The results and finding of the board in writing open to the student's inspection.

In addition to these procedures, a special education student must be provided with additional procedures. A determination should be made of whether the student is actually guilty of the misconduct. A staffing team should determine whether the student's behavior is caused by the student's disability and whether the conduct is the result of inappropriate placement. Discussions and conclusions of this meeting should be recorded.

If the special education student's conduct is not caused by the disability, the student may be expelled or suspended for a long-term period following written notice to the parent and pursuant to the school district's expulsion hearing procedures. If the misconduct is caused by the disability and a change in placement is recommended, the change must be made pursuant to the placement procedures used by the school district.

## **Corporal Punishment**

## **Board Policy Code Number 503.5**

Corporal punishment is defined as the intentional physical punishment of a student and is prohibited. It includes the use of unreasonable or unnecessary physical force or physical contact made with the intent to harm or cause pain. No employee is prohibited from:

Using reasonable and necessary force not designed or intended to cause pain, in order to accomplish any of the following:

- ◆ To quell a disturbance or prevent an act that threatens physical harm to any person.
- ◆ To obtain possession of a weapon or other dangerous object within a pupil's control.
- ◆ For the purposes of self-defense or defense of others as provided for in Iowa Code Section 704.3.
- ◆ For the protection of property as provided for in Iowa Code Section 704.4 or 704.5.
- ◆ To remove a disruptive pupil from class or any area of school premises or from school-sponsored activities off school premises.
- ◆ To protect a student from the self-infliction of harm.
- ◆ To protect the safety of others.

Using incidental, minor, or reasonable physical contact to maintain order and control. Reasonable physical force should be commensurate with the circumstances of the situation. The following factors should be considered in using reasonable physical force for the reasons stated in this policy:

1. The size and physical, mental, and psychological condition of the student;
2. The nature of the student's behavior or misconduct provoking the use of physical force;
3. The instrumentality used in applying the physical force;
4. The extent and nature of resulting injury to the student, if any;
5. The motivation of the school employee using physical force.

Upon request, the student's parents shall be given an explanation of the reasons for physical force.

It shall be the responsibility of the superintendent to develop administrative regulations regarding this policy.

## **Good Conduct Rule for Extracurricular Activity Programs**

## **Board Policy Code Number 503.4**

Any student whose habits and/or conduct on or off school property at any time during the school year or during the summer months are such to make him/her unworthy to represent the ideals, principles and standards of the Humboldt Community School District shall be ineligible, and it shall be the duty of the high school administration to exclude the participant from all participation in athletics, music, speech, drama or other extra-curricular activities according to the following guidelines.

Any student who is found guilty by conviction, admission or is determined by school authorities to have:

1. Broken the law (except for minor traffic violations as determined by school authorities) or look alike.
2. Consumed, possessed, acquired, delivered or transported an alcoholic beverage, tobacco product or look alike.
3. Consumed, possessed, acquired, delivered or transported an illegal drug or without authorizations, consumed, possessed, acquired, delivered or transported an otherwise lawful drug or
4. Attended a function or party where the student knows or has reason to know that alcohol or drugs are being consumed illegally by minors or others. If the student only becomes aware of illegal use of drugs or alcohol after arrival at the function or party, failing to leave promptly despite having a reasonable opportunity to do so, or
5. Engaged in other significantly inappropriate or offensive conduct which conflicts with the ideals, principles, and standards of the Humboldt Community School District and makes the student unworthy to serve as its representative, will be ineligible for public performance in athletics, music, speech, drama or other extra-curricular activities. School authorities will determine guilt by a preponderance of the evidence.

Any student using tobacco will be ineligible for participation in athletics, music, speech, drama, or other extra-curricular activities. The period of ineligibility will follow the same guidelines as for alcohol as set out in paragraph 2

above. Coaches, directors and supervisors are encouraged to establish additional rules pertinent to their activity regarding the use of tobacco products.

In addition to the above items (which will be enforced by the school administrators) coaches, directors and supervisors of school activities will establish necessary rules and regulations with regard to training, appearance, general conduct and behavior so that students may represent the activity in an acceptable manner and facilitate meeting the general objectives of the school program.

Any student who after hearing at which the student will be confronted with the allegations, the basis of the allegations, the basis of the allegation and given an opportunity to tell the student's side, is found to have violated the Good Conduct Rule is subject to a loss of eligibility as follows:

## **INELIGIBILITY FOR ALL ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES**

The Good Conduct Rule covers all the following activities, but is not limited to athletics, cheerleading, instrumental and vocal music, drama (musical and play), speech, FFA, National Honor Society, drill team, all academic competitions (JETS, KMO, Quiz Bowls), and elective offices, i.e. class officers, king and queen designations, etc. These activities involve a student representing the school in a public setting.

The period of ineligibility for the above-mentioned activities will be as follows:

First Offense	Six weeks *(3 weeks)
Second Offense	Six months
Third Offense	One calendar year

\*For the first offense, the period of ineligibility may be reduced by one-half by voluntary admission of guilt. This voluntary admission of guilt must occur within 72 hours of the incident in order for the period of ineligibility to be reduced. Self reporting does not apply for violations on school grounds or at school related activities.

**Clean Slate:** If a student is free of any and all good conduct violations for a period of eighteen months after the conclusion of the period of ineligibility from the first offense, the student's record would revert back to the original state of being violation free for the purposes of future good conduct violation discipline.

**Appeals:** Any student determined by high school administration to have violated the Good Conduct Rule may appeal by written appeal specifying the grounds of the appeal to the Superintendent within seven (7) calendar days of receipt of the high school administration's decision. The Superintendent will schedule an appeal hearing with the student and render a decision within five (5) calendar days of the hearing. The student may appeal an adverse decision by the Superintendent to the Board of Directors by written appeal submitted to the Board Secretary specifying the grounds of appeal within seven (7) calendar days of receipt of the Superintendent's decision. The Board will schedule a hearing with the student and render a decision within five (5) calendar days of the hear. If, upon review, the Superintendent or the Board reverses the decision of high school administration, the student will have the ineligibility sanction attributable to the contested violation immediately lifted and the student's record corrected. Ineligibility will not be stayed during the appeal process.

## **Surveillance Cameras**

## **Board Policy Code Number 804.6**

The Board believes that the use of videotaping equipment can make positive contributions to the health, safety, and welfare of all students, staff, and visitors to the District, as well as safeguard District facilities and equipment. Having carefully weighed and balanced the rights of privacy of students, staff, and visitors against the District's goal of ensuring the safety of every student, employee, and visitor while they are on School District property and also accomplish the goal of safeguarding District facilities and equipment, the Board hereby authorizes the use of video cameras on district property as follows:

Video surveillance shall be used to promote order, to maintain the security, health, welfare, and safety of all staff, students, and visitors on District property, and the safeguard District facilities and equipment.

The District shall notify staff and students through student/parent and staff handbooks that video surveillance may occur on District property. Additionally, notices shall be posted on or about School District property alerting those on School District property that the District is utilizing the use of Video Surveillance.

Review of any video recordings is restricted to those who have a security, safety, or a legitimate educational interest. Video recordings may become a part of a student's educational record or a staff member's personnel record. The District shall comply with all applicable state and federal laws related to record maintenance and retention. Video tapes that are records of student and/or staff behavior shall be secured in a locked file until the tapes are either reused or erased. The video tape shall be considered a student and/or staff record and shall be subject to current law for the release of student record information and/or personnel record.

Video surveillance may be used for investigations of criminal activity by appropriate law enforcement agencies and may be used by the School District to investigate violations of School District policy.

Students or staff in violation of board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video cameras may be installed in public locations as deemed appropriate by the Superintendent, and shall not be installed in areas with a reasonable expectation of privacy.

Audio shall not be part of the video recordings made, reviewed, or stored by the District.

## **Public Conduct on School Premises**

## **Board Policy Code Number 903.4**

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

Individuals are permitted to attend school sponsored or approved activities or visit school premises only as guests of the school district, and, as a condition, they must comply with the school district's rules and policies. Individuals will not be allowed to interfere with or disrupt the education program or activity. Visitors, like the participants, are expected to display mature, responsible behavior. The failure of individuals to do so is not only disruptive but embarrassing to the students, the school district and the entire community.

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

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

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

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

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

## **Search and Seizure**

## **Board Policy Code Number 502.8**

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it shall not create a protected student area and shall not give rise to an expectation of privacy with respect the locker, desk, or other facility.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and will be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

## **Locker Inspection Notice**

## **Board Policy Code Number 502.5**

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

To ensure students are properly maintaining their assigned lockers, the principal of the building may periodically inspect all or a random selection of lockers. Two adults will be present during the inspection of lockers. Student lockers may also be searched in compliance with board policy regulating search and seizure.

## **Weapons**

## **Board Policy Code Number 502.6**

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

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

Parents of students found to possess weapons or dangerous objects or look-a-likes on school property shall be notified of the incident. Possession or confiscation of weapons or dangerous objects shall be referred 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 firearms at school shall be expelled for not less than one year. Students bringing to school or 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. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

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 or look-a-likes 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 principal, to develop administrative regulations regarding this policy.

## **Church Night Activities**

## **Board Policy Code Number 508.2**

In keeping with good community relations, student school activities will not be scheduled on Wednesday night beyond 6:00 p.m. whenever possible. It shall be the responsibility of the principal/athletic director to oversee the scheduling of school activities for compliance with this policy.

## **Student Publications**

## **Board Policy Code Number 504.3-504.3R1**

Students may produce official school publications as part of the curriculum under the supervision of a faculty advisor and the principal. Official school publications include material produced in the journalism, newspaper, yearbook, or writing classes and distributed to the student body either free or for a fee.

Any expression made by students, including student expression in official school publications, is not an expression of official school policy. The school district, the board, and the employees or officials are not liable in any civil or criminal action for any student expression made or published by students unless the employees or officials have interfered with or altered the content of the student speech or expression. The liability, if any, is only to the extent of the interference or alteration of the speech or expression.

Official school publications are free from prior restraint by employees or officials except as provided by law. A faculty advisor shall supervise student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. The production of official school publications shall be guided by the law and by the ethical standards adopted by professional associations or societies of journalism.

Persons, other than students, who believe they have been aggrieved by student expression in a student-produced official school publication, shall follow the grievance procedure. Students who believe their freedom of expression in a student-produced official school publication has been restricted shall follow the grievance procedure outlined in board policy 502.4.

## **FEDERAL MANDATES**

### **Highly Qualified Teachers**

Parents/Guardians in the Humboldt Community School district have the right to learn about the following regarding their child's teacher's qualifications: state licensure status, special endorsements for grade level/subject area taught, and baccalaureate/graduate certification/degree.

Parents/Guardians may request this information from the Office of the Superintendent by calling 515-332-1330 or sending a letter of request to Office of the Superintendent, 23 3<sup>rd</sup> St N PO Box 130 Dakota City, IA 50529.

## **Title IX - Multicultural/Gender Fair - Handicapped-Educational Equity Policy**

### **Educational Equity Policy Statement**

It is the policy of the Humboldt Community School District not to discriminate on the basis of sex, gender identity, socioeconomic status, religion, color, sexual orientation, race, national origin, creed, age, marital status, or disability in its educational programs, activities or employment policies as required by the Iowa Code, Section 216.7. Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, and Section 504 of the Federal Rehabilitation Act of 1973 require school districts to have a grievance procedure for employees, students, and parents. Inquiries regarding compliance with the law may be directed to the Assistant finance manager, Lisa Thul ([lthul@humboldt.k12.ia.us](mailto:lthul@humboldt.k12.ia.us)) 23 3<sup>rd</sup> St N. PO Box 130 Dakota City, IA 50529, 1-515-332-1330, to the Director of Civil Rights Commission, Des Moines, Iowa or to the Director of Region VII, Office of Civil Rights, Department of Education, Kansas City, Missouri.

It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and life styles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion, and disability. The curriculum attempts to foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society.

### **Section 504 of the Rehabilitation Act**

Section 504 of the Rehabilitation Act of 1973 prohibits Discrimination against persons with a disability in any program receiving federal financial assistance. In order to fulfill obligations under Section 504, the Humboldt Community School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

The Humboldt Community School District has the responsibilities under Section 504, which include the obligations to identify, evaluate, and, if the student is determined to be eligible under Section 504, to provide access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, the parent/guardian has a right to a hearing with an impartial hearing officer. If there are questions, please feel free to contact the designated principal.

### **Grievance Procedure**

It is the policy of the Humboldt Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact *Assistant Finance Manager, Lisa Thul, 23 3<sup>rd</sup> St N Dakota City, IA 50529, 515-332-1330, [lthul@humboldt.k12.ia.us](mailto:lthul@humboldt.k12.ia.us)*

Students, parents of students, employees, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the Complainant and others.

A Complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the Complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedure is not a prerequisite to the pursuit of other remedies. Please note that informal processes and procedures are not to be used in certain circumstances (e.g., sexual harassment and sexual assault).

### **Filing a Complaint**

A Complainant who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with the equity coordinator(s). An alternate will be designated in the event it is claimed that the equity coordinator or superintendent committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within *30 working days* of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The equity coordinator(s) shall assist the Complainant as needed.

### **Investigation**

Within 7 working days, the equity coordinator will begin the investigation of the complaint or appoint a qualified person to undertake the investigation (hereinafter "equity coordinator"). If the Complainant is under 18 years of age, the equity coordinator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The investigation may include, but is not limited to the following:

- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint to provide a written statement;
- A request for witnesses identified during the course of the investigation to provide a written statement;
- Interviews of the Complainant, Respondent, or witnesses;
- An opportunity to present witnesses or other relevant information; and
- Review and collection of documentation or information deemed relevant to the investigation.

Within 30 working days, the equity coordinator shall complete the investigation and issue a report with respect to the findings.

The equity coordinator shall notify the Complainant and Respondent of the decision within 5 working days of completing the written report. Notification shall be by U.S. mail, first class.

### **Decision and Appeal**

The complaint is closed after the equity coordinator has issued the report, unless within 10 working days after receiving the decision, either party appeals the decision to the superintendent by making a written request detailing why he/she believes the decision should be reconsidered. The equity coordinator shall promptly forward all materials relative to the complaint and appeal to the superintendent. Within 30 working days, the superintendent shall affirm, reverse, amend the decision, or direct the equity coordinator to gather additional information. The superintendent shall notify the Complainant, Respondent, and the equity coordinator of the decision within 5 working days of the decision. Notification shall be by U.S. mail, first class.

The decision of the superintendent shall be final.

The decision of the superintendent in no way prejudices a party from seeking redress through state or federal agencies as provided by in law.

This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available.

If any of the stated timeframes cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible.

Retaliation against any person, because the person has filed a complaint or assisted or participated in an investigation, is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures.

### **Annual Nondiscrimination Notice**

The Humboldt Community School District offers career and technical programs in the following service areas: (Agricultural, Business, Health Occupations, Family and Consumer Sciences, Industrial, and Marketing Education)

"It is the policy of the Humboldt Community School District not to discriminate on the basis of race, creed, color, age (for employment), sex, sexual orientation, gender identity, marital status (for programs), socioeconomic status (for programs), national origin, disability, or religion in its educational programs and employment practices as required by the Iowa Code section 216.7. There is a grievance procedure for processing complaints of discrimination. If you have questions or grievances related to compliance with this policy please contact the Equity Coordinator, Lisa Thul, Assistant Finance Manager, 23 3<sup>rd</sup> St N PO Box 130 Dakota City, IA 50529; 515-332-1330, [lthul@humboldt.k12.ia.us](mailto:lthul@humboldt.k12.ia.us), or the Iowa Civil Rights Commission, Grimes State Office Building, 400 E. 14th St., Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457-4416; web site: <https://icrc.iowa.gov>. or Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, 312-730-1560-312-730-1576, [OCR.chicago@ed.gov](mailto:OCR.chicago@ed.gov)

El Distrito Escolar de la Comunidad de Humboldt ofrece programas técnicos y profesionales en las siguientes áreas de servicio: (Agrícola, Negocios, Ciencias de la Salud, familia y del consumidor, industriales y Educación Marketing)

"Es la política del Distrito Escolar de la Comunidad de Humboldt no discriminar por motivos de raza, credo, color, edad (Para el empleo), el sexo, la orientación sexual, identidad de género, estado civil (por programas), el estatus socioeconómico (por programas), el origen nacional, discapacidad o religión en sus programas educativos y prácticas de empleo como lo requiere

La sección del código de Iowa 216.7. Hay un procedimiento de quejas de procesar las quejas de discriminación. Si tu tiene preguntas o quejas relacionadas con el cumplimiento de esta política por favor, póngase en contacto con el Coordinador de Equidad, Lisa Thul, Asistente de Gerente de Finanzas, 23 3<sup>o</sup> PO Box 130 St N Dakota City, IA 50529; 515-332-1330, [lthul@humboldt.k12.ia.us](mailto:lthul@humboldt.k12.ia.us), o la Comisión de Derechos Civiles de Iowa, Grimes State Office Building, 400 E. 14th St., Des Moines, IA 50319-1004; número de teléfono 515-281-4121, 800-457-4416; sitio web: <https://icrc.iowa.gov>. o Director de la Oficina de Derechos Civiles del Departamento de Educación de EE.UU., Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, 312-730-1560 312-730-1576 Fax, [OCR.chicago@ed.gov](mailto:OCR.chicago@ed.gov)

El distrito tomará medidas para asegurar que la falta de conocimiento del idioma inglés no será una barrera para la admisión y participación en los programas CTE del distrito.

## **Other District Information**

### **Humboldt Community School District Grading Scale**

Grading will be computed using the following percentage scale or grade point scale:

<u>Percentages</u>		<u>Grade Points</u>	
93-100	A	A	4.000
90-92	A-	A-	3.667
87-89	B+	B+	3.333
83-86	B	B	3.000
80-82	B-	B-	2.667
77-79	C+	C+	2.333
73-76	C	C	2.000
70-72	C-	C-	1.667
67-69	D+	D+	1.333
63-66	D	D	1.000
60-62	D-	D-	.667
59 and lower	F	F	.000

## Fees and Expenses

**Registration and Textbook:** The cost of school registration and use of textbooks is determined by the Board of Education each year. Assessment for lost textbooks and for those damaged beyond normal wear will be as follows:

Book/computer in use for first year	replacement cost
Book/computer in use for second year	10% off current replacement cost
Book/computer in use for third year	20% off current replacement cost
Book/computer in use for fourth year	30% off current replacement cost
Book/computer in use for fifth year	40% off current replacement cost

Most textbooks now cost more than \$75.00. Upon approval of the school principal, a higher assessment, including actual replacement cost, may be made than indicated in the above table. Students may also be assessed fines of a lesser amount for damages which do not render the book unusable.

## Online Payments

The online payments tool in Infinite Campus allows parents to make online payments to their student's accounts for fees, and/or deposit money into food service accounts, and generate a food service transaction report. There will be a \$3.00 convenience fee applied to all online transactions. This helps to offset the cost of the fees charged to the school. Payments can only be made from the **Family Payments** section of the Portal. The **Payments** link appears in the Portal index. To begin the online payment process for a fee, select **Payments** from the index. The online payment editor will appear, displaying outstanding fees for all students within the Household. (If students of the household do not have any pending fees, no fees will display in the Fees area.) Details of the fee can be viewed by selecting the (+) sign next to the fee name. A fee shown in red indicates that a payment for the full amount has not been paid before the due date assigned by the school. The Food Service account will always show for each student with the remaining balances in each account. Register your payment method and fill in the amounts you wish to pay. You will have the option of having your receipt emailed to you on the **Make a Payment** screen, or printing the receipt from the screen once the transaction has been processed.

## Nexcheck

Your Check is Welcome. The Humboldt Community School System recognizes that occasionally a parent may inadvertently overdraw a checking account and a check may be returned by your bank. In order to recover these funds in a private and professional manner, the Humboldt Community School System has contracted with Nexcheck, LLC, for collection of returned checks.

Checks should be written on a commercially printed check with your name, address, and contact telephone number. When a person writes a check to a school or the School System, he or she agrees that, if the check is returned for any reason, it may be represented electronically on the same account, and that the Service Fee for returned checks established by law may be debited from the same account.

If the check and fee are not collected electronically, Nexcheck will contact the check writer by mail and/or by telephone to make payment arrangements. All payments need to be made directly to Nexcheck, P.O. Box 19688, Birmingham, AL. 35219. For a convenience fee, payments of both check and fee may be made electronically at [www.nexcheck.com](http://www.nexcheck.com) or over the phone (800-639-2435) using a credit card, debit card or electronic check.

## All School Debts (lunch, registration, etc.)

All students with a debt of \$150 will have a letter sent to parent/guardian that if not paid in one month, will be turned over to small claims court/collection agency. It will be the parent/guardian responsibility to pay off debt. Free and Reduced families with children in grades 5 to 12, please be aware that an extra main dish at lunch is \$1.50 and extra milk is .50 and NOT free or reduced in price.



## **Meal Charges**

**Code No. 710.4**

In accordance with state and federal law, the Humboldt Community School District adopts the following policy to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

### **Payment of Meals**

Students have use of a meal account. A student may have no more than a \$100.00 deficit to his/her account. When an account reaches this limit, a student shall not be allowed to charge further meals or a la carte items until the negative account balance is paid or payment plan has been set up. Families may add money (e.g., electronic payment via Infinite Campus, pay at the school offices, etc.)

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received.

Employees may use a charge account for meals, but may charge no more than \$20.00 to this account. When an account reaches this limit, an employee shall not be allowed to charge further meals or a la carte items until the negative account balance is paid.

### **Negative Account Balances**

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified of an outstanding negative balance once the balance reaches \$10.00 by Infinite Campus. Negative balances of more than \$50.00 and \$75.00 will be turned over to the superintendent or superintendent's designee to send letters. Balances of \$150.00 or more will be sent a letter giving one month to make a payment/set up a payment plan or turned over to small claims/collections.

## **Crisis Instructions for Parents**

The Humboldt Community School District is committed to the safety of all children and staff.

We ask that you cooperate in following these procedures if you hear that there is an emergency at school.

- The Crisis Response Team will be activated and appropriate steps taken to provide a safe and supportive environment for children and staff.
- PLEASE DO NOT CALL SCHOOL. We must have all phone lines open for emergency calls. If your child has been injured or needs your assistance, a crisis team member will call you immediately. Please do not call, text message, or attempt to communicate with your child.
- DO NOT COME TO SCHOOL during or immediately following an emergency. The school access route and entrances must remain clear for emergency vehicles.
- When the school district determines that it is appropriate to dismiss students, a parent (or the individual designated on the emergency form) must come for him/her. No child will be allowed to leave without the adult responsible for his/her care providing positive identification, even high school age students. It is the responsibility of the parent to keep all emergency records up-to-date.
- Students must sign out through the principal's office or designated dismissal site before leaving school. Students will be dismissed individually through an established dismissal station.
- Listen to KHBT. Information and specific directions for parents to follow will be announced.
- Buses will not make their runs during adverse weather conditions. Students will be supervised at school until weather permits their safe return home.
- We suggest that you post these instructions near your phone at home and in an accessible area while at work.

## **Public Records**

The Code of Iowa, Chapter 22 gives each individual the right to examine and copy public records of the school district. The Humboldt Community School District has delegated two officials with the responsibility of implementing the requirements of this Chapter. Those two individuals are the Superintendent of Schools and the Board Secretary. Requests to examine or copy public records should be made to one of these two designated officials. Such request shall be honored within a reasonable period of time as outlined in the law and a reasonable fee may be charged for the copying of public records. Those public records which deal with personnel are covered under the Federal Family Education Rights and Privacy Act and shall not be available for examination or copying. Principals or other employees are instructed to refer requests for public records to the office of the Board Secretary.



## **Citizen's Complaints**

The Board recognizes that situations may arise in the operation of the system which is of concern to parents or the public. The Board believes strongly that all concerns should be resolved at the lowest possible level of decision making by the individuals closest to the concern. The concerns are best dealt with through communication with appropriate staff members and officers of the system, such as the faculty, the principals, the central office and the Board.

The Board considers it the obligation of employees of the district to entertain the questions of parents or the public.

## **Notice Concerning Complaints**

We recognize that from time to time situations may occur that create legitimate complaints on the part of students, teachers, parents and/or community members relative to the school and/or its operation.

We believe that complaints must be aired in order that all sides of the issue may be heard and a rational procedure/solution be found.

Anyone having a complaint, therefore, is encouraged to file a complaint. Forms may be picked up at any of the district's administrative offices. All complaint forms must be signed by the person originating the complaint. We also ask that the nature of the complaint be stated as well as the relief sought. Complaint forms outline procedures.

## **Asbestos**

Federal law requires every school district to develop and have on file an Asbestos Hazard Emergency Response Act Management Plan. A copy of each building plan is available to students, parents and staff either at the Central Office or school building office.

## **Right To Know**

The Iowa law provides each employee with the "Right To Know" of any dangerous chemicals which may be in the building or work place in which an employee is assigned. The Humboldt Community School District also offers parents the information about any cleaning supplies or chemicals which may be used in the educational environment. Any requests for information should be filed with the appropriate Principal.

## **Bus Procedures**

The Humboldt Community Schools takes pride in the transportation service it provides. Safety is our priority at all times.

School buses are considered to be an extension of the school itself, so all the rules and regulations that apply during school time should be observed on the buses as well. It is important to remember that riding a bus is a privilege, not a right. Rules for bus behavior are posted in each bus and students will be expected to observe these rules for the safety of all involved.

The Humboldt Community School District Board of Directors has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The content of the videotapes are confidential student records and will be retained with the other student records. Videotapes will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration

Violations of the rules and procedures will typically result in the following disciplinary actions:

1. The "first" note is only a WARNING\* and a Bus Violation Report will be filled out by the driver and referred to the Building Principal and Transportation Director. Parents who wish to contact the driver should initiate that contact through the Transportation Director at the District Office
2. The second note will bring DISCIPLINARY ACTION \* and possible suspension of bus riding privileges from 1 to 5 days. Parents must contact either the bus driver, the child's Principal or the Director of Transportation to see if a solution to the problem can be reached. If no contact is made with one of the above, the student will not be allowed to ride the bus.
3. The "third" note may bring from one day to complete SUSPENSION\* from riding the bus. (Parents or guardian must meet with the bus driver, the Director of Transportation, Principal and Superintendent if student is to be allowed to ride the bus after the suspension period—and then—only if proper corrective measures have been worked out.)

\*Depending on the seriousness of the violation, the Principal or the Transportation Director may deviate from the order outlined above.

Rural route riders who have indicated that they will not be riding during a particular year, should then only ride in the case of necessity. A written request from the parents must be presented to the Principal who will issue a permit, if approved. This regulation is necessary because buses may be loaded to capacity.

If for some reason there is a change (on your regular route only, we do not deviate from that route) in the after school routine of your child (going home with another student, going to a babysitter, grandparent, etc.) please send a note informing us of the change. This will help assure that we are following your instructions. This is especially true of younger students. Please do not send attempt to have your child ride on another route bus as space may be limited.

## **Bus Rules for Pupils – Humboldt Community School District**

### **A. Respect for Authority**

1. The driver is in full charge of the bus and pupils are requested to comply promptly, cheerfully and with the driver's requests.
2. Each pupil may be assigned a seat and held responsible for that seat.
3. Pupils must obey and respect monitors or patrols on duty.

### **B. Respect for the Rules of Safety**

1. Remain seated while the bus is in motion.
2. No pupil will extend arms or head out bus windows.
3. Pupils must not get on, off or move about when the bus is in motion.
4. Pupils who cross the road at bus stops must make sure of a safe crossing.
5. In case of a road emergency, pupils are to remain on bus.

### **C. Respect for the Rights of Others**

1. Pupils must be on time. The bus cannot wait or return.
2. Ordinary conversation and reasonable conduct are to be observed. Any pupil guilty of unbecoming conduct, inappropriate language, or casting abuse on others, may forfeit the right to ride.

### **D. Respect for Property**

1. Pupils must not throw waste paper or rubbish either on the floor of the bus or out the bus window.
2. Bus riders should not tamper with the bus or equipment.
3. Any damage is to be reported at once to the driver.

## **Injury or Illness at School**

If a student becomes ill or is injured at school, the student's parents will be notified as soon as possible. First aid will be administered as necessary. Ill or injured students will be turned over to the care of the students' parents or qualified medical personnel as quickly as possible. Every year parents will be asked to complete an emergency medical form providing necessary information to be used in the case of an illness or injury.

## **Theft**

Theft can be a problem in any school setting and our schools are no exception. For this reason all students should exercise the best judgment, care, and common sense possible in taking care of their personal belongings. Things of value should not be brought to school and students should not carry more money with them than they will need for a given day. If it is necessary to have a large sum of money at school, please leave it in the office for safe-keeping.

The schools will do everything they possibly can to insure against theft and to deal with it when it occurs. Whether school property or personal property is involved, the ultimate responsibility of a lost or stolen article belongs completely with the student. The school is not responsible for any such losses.

Students should report lost or stolen articles to the Principal's office immediately. The same should occur for articles found at school. Stealing or abusing the property of others is a serious offense which will result in severe penalties.

## **School Nurse**

The health of the school age child, although basically the responsibility of parents is also a necessary part of modern education. Health services are designed to protect student health and to aid each child in reaching and maintaining his or her best possible state of well being. The school nurse is a member of the school health team and works in partnership with the teacher to educate the students to practice good health. Functions of the school nurse include dealing with sudden illness plus communicable disease prevention and control, health appraisal including vision screening and keeping health records. Health counseling and interpretation to parents, students, teachers and physicians is another service. All of these efforts attempt to provide a safe and healthful school environment. If a student requires special health services refer to Board Policy 507.8.

A school nurse is available in each building during part of the school day. The school nurse assists in the development of an interrelated, coordinated total health program which includes health services, health education, and a healthy school environment. The school designee/nurse is in charge of administering medications.

1. All medications shall be kept in a designated place in each building accessible only to those responsible for giving medications.

2. Persons responsible for giving medications may be the school nurse, school secretary, school counselor, or the school principal who will have successfully completed a medication administration course.
3. Emergency protocols for medication-related reactions shall be posted.
4. Medication information shall be confidential information and shall be available to school personnel with parental authorization.

## **Parking at Humboldt High School and Middle School**

A large parking lot has been provided for visitors and guests west of the high school building. Visitors and guests may also park in the front of the building during the school day. Designated parking areas are for the school day as well as night and summer activities. Vehicles should be parked in the designated areas only. Vehicles are not to be parked in the loading dock area, fire lanes, or other posted locations. Vehicles parked in handicapped areas without official tags or vehicles improperly parked in restricted locations will be towed.

Students, who drive a motor vehicle to and from school, should be aware that driving is a privilege-not a right. Students who drive motor vehicles must park only in the designated area. They may not loiter around or be in their vehicle during the school day without permission from the administration.

Large parking lots have been provided for the senior high and middle school staff and students. Student should park only in the Student Parking Lot at all times (both during the day and at night activities). Students should park within the lined area of the large lot and provide for easy entrance and exit of other vehicles. Student vehicles are not to be parked in the Faculty Parking areas (front and back). The receiving area and designated fire lanes must be kept clear of vehicles. Motor bikes are to be parked only in the area of the student lot designated for that purpose. After school is dismissed, vehicles going east must wait at the east exit until the traffic controller gives the signal following the departure of the school buses.

## **Delivery of Flowers/Balloons, etc.**

Flowers, balloons, singing grams, etc. delivery is accepted every day of the school year except Valentine's Day due to the mass volume of these items and the substantial disruption to the school environment and learning. Deliveries two days before and two days after Valentine's Day will also not be allowed). After students are informed that they have flowers, balloons, etc. in the office, they may pick up the flowers, etc. after school.

## **School Cancellation Due to Weather Conditions**

When it is determined necessary to cancel school, messages are sent out via Infinite Campus Messenger and the following radio and TV stations will hopefully carry the message by 7:00.

<u>Radio</u>	<u>TV</u>	<u>Other</u>
KHBT-Humboldt	WHO-Des Moines	<a href="http://www.humboldt.k12.ia.us">www.humboldt.k12.ia.us</a>
K97FM-Fort Dodge	Channel 12-Local Access	ICN-Fort Dodge
KUEL92FM-Fort Dodge		332-9700 Weather Hotline
KKEZ 94.5-Fort Dodge		

If school is let out early due to weather conditions, and the route driver cannot get your son or daughter home, the driver will bring your children back to school and call you to have you make arrangements to pick them up.

## **Humboldt 1:1 Technology Information Handbook**

### **1:1 Adoption Schedule 2014-2015 Middle School 1:1 Adoption 2015-2016 High School 1:1 Adoption 2016-2017 Elementary 1:1 Adoption**

#### **Vision**

The 1:1 device initiative gives students the tools to have instant access to the world of information and also transforms teaching and learning within the district. Excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential and one of the learning tools of 21<sup>st</sup> century students. A device is only the beginning. 1:1 computing aligns with Humboldt's vision for teaching and learning to actively engage all students in real-world, relevant, and academically challenging experiences, preparing them for post-secondary education and the workplace. At Humboldt, we believe the integration of technology enhances learning by increasing knowledge, skills, and the ability to think critically and apply new learning in real-life situations. With this in mind, teachers and students will be using the devices as tools to access content, to meet instructional needs, to collaborate, to communicate, and to assess progress as they move through the Humboldt system. The device purpose is

to give teachers and students a tool to improve learning. It is an exciting time in education and Humboldt is committed to meeting the needs of all learners and preparing them for the world beyond our K-12 system.

### Frequently Asked Questions

- **What are my responsibilities as a parent/guardian in terms of replacement of the device if it is damaged, lost, or stolen?** The Humboldt Community School District will be responsible for the repair of the device for normal wear of the unit. If the device is intentionally damaged, stolen, or lost, the student/parent/guardian is responsible for replacing the unit (approximately \$200). The school regards the device as all other materials that are checked out to a student such as library materials, sports and music uniforms, etc. We recommend that all families contact their insurance agent to determine if their policy provides coverage in the event that the unit needs to be replaced or repaired (outside of any normal wear and tear on the computer, as determined by administration.)
- **What are the replacement costs of the device?** Chromebook and Carrying Bag: \$200, Chromebook: \$170.00, Bag: \$30.00, Cracked LCD Screen: \$20.00, Broken Shell: \$20.00, Keyboard: \$20.00, Charger: \$20.00, Strap \$10.00, Broken Headphone Jack: \$25.00.
- **Does my child have to accept a device?** A device will be checked out to all students. If a parent/guardian does not want the child to take a device home, the parent may submit that request in writing to the office. In this case the student will need to check the device in and out of their last period class each day.
- **As a parent/guardian, how do I monitor my child's use on the internet?** While your child is using the HCSD network, there are filters available. When your child uses another network, the device does not provide filtering at this time. Please see, "Parents' Guide to Safe and Responsible Student Internet Use".
- **What if we don't have wireless internet at home?** A device use is maximized with wifi. In a recent survey, the vast majority of families indicated they have internet capability at home. If a family does not have wifi, a student may use the device at school, at the public library, and friends/relatives homes.
- **Can students purchase their own bag?** No, the district has provided a bag and it should be the only bag used with the device.
- **What if a student forgets to charge the device?** There are limited power outlets in the classrooms. Students who consistently (three times or more) come to class unprepared without a charge will have an office referral and possible consequences
- **Will students keep the device for the summer?** Devices and all HCSD accessories will be returned during the final week of school so they can be checked for any service needs and prepared for use the following year.
- **What is the Humboldt Community School District's investment in the total 1x1 roll out?** Over a three year period the district will invest approximately \$750,000 in the 1:1 initiative.
- **How is the district paying for the device?** The district will use PPEL, SILO, and General Fund money to purchase the computers.

### Receiving a Device

Students and parents/guardians will be required to attend an orientation session to receive their equipment. Each student will receive a device, carrying case, and AC charger. If the meeting is missed students and parents/guardians will be required to watch a video of the presentation.

Parents/guardians and students must read, sign, and return the user agreement and parent/guardian permission form before a device is issued to the student.

Devices, carrying cases, and AC charges will be labeled and will be linked to the serial number of the device. Users should have no expectation of privacy of materials found on the device or a school supplied or supported email service. The District has the right, but not the duty, to monitor any and all aspects of its computers, computer-like equipment, computer network systems, and internet access including, but not limited to, monitoring sites students and staff visit on the internet and reviewing email. The administration and the technology coordinator shall have both the authority and right to examine all computers and computer-like equipment and internet activity including any logs, data, e-mails, and other computer related records of any user of the system. The use of e-mail is limited to district and educational purposes only. Students and staff waive any right to privacy in anything they create, store, send, disseminate or receive on the District's computers, computer-like equipment and computer network systems, including the internet.

### Agreements

- I will return the device, power cables, and case on the last day of my enrollment or earlier if requested by the district. I understand that I will be billed for replacement costs if the device is not returned promptly.
- I will treat this device with the same care as if it were my own property.
- I will maintain the device in clean condition.
- I will avoid use in situations that are conducive to loss or damage. Any damage beyond normal wear and tear will be the responsibility of the person it is issued to.
- I will heed general maintenance alerts and advice from school technology personnel.
- I will promptly report any malfunction and/or damage to a teacher or Media Specialist. In case of loss or theft I will inform the building administrator.

- I will always transport the device within the case provided whenever leaving the school building.
- Learning is an anytime/anywhere activity. Students are allowed and encouraged to take their mobile device with them as they see fit. However, the mobile device is expected to be charged and in working order and with the student during normally scheduled school days.
- Purchased apps or programs installed by the student outside of the district mobile device management system will not be reimbursed by the school district. This will hold true even if the purchased apps becomes part of a future standard app package.
- I will adhere to the Humboldt Community School District's Acceptable Use Policy when using this device at all times and locations.

## **Using the Device**

### **Using a Device at School**

- Devices are intended for use at school each day. In addition to teacher expectations for the device use, school messages, announcements, calendars, and schedules may be accessed using the device. Students are responsible for bringing their device to all classes unless specifically instructed not to do so by a teacher.

### **Charging a Device's Battery**

- Devices must be brought to school each day in a fully charged condition. An AC charger will be issued to the student for charging at home.
- In cases where the battery does "run out", students may be able to connect their device to a power outlet in class.

### **Ear Buds**

- The uses of ear buds in class and/or during study times are at the teacher/supervisor's discretion. Ear buds will be provided by students.

### **Device Left at Home**

- If a student leaves the device at home, the student is responsible for getting the coursework completed as if the device were present.

### **Screensavers/Background Photos**

- While personalized screensavers or backgrounds are permitted, inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images are not permitted and subject to disciplinary action.

### **Sound, Music, Games, Software/Apps**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Students should provide their own headsets/ear buds.
- Music is only allowed on the device at the discretion of the teacher.

### **Legalities**

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the Media Specialist.
- Plagiarism is a violation of the HCSD rules. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to HCSD discipline. Violation of applicable state or federal law may result in criminal prosecution.

### **Using the Device Camera**

- If the device comes equipped with both camera and video capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group and notifying the individual or group if the image will be posted online. Cameras may never be used in a locker room or restroom per state statute.

#### **• General Care**

- Treat this device with as much care as if it were your own property.
- Do not attempt to remove or change the physical structure of the device, including the keys, screen, cover, or plastic casing. If these actions are taken, families will be charged a repair based on the loss. Here are some examples:
  - Keys are ripped off/removed
  - Charging port damaged
- Do not remove or interfere with the serial number or any identification placed on the device.
- Keep the device clean. For example, don't eat or drink while using the device.
- Do not do anything to the device that will permanently alter it in any way.
- Back up your data. Never consider any electronic information safe when stored on only one device.
- Do not put stickers or use any type of markers on the device.
- Close the lid of the device when it is not in use, in order to save battery life and protect the screen.
- NEVER walk from one location to another with an open device. This is applicable at school and at home.

- Avoid extended use of the device directly on your lap. The bottom of the device can generate significant heat and therefore cause temporary or permanent injury.
- Do not allow anyone else to use your device other than your parent or guardian. Loss or damage that occurs when anyone else is using it will be your responsibility.
- Keep the device in a safe place.
- The device has the ability to be remotely located. Modifying, disabling, or attempting to disable the locator is a violation of the Acceptable Use Policy and grounds for disciplinary action.
- Do not attempt to contact the device's service department directly for repair questions. Please contact the school district.
- Avoid leaving the device in environments with excessively hot or cold temperatures, such as a car or another vehicle.
- Avoid sharp objects near the device.

#### **Cleaning**

- Device screens show fingerprints and smudges easily, follow proper cleaning procedures to keep your screen looking new. Power down the device before cleaning. Never use a chemical to clean the screen. Use a soft, dry, lint-free cloth in most cases when cleaning the device. If necessary, the cloth may be dampened slightly to assist in the clearing areas that do not appear to be coming clean with the dry cloth. Screens can cost over \$200 to replace, so it is imperative that they are cleaned appropriately. If damage occurs because of improper cleaning, it will be the responsibility of the student to pay a replacement fee.

#### **Device Undergoing Repair**

- Loaner devices may be issued to students when their devices are being repaired by the school. A limited number of "loaner" devices are available so having a "loaner" is not guaranteed.

#### **Student Access & Monitoring**

- There is no reasonable expectation of privacy while using HCSD devices, networks, or technology. Ultimately the device is the property of HCSD, and HCSD has the right to determine what is appropriate and to search the device if necessary at any time.
- HCSD's filtering software allows HCSD to block websites that are inappropriate for students whether they are accessing the web via HCSD wireless network or if they are connected to the Internet at other locations.
- Software also allows for screen monitoring while at school, which makes it possible for appointed HCSD personnel to monitor student device screens.
- Students who access inappropriate sites, or are accessing sites during the school day that are not related to a class they are in will be subject to disciplinary action.
- If prohibited or inappropriate websites or content are accessed by accident, the student should immediately leave the site and report the incident to an adult.

*NOTE: The Humboldt Community School District will continue to expand "digital citizenship" in which students are educated on acceptable standards of online behavior. That being said, the best filtering software in the world cannot match the combination of education and supervision at school and home.*

#### **Parents Guide to Safe and Responsible Student Internet Use**

The Humboldt Community School District recognizes that with new technologies come new challenges to both teachers and parents. Below are suggestions drawn from a wide variety of professional sources that may assist you in effectively guiding your child's use on their device.

- **Take extra steps to protect your child.** Encourage your child to use and store the device in an open area of your home, such as the kitchen or family room, so you can monitor what your child is doing online. Use the Internet with your child to help develop safe surfing habits. Children often model adult behavior.
- **Go where your child goes online.** Monitor the places that your child visits. Let your child know that you are there and help teach him/her how to act socially while online.
- **Review your child's friends list.** You may want to limit your child's online "friends" to people your child actually knows and is working with in real life.
- **Understand sites' privacy policies.** Internet sites should spell out your rights to review and delete your child's information.
- **Limit the time your student is on the device.** While the device is very engaging, it is a school work device. Care and constant monitoring will reduce your child's exposure to excessive use.
- **Report unwelcome or malicious online threats.** Report in a timely fashion to the school any online interactions that can be considered threatening.
- **Help your child develop a routine.** Many parents have found success by helping create a routine for their child's computer use. Define a routine as to how the device is cared for and when and where its use is appropriate.

- **Take a look at the apps or programs.** It is to the advantage of the students, parents, and school that the parents have a working understanding of the programs and student work found on the device.
- **Read and share with your child the Humboldt 1:1 Technology Information Handbook.** By reading and discussing the care and use policies, you can create a clear set of expectations and limitations for your child.

### **General Tips for Parents for Internet Safety**

- Talk with your child about online behavior, safety, and security continually. Set rules for the internet just as you do on use of all media sources, such as television, phones, movies, and music.
- Monitor your child's device use. Know their passwords, profiles, and blogs. When the device is at home it is strongly recommended that it is used in a common family location.
- Let your child show you what they can do online and visit their favorite sites.
- Set limits and clear expectations for device use.
- Look into safeguarding programs or options your online service provider may offer; these may include filtering capabilities.

Reminder: HCSD provides internet filtering on the district's network. These filters do not apply in any other location. It is the family's responsibility to monitor the student's use of the internet outside of the school setting.

- Students are allowed to set up wireless networks on their device. This will assist them with device use while at home.
- All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
- All activity on the device and district issued email account, whether conducted at school or off site, is subject to search as District property.

### **Turning in device at end of year**

All students are required to return the device at the end of the school year in the same working condition with all accessories issued. Any lost accessories during the school year; the student is responsible for replacement.

### **Responsibility for Damage**

- The student is responsible for maintaining a 100% working device at all times. The student shall use reasonable care to ensure that the device is not damaged. In the event of damage the HCSD will charge the student and parent the full cost for repair or replacement when damage occurs that is beyond normal wear and tear as determined by administration.

### **Responsibility for Loss/Stolen**

- In the event the device is lost or stolen, the student and parent may be billed the full cost of replacement.

### **Action Required in the Event of Damage or Loss**

- Report the problem immediately to your school library media center. If the device is stolen or vandalized while not at a HCSD sponsored event, the parent shall file a police report.

### **Technical Support and Repair**

- The HCSD has technical support, maintenance, and repair available during the school day.

## **HSCD Board Policies (pertaining to technology)**

### **Internet-Appropriate Use**

**Code No. 605.6**

The Humboldt School District provides students, staff, and guests with access to the Internet. The school district's defined educational purpose in providing Internet access is for classroom activities, research related to school classroom activities, career development, and quality independent study activities and to further educational/personal goals consistent with the mission of the school district and school policies. The district Internet has not been established as a public access or a public forum. Uses, which might be acceptable on a user's private personal account on another system, may not be acceptable on this limited purpose network. Although the district monitors Internet usage and provides a protection filtering system, the user is ultimately responsible for his/her own individual use of the Internet. The school district's Internet access and use is a privilege, not a right. The district has the right to place restrictions on use, to ensure that use of the system is in accordance with its focus on education.

The district makes no warranties of any kind, either express or implied, that the functions or services provided by or through the district Internet will be error free or without defect. The district will not be responsible for any damage users may suffer, including, but not limited to, loss of data, interruptions of service, or exposure to inappropriate material or people. The district is not responsible for the accuracy or quality of the information obtained through the Internet or for financial obligations arising through the unauthorized use of the Internet. Parents /guardians, students, or adult users will indemnify or hold the district harmless from any losses sustained as a result of misuse of the Internet. Use of the Internet by students will be limited to those who have signed and whose parents/guardians have signed a Parental Permission for Internet Access and Use.

General school rules for behavior and communications apply. Students are responsible for good behavior on device and on the Internet regardless of their location. Students will receive instruction regarding the ethical, legal and responsible use of the Internet and their rights and responsibilities regarding this policy.

It is the policy of the district to provide elementary grade introductory lessons to students and parents concerning Internet safety and how to interact properly with others while online. Expanding this to the upper grades, the district provides group assemblies and class by class meetings about Internet safety and cyber bullying. It is the intent of the district to further qualify students for Internet usage by implementing online computer based training.

**A Good Digital Citizen:**

1. Uses technology resources in a manner consistent with the district’s educational mission and policies, as well as in compliance with state and federal laws and regulations.
2. Respects the property and privacy of themselves and others by safeguarding personal information, electronic storage, passwords, etc.
3. Remains ever mindful of wise, ethical, and efficient use of resources, refraining from wasteful or unauthorized data transfer or personal use of district technology.
4. Makes every effort to protect all equipment, software and hardware, from physical and electronic damage.
5. Respects the intellectual property of others.
6. Does not use district technology resources to harass, insult, attack, threaten harm, or cause embarrassment to others.

First Offense	Second Offense or more grievous offense	Third Offense or offense of a most grievous nature
Restricted computer access for a time to be determined by administration, possible suspension, possible legal action and/or police referral.*	Restricted computer access for a more extended time to be determined by administration, possible legal action and/or police referral.*  Probationary parameters will be established for future computer use.	Suspension and loss of computer access for a time to be determined by administration, possible legal action and/or police referral.*

**Technology Use**

**Code No. 401.13**

Computers are a valuable education and research tool and, as such, are an important part of the instructional program. The school district depends upon computers as an integral part of administering and managing the school's resources and instructional programs. The board expects all users to demonstrate responsible digital citizenship. Users must conduct themselves in a manner that does not disrupt the educational process and failure to do so will result in disciplinary action.

**General Provisions**

The superintendent, working with appropriate staff, shall establish regulations governing the use and security of the school district’s computer resources. The school district will make every reasonable effort to maintain the security of the system. All users of the school district’s computer resources, including students, staff and volunteers, shall comply with this policy and regulation, as well as others impacting the use of school equipment and facilities. Failure to comply may result in disciplinary action.

Usage of the school district’s computer resources is a privilege, not a right. All information on the school district’s computer system is considered the property of the school district. Users of the school district’s computer network must not expect, nor does the school district guarantee privacy. The school district reserves the right to access and view any material stored, shared or accessed on school district equipment or provided services.

Personal network devices may be allowed to connect to the district network and devices. When connecting personally owned devices of any nature to district equipment and networks, prior approval of the site administrator is needed. Staff and students seeking to connect their devices to district equipment and networks agree that the contents of these personal devices may be inspected by district personnel on request and in accordance with this policy.

Users will not access, upload, download, transmit or distribute obscene, profane, abusive, threatening or sexually explicit material, or material encouraging the toleration or promotion of discrimination towards, individuals or groups of individuals based upon age, race, creed, color, gender, sexual orientation, gender identity, socioeconomic status, national origin, religion or disability or any other protected trait or characteristic.

Users will make every effort to protect district equipment from physical and electronic damage. The district reserves the right to charge a student or staff member for physical, electronic or software damages. Fines, other charges and/or loss of privileges may be imposed as a result of misuse or damage to these technology resources.



# Taft and Mease Elementary



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We would like to take this opportunity to welcome you to a new school year. The Statewide Voluntary Four-year old Preschool Program, EC-5, and Kindergarten, is located in the Early Childhood Center at Mease Elementary in Dakota City. First through fourth grades are located at Taft Elementary in Humboldt.

The Humboldt Elementary Schools will continue to have lofty expectations and the best parent support, educators and students anywhere. We will continue to provide a safe child-centered learning environment to foster growth and nurture the whole child.

We invite you to stop in to see all of the wonderful events taking place and to celebrate learning!!!!

Volunteerism at Mease and Taft Schools continues to be very strong. Research does prove when parents are involved in their children's education; they will reach higher levels of success versus parents who are not involved. Parents will have many opportunities to be involved with their children's schools!!

## ABSENCES, ATTENDANCE and TARDIES

The philosophy of the District is that consistent and punctual attendance is of vital importance and is a prerequisite for completing an education.

Attendance requires cooperation and communication among students, parents/guardians, and school. Students will be expected to attend classes regularly and to be on time in order to receive maximum benefit from the instructional program, to develop habits of punctuality, respect, self-discipline, and responsibility, and to assist in keeping disruption of the educational environment to a minimum.

The parent/guardian must notify the school prior to 8:30 a.m. if their child will not be in school that day. The attendance secretary or designee will call the child's parent or guardian if the school is not notified of a student's absence. The parent/guardian shall also notify the school, in advance, of an anticipated absence.

Students are expected to be at school on time. A note is to be sent with students who arrive at school late. The note must state the reason for the tardiness. Excessive tardiness is a serious matter. Tardiness will result in making up time missed, completing extra homework, etc. at recesses or after school.

## **SPECIAL NOTE:**

**Please send a note (or call the school) if there is any change in how your child should go home, or where your child should go after school. There is no supervision at either attendance center until 7:50 a.m. Doors to the schools will be open at 7:50 a.m. daily.**

### **BELL SCHEDULE-MEASE ELEMENTARY**

7:50	School Doors Open
7:50	Breakfast Begins
8:05	Students report to their classrooms
8:15	Serving for Breakfast ends
8:20	Classes Begin-Tardy Bell
3:15	Students are dismissed

### **BELL SCHEDULE-TAFT ELEMENTARY**

7:50	School Doors Open
7:50	Breakfast Begins
8:10	Students report to their classrooms
8:15	Serving for Breakfast ends
8:20	Classes begin-Tardy Bell
3:15	All students are dismissed

**STUDENTS ARE TO GO DIRECTLY HOME UPON DISMISSAL!**

## **BOOKS AND SUPPLIES**

A registration fee is charged for supplies and textbooks in the elementary school. No refunds are made after April 1.

## **CELL PHONES**

Please refer to page 55 in the High School section of this handbook for the policy.

## **CHANGE OF ADDRESS**

It is important to inform us immediately of changes in address, telephone number, or person to contact in case of emergency. You can use the Parent Portal to make changes or contact the school office. Please notify us in advance if you plan to move outside the community.

## **COMMUNICATIONS**

We try to keep parents informed as to what is happening in the classroom and upcoming events. Calendars, special flyers or teacher letters are sent home by e-mail. All parents will submit their email addresses at registration. If you would like to receive a paper copy of these communications, please notify the office. Please take time to read these communications.

## **CORPORAL PUNISHMENT POLICY NOTIFICATION**

Note: According to Iowa law, students must be notified yearly of the Corporal Punishment Policy, (Board Policy 503.5). Please refer to page 17 in this handbook for the exact language of this policy.

## **DRESS GUIDE**

We rely on your good judgment to help your child dress appropriately for school. Students are to have boots at school during the winter months (when snow is on the ground). Students will be allowed to leave their boots at school if they do not need them at home. Thank you for your cooperation.

Flip-flops or similar footwear is not appropriate to wear at school. They do not provide the protection needed during P.E. and/or daily recess. Please keep these shoes for casual wear at home.

## **FIRE, TORNADO AND LOCK DOWN DRILLS**

The fire and tornado drills and lock down drills are held throughout the year. These drills are to prepare for an actual emergency. We urge parents to stress the importance of these drills with their children.

## **FIELD TRIPS**

Field trips are well-planned educational experiences for students. These trips are meant to be extensions of classroom experiences. They do have educational value. Written permission will be given by parents at registration.

## **HOMEWORK, ASSIGNMENTS, AND INCOMPLETE WORK**

Homework is work not completed at school. Parents are requested to contact the teachers concerning make-up work when students are absent or if individual help is necessary.

Assigned work is an extension of the daily school program. We expect assignments to be completed and returned to the teacher the following day. If you have any questions regarding any assignments, contact your child's teacher.

Students who consistently refuse to satisfactorily complete their work, will be required to attend study sessions after school. You will be notified if your student is required to attend any after school sessions.

## **ILLNESS/INJURY**

Please send a doctor's excuse with your child, if they are sick or injured and cannot participate in physical education. For prolonged illness or injury the note should specify when it is safe for your child to resume participating in physical education classes.

## **LIBRARY/MEDIA CENTER**

Students have the privilege of checking library books out on a regular basis. Library books are the property of the Humboldt CSD and are available for the enjoyment of reading at home and in school. Additional library books will be made available for checkout when the previous ones are returned. Students are responsible for the care of these books and returning them in a timely manner.

## **LOST AND FOUND**

Please put your child's name on all items (including coats, hats, mittens, boots, etc.). Labeling items will help identify found items and settle questions regarding ownership. A "Lost and Found" area is located in each school building. Any items unclaimed by the end of the year will be donated to charity.

## **LUNCH AND BREAKFAST PROGRAM**

It is preferred that hot lunches and breakfasts be purchased in advance on a monthly basis. Students will bring home a notice when their accounts need additional funds or parents will be e-mailed.

Cold lunches are allowed at school, but please do not send pop or candy with your child or bring fast food meals into the school.

You are always welcome at either elementary school to eat with your child. We ask that you call the school before 8:30 in the morning so we may obtain an accurate meal count.

## **MONEY AND VALUABLES**

Our school cannot be responsible for lost money and valuables. It is highly recommended that students do not bring large amounts of money or valuables to school. If it is necessary to bring these items to school, we ask the students to check them into the office.

## **PARTIES, GIFTS, AND BIRTHDAY TREATS**

Parties will be scheduled for Halloween, Christmas, and Valentine's Day. At Halloween, a "dress-up" parade is usually held. On Valentine's Day, students may exchange valentines. We feel that parties are part of the regular school program. These activities for all elementary students are held during the school day.

We strongly discourage flowers and balloons delivered to school for students. It is a kind and thoughtful thing to do, but they are not appropriate to have in the classroom during the school day. Children who attend birthday parties after school hours are also requested not to bring the gifts to school. Birthday invitations are not to be handed out at school.

The HCSD has a policy regarding the types of treats allowed in school. The wellness policy may be found at [www.humboldt.k12.ia.us](http://www.humboldt.k12.ia.us) under the lunch information in parent section.

## **PETS IN SCHOOL**

Live animals will not be allowed in school district facilities except under special circumstances and only for an educational purpose. Permission from the principal will be required of anyone wishing to bring an animal into school district facilities.

Appropriate supervision of animals is required when animals are brought into the school district facilities. When permission is granted, special instructions will be given at that time.

## PHYSICAL EDUCATION

Students have physical education class 2-3 times per week. Please note these days on your home calendars so that your child can dress appropriately on physical education days.

### Gym Clothes

Physical education at Taft/Mease is a very activity oriented class. Your child should wear clothes that he/she can be very active in. Sometimes we do play on wet grass or dirt on the playground. On physical education days have your children wear clothes that you do not care if they get a little dirty. Students should avoid wearing short shirts, baggy shorts, skirts, or dresses on physical education days.

### Gym Shoes

Again, your child should wear shoes that are appropriate for outside play. The shoes should either have laces or Velcro so they stay securely on their feet. Slip on shoes or flip-flops are distracting to other students when they come off and can be unsafe during activity.

## PLAYGROUND

With Wildcat Wonderland and Kollmorgen Playground, students have the use of the finest playground facilities in the state. We are very proud and appreciative of these community projects.

Teachers will make students aware of the proper use of all playground facilities at the beginning of school. In general terms, however, we do not allow rough-house play at any time. Students are to respect the rights of others and play fairly. Students who are unable to behave in an appropriate way will lose recess privileges. The school discipline policy may result in discipline actions beyond a loss of recess privileges. **Students who play on the equipment must always keep their heads above their feet. Appropriate shoes for recess play are required. Sandals or flip-flops are not designed for running at recess.**

## KINDERGARTEN ENTRANCE AGE

To be eligible for Kindergarten in the Humboldt Community School District, children must be five (5) years of age on or before September 15.

## PRESCHOOL ENTRANCE AGE

To be eligible for Preschool in the Humboldt Community School District, children must be four (4) years of age on or before September 15.

## REPORTING SYSTEM

To date, the most satisfactory system of reporting the child's progress is the parent-teacher conferences held in the fall and the spring. This is a 15-minute scheduled conference. At these conferences, parents and teachers discuss the child's progress and together they plan for his/her further development. If you require additional time, please contact the classroom teacher. Report cards are distributed to the students three times throughout the school year. Please contact the school office or your child's teacher any time during the school year with your questions. Communication between home and school is essential, and we very much want to assist in any way we can. Emailing is appropriate too.

## SAFETY

- A. **Bicycles:** Children in grades 1-4 may ride bicycles to school.
- B. **Safety on the Street at Taft School:** We solicit the parents' cooperation in the matter of safety. Students are expected to go to the intersections to cross the streets between the white lines upon entering school and upon leaving school at Taft. Parents who transport their children to and from school are asked to drop off or pick up children on the school side of the street so students do not have to cross the street. Please keep the far left lane open on 2nd Avenue North. Please NEVER leave your vehicle double parked and unattended on the street in front of the school grounds.
- C. **Safety on the Street at Mease School:** PARENTS ARE NOT TO ENTER THE BUS LANE AT MEASE AT ANY TIME. Parents who transport their children to and from school are asked to drop off and pick up children on the school side of Main Street so students do not have to cross the street. Please NEVER leave your vehicle double parked and unattended on the street in front of the school grounds.

## **SCHOOL ACTIVITIES**

All students who attend school activities such as athletic events, plays, musicals, etc. are expected to conduct themselves in a responsible manner. Everyone should remain in a seat except at halftime, between games, and during intermission. Students should not attend functions they do not plan to watch.

## **SCHOOL COUNSELOR**

The school counselor works with ALL students developmentally through classroom guidance lessons, small groups, and individual counseling. Students can refer themselves or be referred by teachers, parents, and administrators requesting services. To make a referral, parents are encouraged to contact the counselor directly. Follow-up communications will be made as needed. She is here for the needs of ALL elementary students.

## **STUDENT INSURANCE**

For the benefit of patrons, a low-cost student insurance program will be made available by the school. It may not be a complete coverage, but in most cases it has served very adequately for the school type of injury that seems to come. Enrollment blanks will be available at the August registration.

## **TELEPHONE CALLS**

Except in cases of emergency, students or teachers are not called to the telephone during the time of classroom instruction. In case of necessity, leave a message at the office, and we shall convey important messages.

To reduce the number of students using the telephone during the day, students are requested to make after school arrangements prior to coming to school.

## **VISITING SCHOOL**

All visitors are required to first report to the office to sign in and obtain a visitor's badge. If you would like to visit your child's classroom, please make prior arrangements with the classroom teacher. At that time the teacher will make the necessary arrangements with you. Children unaccompanied by adults are not permitted to visit any elementary school.



Dear Parents,

This letter is to inform you of our elementary school-wide behavioral system called Positive Behavior Interventions and Support (PBIS).

*What is PBIS?* PBIS is a process for creating safer and more effective schools. The process focuses on improving our ability to teach behavior expectations and support positive behavior for all students. PBIS includes school-wide procedures and processes intended for all students and all staff in all settings. PBIS is a team-based process for systemic problem solving, planning, and evaluation. It is an approach to creating a safe and productive learning environment where teachers can teach and all students can learn.

*What is PBIS at our school?* We have adopted a unified set of school-wide expectations called CATS. You will see these expectations posted in different areas throughout the school and your child will be practicing them throughout the school year. Our school wide behavior expectations are found in every classroom and non-classroom settings (bus/recess/bathroom/lunchroom/ hallway) and are based on the following:

**C**are about self and others.

**A**ct responsibly.

**T**ry your best.

**S**tay Positive.

We also have a school-wide system of consequences for major and minor behaviors. Minor behaviors are behaviors that can be handled in the classroom by the classroom teacher. The classroom teachers document the minor behavior and deliver an appropriate consequence while reteaching the appropriate behavior. Major behaviors are behaviors that require a formal office discipline referral and are handled by the school principal. The principal documents the major behavior, a parent contact is made and appropriate consequence are administered while re-teaching the behavior.

If you have questions about PBIS please feel free to contact your child's teacher. We look forward to a wonderful year of teaching your child.

Mease and Taft PBIS Team

# Humboldt Middle School



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## WELCOME:

On behalf of the teachers and staff at Humboldt Middle School, it is a pleasure to welcome you to our student body. Get ready for an unbelievable journey as you explore life as a middle school learner!

This handbook is intended to be a guide to help answer questions, be a resource for you to continuously refer back to and be a tool for you to stay organized with. If you should have any questions or concerns, please feel free to contact the middle school office at 332-2812.

## ACADEMIC BOOSTER CLUB

The Wildcat Booster Club is designed to promote and reward students demonstrating academic excellence. The program recognizes students (grades 5-12) on 3 levels of achievement. Students qualifying for each level are entitled to special privileges and rewards throughout the semester in which they qualify.

## ASSIGNED AREAS

Students are to remain in their assigned areas, (classroom, gym, cafeteria, etc.) unless given permission to leave. At no time should students be in a teacher's room or in the building without supervision. In addition, students should not be in the halls without a pass showing the teacher knows their whereabouts.

## ATTENDANCE

The Humboldt Board of Education Policy 501.3 states that it is essential that students attend school regularly to obtain the maximum opportunities from the educational program. A cooperative effort between the parent/guardian, student, and school staff will promote good attendance which in turn will develop habits of punctuality, self-discipline, and responsibility. The importance of regular attendance cannot be over emphasized. Research consistently shows a strong correlation between attendance and academic achievement.

Parents/guardians are to call the school if their student is to be absent that day. If the school does not receive a phone call, an attempt will be made to contact the parent to check on the student's safety.

The following guidelines will be used to ensure that students do not develop excessive absences:

- On the 5<sup>th</sup> “unexcused absence” per semester – from any class, a school administrator or social worker may meet with the student and notify the parent/guardian of the concern. Saturday School may be assigned to make up missed school days.
- On the 8<sup>th</sup> “unexcused absence” per semester – from any class, a school administrator and school social worker may meet with the student and notify the parent/guardian of the concern. A conference with the student and parent/guardian may take place. Saturday School may be assigned to make up missed school days.
- On the 10<sup>th</sup> and each additional “unexcused absence” per semester – from any class, a school administrator and school social worker will meet with the student and notify the parent/guardian of the concern. A conference with the student and parent/guardian will take place, involving the school administrator, school social worker and school truancy officer. Consequences may include, but are not limited to detention, Saturday school, and suspension.

**Examples** of “excused” and “unexcused” absences: please note that these are only a list of examples.

<b>Excused Absences</b>	<b>Unexcused Absences</b>
Medical Appointments – with a note from the Dr.	Hair appointments
Chronic Medical Conditions – with note from the Dr.	Hunting
Funerals –with a note from the parent/guardian	Shopping
School Activities & Field Trips	Sleeping in/Over slept
The first five days of a family vacation - approved by school administration, in advance	School Avoidance / Don't want to come to school
Family emergencies – with note from parent/guardian	Babysitting/watching siblings
Planned Absences for personal and/or educational reasons – with note from parent/guardian and approved by administration	Car troubles –
In-school & Out-of-School Suspension	Truancy – skipping class
Other – based on administration discretion	

## **TARDIES**

Fifth through eighth grade students have four minutes between each class period. If a student arrives to class after the bell, they are considered tardy. Students are expected to be in class, on time. If a student is late, a pass is needed for admittance to class. Frequent tardies to class may result in parent/guardian notification, loss of social time, and/or possible consequences.

The following guidelines will be used to ensure that students do not develop excessive tardies:

- 4-7 tardies – per quarter may result in a detention, to be supervised by the student's grade level team, and a letter from the school informing the parents/guardian of the concern for the student's behavior.
- 8 tardies – per quarter may result in Saturday school, a conference with the building administrator and school social worker and a letter from the school informing the parents/guardians of the concern for the student's behavior.
- 9 or more tardies–per quarter will result in a conference with the student and parent/guardian, the school administrator, school social worker and school truancy officer. Each subsequent tardy will be made up in Saturday School.

## **BUILDING HOURS**

Door to Humboldt Middle School will be opened at 7:45 am. Students are not allowed in the building before that time unless they are supervised by an adult.

The doors to the academic wings of the building will be unlocked until 4:15 pm. After that time, students will need to ask the office to enter this area. They must have a teacher that will be supervising them in order to remain. Students not participating in extra-curricular activities that are in season are expected to leave after school is dismissed.

## **CELL PHONES AND ELECTRONIC DEVICES**

Any cell phones or electronic devices will not be permitted in to be used during regular school hours 8:15 a.m.-3:22 p.m. unless pre approval has been given by the teacher or office staff. Cell phones that are used, vibrate, or ring during the day will be taken to the office and may be picked up at the end of the school day by the student if this is the first violation.

On the second and subsequent violations, the student's parent or guardian will be required to pick up the device from the office during regular office hours.



To protect privacy, electronic communication devices shall not be used in restrooms, locker rooms, dressing rooms, hallways, classrooms, cafeteria, or any other similar situations or locations at any time during school hours, practices or competitions. This prohibition also includes the use of camera phones, either still or video. This applies to all persons except law enforcement personnel or school administrators and faculty,

Any student in violation of the above policy shall be deemed to have created a disruption to the learning environment and is subject to disciplinary action including suspension.

In case of family emergencies, please notify the **office** and arrangements can be made. (Notification of the teachers that a specific student for a specific amount of time is permitted to use their cell phone for incoming calls only). Students can also be contacted for emergency purposes by contacting the main office.

The District including buildings and its employees, shall not assume responsibility for these items if they are damaged, lost, have any unauthorized use, or are stolen

#### **Supportive Reasons for this Regulation**

- Cell phones disrupt the learning environment
- Cell phones have been used for inappropriate message in the District
- Cell phone use by student increase rumors, in doing so, causes undue distress
- Cell phone use by students can impede public safety response by accelerating parental response to the scene of an emergency during times when officials may be attempting to evacuate students to another site.
- Cell phone systems typically overload and knock out emergency response systems during crisis. Since cell phones may be a backup communication tool for school administrators and crisis teams, widespread use by students could impede and possibly eliminate the crisis or emergency teams' communication tools.
- Cell phones invade privacy.
- Cell phones increase the opportunity for cheating on assignments, tests, quizzes, projects.

### **CHANGE OF ADDRESS OR PHONE:**

Please report any changes of address, e-mail address, cell phone or home phone number during the school year to the office or update information in Infinite Campus.

### **DAMAGE TO SCHOOL PROPERTY**

Students causing any damage to school property will be assessed a fine. This includes but not limited to damage caused to desks, lockers, books, and walls. Graffiti is prohibited and students will be required to wash the area and/or pay a fine.

### **DRESS CODE**

Being dressed properly for school is a symbol of personal pride and school respect. A well maintained school dress code builds student confidence, reduces distractions, and promotes a positive academic atmosphere.

Clothes shall be sufficient to conceal undergarments at all times. See-through or fishnet fabrics, inappropriate halter tops, off the shoulder or low cut tops, bare midriffs, extreme short skirts and short shorts, or sheer clothing without proper undergarments are prohibited.

**\*\*We will use the "fingertip" method to determine whether a student's shorts/skirt is long enough. If a student's shorts/skirt length needs to be assessed, we will ask the student to stand, shoulders relaxed, and hold their arms at their sides to determine if the length is appropriate. Shorts and skirts can be no shorter than the end of the student's fingertips.**

Dress, accessories and jewelry which contain obscene symbols, signs or slogans, and /or which slur or degrade on the basis of race, religion, ethnicity, sex, disability or sexual orientation and impose a threat of imminent violence or disruption to the orderly operation of the school shall not be worn.

Students appearing on school grounds in violation of the dress code shall be asked to put on alternate clothing for the day. If the student has clothes for PE those may be used. If the student has no clothes available the student will be directed to the nurses office where extra clothes are kept for students or a phone call will be made to a parent/guardian to bring alternative clothes to the school for the student. The student will not return to class until he/she is wearing appropriate clothing.

School personnel have the right to deem any article of clothing as a violation of the dress code if it is causing the disruption of the learning environment.

A student who willfully and continuously violates the dress code may be subject to disciplinary action including, but not limited to detention.

### **ELIGIBILITY**

#### **ELIGIBILITY REQUIREMENT FOR MIDDLE SCHOOL ATHLETICS AND ACTIVITIES: Board Policy Code 503.4**

Participation in interscholastic competition and extracurricular events is a privilege and not a right. Students who wish to have the privilege of participating in the middle school athletic and activities programs must practice "Good Conduct" by

conducting themselves in accordance with all Board policies governing general student conduct which is illegal or which would from or be detrimental to the ideals, principals or standards of the District and its activities programs detract.

**Clean Slate:** If a student is free of any and all good conduct violations for a period of eighteen months after the conclusion of the period of ineligibility from the first offense, the student's record would revert back to the original state of being violation free for the purposes of future good conduct violation discipline.

## **Good Conduct Rule for Extracurricular Activity Programs**

### **Code Number 503.4**

## **Board Policy**

Any student whose habits and/or conduct on or off school property at any time during the school year or during the summer months are such to make him/her unworthy to represent the ideals, principles and standards of the Humboldt Community School District shall be ineligible, and it shall be the duty of the high school administration to exclude the participant from all participation in athletics, music, speech, drama or other extra-curricular activities according to the following guidelines.

Any student who is found guilty by conviction, admission or is determined by school authorities to have:

1. Broken the law (except for minor traffic violations as determined by school authorities) or
2. Consumed, possessed, acquired, delivered or transported an alcoholic beverage, tobacco product or
3. Consumed, possessed, acquired, delivered or transported an illegal drug or without authorizations, consumed, possessed, acquired, delivered or transported an otherwise lawful drug or
4. Attended a function or party where the student knows or has reason to know that alcohol or drugs are being consumed illegally by minors or others. If the student only becomes aware of illegal use of drugs or alcohol after arrival at the function or party, failing to leave promptly despite having a reasonable opportunity to do so, or
5. Engaged in other significantly inappropriate or offensive conduct which conflicts with the ideals, principles, and standards of the Humboldt Community School District and makes the student unworthy to serve as its representative, will be ineligible for public performance in athletics, music, speech, drama or other extra-curricular activities. School authorities will determine guilt by a preponderance of the evidence.

Any student using tobacco will be ineligible for participation in athletics, music, speech, drama, or other extra-curricular activities. The period of ineligibility will follow the same guidelines as for alcohol as set out in paragraph 2 above. Coaches, directors and supervisors are encouraged to establish additional rules pertinent to their activity regarding the use of tobacco products.

In addition to the above items (which will be enforced by the school administrators) coaches, directors and supervisors of school activities will establish necessary rules and regulations with regard to training, appearance, general conduct and behavior so that students may represent the activity in an acceptable manner and facilitate meeting the general objectives of the school program.

Any student who after hearing at which the student will be confronted with the allegations, the basis of the allegations, the basis of the allegation and given an opportunity to tell the student's side, is found to have violated the Good Conduct Rule is subject to a loss of eligibility as follows:

The period of ineligibility for the above-mentioned activities will be as follows:

First Offense	Three weeks
Second Offense	The rest of the school year

The "Good Conduct Rule" covers all middle school athletics and activities. These activities involve a student representing the school in public. Low and failing grades or behavior difficulties determine if a student is eligible for a school activity. School personnel strongly encourage communication between all stakeholders; student, teacher, parent/guardian and activity sponsor should a student experience academic or behavior difficulties in the classroom. Please refer to "student consequences" for further clarification regarding student participation in school sponsored activities when misbehavior occurs.

## **Academic Eligibility**

Student-athletes need to experience the responsibility of maintaining their academic performance while also representing our school and community on the field, court, course or mat. As a school we also have a responsibility to prepare our future high school athletes for the academic standards they will have to adhere to at the next level. The high school follows the state of Iowa's "No Pass, No Play" policy.

The Iowa High School Athletic Association and the Iowa Girls High School Athletic Union leave it up to the local school district to determine middle school eligibility policies.

## **Humboldt Middle School Academic Eligibility Plan:**

Any student-athlete who is receiving a grade of "F" in any of his/her classes at **the first quarter midterm (fall sports), at the end of the first semester (winter sports) and at the fourth quarter midterm (spring sports)** will be declared ineligible to participate in interscholastic games or competition for ten (10) school days.

Athletes are allowed to practice during the ineligibility period, but are not allowed to travel, suit up or participate in games/matches/meets.

- Athletes are allowed to attend home events and sit with team in regular, daily dress attire.
- Student-athletes are encouraged to seek additional help from teachers to boost grades during this time and would be excused from practice if they are working with a teacher on academics.
- At teacher request, students will be required to work until 4:00 PM during this ten day period.

Middle school administration reserves the authority to waive the ineligibility period for student-athletes with unforeseen circumstances or IEP students.

## **FIRE, TORNADO AND LOCK DOWN DRILLS**

The fire and tornado drills and lock down drills are held throughout the year. These drills are to prepare for an actual emergency. We urge parents to stress the importance of these drills with their children.

State law requires all schools to hold these drills throughout the year. Each classroom will have posted directions for these procedures. The alarm for a fire is the steady ringing of the fire alarms. When the alarm sounds, leave the building immediately in an orderly manner, but do not leave the school grounds. Because there are a number of alternative exits, the nearest unblocked exit to your location at the time of the alarm should be used. Close the door when the room is empty. Return to the building only after the all-clear signal is given. Fire drills will be held on occasion to refresh procedures.

Tornado watches relayed by local authorities and media will be announced and procedures for taking cover will be reviewed at these times. Tornado warnings (meaning a tornado has been sighted) will be announced on the intercom and instructions to take cover will be given. If the intercom is not functioning, a boat horn will be blasted around the halls. This means to take cover.

Never leave the building during tornado/disaster procedures without specific directions from supervisory personnel.

## **INCOMPLETES**

Students who receive an incomplete (I) on their quarter or semester grade for a class will have two weeks to get the work completed and made up. During this time, it is the responsibility of the student to contact the teacher and make arrangements to get extra help if needed.

## **INFINITE CAMPUS**

Infinite Campus allows parents/guardians to check student grades, attendance and lunch balances. Each parent/guardian will be able to set up a personal account that will give information about all students attending school in the Humboldt School District.

## **LIBRARY/MEDIA CENTER**

The Humboldt Middle School Library/Media Center is a place for learning and thinking. The purpose of the library/media center is to provide students with a wide range of books and multimedia resources to ensure they will become effective users of information. Materials are selected and provided to enhance student class work and encourage independent motivated readers. The library staff is available to assist students with their assignments and activities.

All students will now have access to eBooks through the library. Books may be downloaded on any mobile device that supports the Kindle App or the Adobe Digital Editions software. Students may check out 2 titles at a time. Instructions on how students can obtain access can be found in the Media Center.

## **LOCKERS**

A student's locker and PE locker are provided and are to be used solely for the purpose of storing coats and school materials. The locker is **NOT** the student's private property and may be opened at any time by school authorities. Any unauthorized items found in the locker may be removed and discipline may result. Students wishing to have a lock **MUST** secure a padlock from the school office for a deposit of \$3.00. Only school approved locks are acceptable. Students should not tell their combination to anyone. The school will not be responsible for any items missing from lockers. Do not put valuables or personal items in your lockers. Do not bring these items to school. Students are not to trade or move to a new locker unless permission is received from the office. If you have trouble with your locker contact the custodian or office. Students are financially responsible for any damage done to the locker. All coats and back packs are to be stored in the lockers, they are **NOT** to be in classrooms. No open containers of liquids or food may be kept in lockers.

## **LUNCH AND SNACKS**

All students must report to the lunchroom for lunch period. Students may bring a sack lunch or participate in the hot lunch program. Lunch money should be paid in the office before school. Students are responsible for ensuring that their

lunch accounts do not go into debt. Low lunch balances will be given to students as they go through the lunch line and parents/guardian may access their child's lunch account information on Infinite Campus. **NO** pop or caffeinated beverages should be consumed by students during school hours as directed by the HEALTHY KIDS ACT unless permission is granted by the principal. It is recommended that you talk to the school nurse prior to bringing in snacks to ensure that all student health needs are accounted for.

There are a few procedures which need to be emphasized when students are using the cafeteria during their lunch period:

- There is to be no running to get to the lunch line.
- Students must know their I.D number in order to eat breakfast or hot lunch.
- Make sure your table is wiped down and clean when you leave. Students need to rotate wiping tables after each meal.
- Once you pick a seat you need to remain in that seat for the duration of lunch period.
- Seats may not be saved for other students
- Birthday or other treats are not allowed in the cafeteria. Students may check with their prime time teachers to see if arrangements can be made during prime time.

The school hot lunch program is a program partially funded by the federal government. We have to comply with all federal laws controlling this program to keep our commodities, which keep our lunch prices low. The federal guidelines governing this program include:

- No carbonated beverages can be sold during the lunch hour. Student bringing lunch from home should not have carbonated beverages in their lunch.
- No competing food sources. That is why students are not allowed to have HOT food delivered at lunch time. It competes with the hot lunch program.
- No advertising of competing food sources. That is why students cannot have food delivered in a box or bag with the name of the restaurant providing the food in it.

If we are in violation of these guidelines, our commodities may be taken away. This would cause lunch prices to increase greatly, as well as hurt area farmers who might participate in the federal commodity program by marketing their products through the government.

The school has tried to give students some alternatives at lunch that do comply with the federal guidelines. The salad bar, gives students some other food choices.

## **MONEY & VALUABLES**

The school cannot be responsible for lost money and valuables. It is recommended that students do not bring large amounts of money or valuables to school. If it is necessary to bring these items, please check them into the office.

## **MOPEDS AND BICYCLES**

Mopeds and bicycles are to be parked in designated areas during the school day.

## **MUSIC LESSONS**

Instrumental lessons which are a part of the student's commitment to the school instrumental program are given during school hours. Lessons are 20 minutes in length and are scheduled on a rotational basis so students do not miss the same class consistently for lessons.

## **PARENT CONFERENCES**

Time is set aside on the school calendar each year for the purpose of sharing ideas for the benefit of student progress. Parents/Guardians will generally be notified by email and newspaper announcements as to time and dates of conferences. Parents/guardians are encouraged to contact school at any time for assistance and especially during conference times.

## **PHYSICAL EDUCATION REQUIREMENTS**

All students are required by state law to take physical education. A student may be excused from physical education only with a signed statement from a doctor. If a parent/guardian requests a temporary excuse from P.E. the student will attend class, dress but not participate. The PE teacher or office personnel may contact the parent to request further information concerning excusing a student from the physical education class.

## **PHYSICAL EXAM & HEALTH RELATED INFORMATION**

Each academic year, every student participating in athletics is required to submit a health certificate signed by a licensed physician, to the effect that the physician has examined the student and that this student may safely engage in athletic competition. This regulation was approved by the state Department of Education and the Legislative Rules Committee. Students may be screened during the school year for vision, hearing, heights, weights, body mass index, and dental. If you do not want your child screened, please provide a note to the health office at the beginning of the school year. Students are required to provide updated immunization records. Any student not current with vaccinations required by the state of Iowa will not be able to attend school until proof is given.

## **PUBLIC DISPLAYS OF AFFECTION**

Public displays of affection are not allowed at Humboldt Middle School.

## **REPORT CARDS AND MID-TERM REPORTS**

Parents will be notified when grades have been posted in Infinite Campus. The report contains grades, teacher comments, attendance and other data. If a parent/guardian does not have email, please contact the office and a report cards and other pertinent information will be mailed to you.

## **SCHOOL COUNSELOR**

The school counselor works with ALL students developmentally through classroom guidance lessons, small groups, and individual counseling. Students can refer themselves or be referred by teachers, parents/guardian, and administrators requesting services. To make a referral, parents/guardians are encouraged to contact the counselor directly. Follow-up communications will be as needed.

## **SCHOOL SAFETY**

It is the goal of Humboldt Middle School to foster a safe learning environment for all students, faculty and staff. To accomplish this goal, it is essential that everyone conduct themselves in a manner that is caring, respectful, responsible, trustworthy and positive. Staff have outlined expected school wide behaviors on a matrix:

*Humboldt Middle School*  
*School-wide Behavior Expectation Matrix*

Typical Setting-Contexts	Caring	Respectful	Responsible	Trustworthy	Positive
<b>Classrooms</b>	Keep hands, feet and objects to self  Use the words please and thank-you	Respect other people's personal space and property  Be an active listener  Use appropriate language and volume level	Be on time  Come prepared with materials to class  Fill out your planner  Be free of gum & candy	Stay focused on your own work  Give your best effort  Be truthful  Follow electronics policy  Be confidential	Be a team player  Be quiet so that others can work  Accept others for who they are  Be positive
<b>Hallways</b>	Walk in the hallway  Keep hands, feet and objects to self  Appropriately greet others	Use appropriate language and volume level  Respect building property  Respect other people's personal space and property	Put litter in trashcans  Have a pass during class time  Be free of candy & gum	Get to your destination  Be on time to school, class, lunch, and dismissal from the building  Follow electronics policy	Allow others to get to their correct destination  Accept others for who they are  Be positive toward others
<b>Lunchroom/Cafeteria</b>	Show appropriate table manners  Use the words please and thank-you  Keep hands, feet and objects to self	Ensure that your table and floor area is clean  Pick up any dropped items  Sit where directed  Use appropriate language and volume level	Be on time  Have your lunch card or money daily  Have money in your account  Eat own food, no sharing	Purchase own lunch  Leave other's things alone at the table.  Follow electronics policy	Engage all persons in appropriate table conversation  Accept others for who they are  Be positive
<b>Library</b>	Use quiet voices  Use the words please and thank-you  Clean up work area prior to leaving	Take care of books checked out  Ensure that your area is clean  Use appropriate language and volume level	Return books on time  Push in chairs  Be free of candy & gum	Use computers for school work  Use library time for appropriate purposes  Always have a pass  Follow electronics policy	Be quiet so that others can work  Accept others for who they are  Be positive
<b>Gym/Auditorium (Assemblies)</b>	Keep hands, feet, and objects to self	Be quiet and listen to guest speakers  Respect building property  Use appropriate language and volume level	Sit in and stay in assigned area  Take turns exiting and entering  Be free of candy & gum	Exit through the correct doors  Exit when dismissed  Follow electronics policy	Be positive toward speakers and audience
<b>Bathrooms &amp; Drinking Fountains</b>	Clean up after self  Keep hands, feet and objects to self	Respect the privacy of others  Use appropriate language and volume level  Let others into bathroom and/or drinking fountains	Respect building property  Have a pass during class time  Be free of candy & gum  Take turns	Go directly there and directly back to class  Always have a pass  Follow electronics policy	Allow others to attend to their business  Accept others for who they are  Be positive to others

## SCHOOL TRANSPORTATION FOR ACTIVITIES

Students will be transported to and from activities by school vehicles.

1. Students will ride to and from contests or activities in the school vehicle.
2. There may be special circumstances that arise in which a participant may be granted permission to deviate from the travel regulations. These occurrences will be judged on individual merit and kept to a minimum by the administration. These requests should be made in writing at least a day in advance of the event.
3. The administration will make the decision to allow special travel arrangements. In the event that an administrator is not present, the varsity head coach, director, or sponsor may allow a student only to ride home from a contest or event with his/her parents/guardian with a written request by the parent/guardian to the head coach, director or sponsor.

## STUDENT CONSEQUENCES

**Detention:** A detention usually results because of a discipline problem and can be assigned by teachers and administration. Length of detention will be determined, depending on the nature of the repetition of offense. Students will not be kept after 4:30 without parent/guardian knowledge and are responsible for their own transportation. Students who "skip" their detention without approval, may be assigned additional time.

**Saturday School:** Students may be assigned Saturday school due to excessive absences, tardies, violations of discipline policy or failure to complete assigns detentions. Saturday school may also be used for some students as an avenue to complete excessive late or missing work. If a student cannot attend Saturday school because of a medical or family emergency, they should notify the principal immediately and they will be assigned a make-up date. If the student does not comply with the Saturday school guidelines and expectations, the supervision has the authority to ask them to leave and the student will be disciplined by an Administrator.

**In-School Suspension:** An in-school suspension may be used when a student exhibits a major behavior violation. Students do receive credit for assignments completed during an in-school suspension. During the time of suspension a student may practice with the extra-curricular activity but may **NOT** participate in sponsored events or games.

**Out of School Suspensions:** A suspension means that a student is temporarily removed from school and all school-sponsored activities for a certain period of time. The principal has the authority to suspend a student as a disciplinary measure. Students do receive credit for assignments completed during a suspension. A re-entry conference may be scheduled with the student, parent/guardian and school officials.

## TEAM CONFERENCES:

At any time throughout the school year, a team conference may be called by the parents/guardians or teachers before school, after school, or during teacher collaboration time. Please contact the guidance counselor or social worker if you need to schedule a conference.

# High School



***HUMBOLDT HIGH  
SCHOOL WILL PROVIDE  
AN ENGAGING, SAFE,  
AND SUPPORTIVE  
ENVIRONMENT IN  
WHICH ALL STUDENTS  
ARE CHALLENGED AND  
INSPIRED TO LEARN  
THE KNOWLEDGE AND  
SKILLS NECESSARY TO  
CONTRIBUTE TO  
SOCIETY AS  
RESPONSIBLE AND  
SUCCESSFUL CITIZENS.***

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## Humboldt High Students and Parents

This student handbook is presented to you as a guide to the operation of the Humboldt High School. The information presented will be of real worth to you as you begin another year of your education. As a student of the Humboldt Community Schools, you have the resources of an excellent school. Here you will find the opportunity to study, to learn, and to take part in co-curricular and extracurricular activities.

Naturally, there are rules and procedures which must be observed in the school setting. Although this booklet makes an attempt to present the policies and procedures of the school system, not all of them have been included. The contents of this handbook are to be considered as official policies and procedures adopted by the Humboldt Board of Education and are subject to change at the discretion of the school administration or the board of education.

All students of the high school are expected to become familiar with the handbook and its contents. If you do not understand something or have a question, please ask any faculty member or the principal for an explanation. Keep the handbook and use it to become an informed and well adjusted citizen of Humboldt High School.

## General Statement of Philosophy

It is the purpose of Humboldt High School to provide the educational experiences that stimulate the highest degree of personal growth for each student. The school will provide a varied curriculum to encourage development based on the abilities and interests of the student and the needs of society. All courses and school sponsored activities should contribute to the total development of the individual and provide a foundation for continued growth.

## Fees and Expenses

To assist you with your planning to meet the expenses that are a part of your participation in school classes and activities, you will find listed below some of the items you will need to consider. All registration and textbook fees, library and other book fines, assessments and other monies owed to the school system must be paid before diplomas issued by Humboldt High School will be released.

- Departmental Fees: Some courses require additional materials and equipment; consequently, extra fees may be assessed. The amounts may vary from year to year. Art, Science, Industrial Arts, and Music are some examples.
- Organization and Class Dues: Many of the school organizations have membership fees. The money derived from the dues is used to promote the activity or programs and thereby serves the students who make the contributions.
- Lunch Tickets: Students who eat hot lunch must deposit money in their account in the high school office before school. Ala carte items are available for purchase
- Graduation Fees: Caps and gowns, senior announcements, and a diploma cover are common expenses associated with graduation.
- Other Fees: Athletic participation, equipment rental, and pupil and athletic insurance fees are other types of expenses that may be incurred.
- A fee of one-third the cost of textbooks will be assessed to high school students taking dual credit courses with Iowa Central Community College.

## Transportation for Activities

Students will be transported to and from activities by school vehicles.

1. Students will ride to and from contests or activities in the school vehicle.
2. There may be special circumstances that arise in which a participant may be granted permission to deviate from the travel regulations. These occurrences will be judged on individual merit and kept to a minimum by the administration. These requests should be made in writing at least a day in advance of the event.
3. The administration will make the decision to allow special travel arrangements. In the event that an administrator is not present, the varsity head coach, director, or sponsor may allow a student only to ride home from a contest or event with his/her parent with a written request by the parent to the head coach, director or sponsor.

## Bus Transportation to the High School

Town students may catch a ride on a school bus to the high school by reporting at the loading areas at Mease Elementary School or at the Taft Elementary School. Buses will be available for rides downtown immediately following school dismissal.

## **Cafeteria**

There are a few procedures which need to be emphasized when students are using the cafeteria during their lunch period. Make sure your table is clean when you leave. Stay in lunchroom during the lunch waves. Ala carte items are available for purchase.

The school hot lunch program is a program partially funded by the federal government. We have to comply with all federal laws controlling this program to keep our commodities, which keep our lunch prices low. The federal guidelines governing this program include:

- No carbonated beverages can be sold during the lunch hour.
- No competing food sources. That is why students are not allowed to have HOT food delivered at lunch time. It competes with the hot lunch program.
- No advertising of competing food sources. That is why students cannot have food delivered in a box or bag with the name of the restaurant providing the food in it.

If we are in violation of these guidelines, our commodities may be taken away. This would cause lunch prices to increase greatly, as well as hurt area farmers who might participate in the federal commodity program by marketing their products through the government.

The school has tried to give students some alternatives at lunch that do comply with the federal guidelines. The salad bar, gives students some other food choices.

## **Lockers**

Although school lockers are temporarily assigned to students for their use during their four years at the high school, they remain the property of the school district at all times. Students should not change lockers without permission from the principal's office. Students wishing to have a lock MUST secure a padlock from the school office for a deposit of \$3.00. When the lock is returned at the end of the school year, the student will receive \$2.00 back. Students who lose their locks will be charged for the cost of the lock. Only school locks are to be used. Students should not tell their combination to anyone. The school will not be responsible for any items missing from lockers. Do not put valuable or personal items in your lockers. Do not bring these items to school. Lockers should be kept neat and clean and ready for inspection at any time. Fees will be assessed for damaged lockers or for labor of cleaning excessively dirty lockers.

## **Dances**

Dances after football or basketball games will be from 10:00 p.m. to 12:00 a.m. and are for high school students only. Dates cannot be 21 years old or older. Times for the Homecoming and Prom dances will be determined through the principal's office each year. Out-of-school dates must be registered in the office prior to the dance in order to gain admittance. Doors will be closed one hour after the dances begin and admittance will not be permitted after that time. If any student leaves the dances he or she will not be allowed to return. Students with un-served detention time will not be allowed to attend school dances.

## **Public Displays of Affection**

Public displays of affection are not allowed at Humboldt High School because they may be offensive to others. Hand holding is the only acceptable display of affection.

## **Reporting Absences**

Parents are required to call in all absences on the day of the absence, using phone numbers 332-1430. Please call the office by 9:00 a.m. If an absence is not reported promptly the school office will in all cases make an effort to contact the parents to make certain that they are aware of the absence.

## **Checking In**

Students who arrive after the start of the school day must check in at the office.

## **Checking Out**

Students who become ill at school or need to leave for any reason must check out at the office. Leaving without checking out will result in an unexcused absence.

## Infinite Campus

Infinite Campus will allow parents/guardians to check student grades, attendance and lunch balances. Each parent/guardian will be able to set up a personal account that will give information about their students attending school in the Humboldt School District.

## General Attendance Policy

The Humboldt High School staff believes that regular attendance is essential for students to obtain the maximum opportunities from the education program. High school is very much like a job. Consequently, attendance habits, good or bad, are being formed. In short, regular attendance at school can impact how much students learn today and what jobs they obtain tomorrow.

Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the principal of their attendance center. If the student leaves school due to illness, they may not return on that day unless they have permission to return from a doctor. Many classes will include participation as a portion of the student's grade. Students will have a minimum of two days for each day absent to earn missed participation points.

Students who wish to participate in after-school, or evening activities are expected to be in school four periods immediately prior to that day's activities. If a medical appointment is scheduled during that time period, a doctor's note must be brought to the office prior to the end of the day for the student to practice/participate/play in activities later that day.

Students, who have prior permission from the office, may check out in the main office, by signing out at the front counter. Students, who leave the building without permission from the office, or without signing out, will be considered absent unexcused.

All Humboldt students are subject to these rules and regulations regardless of age. If students are living with their parent/guardian, only the parent/guardian may make a decision concerning school attendance for their children within the limits prescribed by the laws of the state. Students living on their own will be responsible for making those decisions. The school, however, has the responsibility of passing judgment on the validity of the excuse.

## Excessive Absenteeism

Excessive absenteeism is any absence beyond five days or individual class sessions per semester.

When a student has been absent from school or a class five (5) or eight (8) times during a given semester, the student's parent will be contacted via telephone, mail or e-mail regarding the student's attendance. The Administration will initiate the five (5) or eight (8) day notification process.

When a student has been absent from school/class eight (8) or more times during a semester, the Administration will inform the parent/guardian of the student's status. A conference with the student and parent/guardian may take place.

When a student is absent ten or more times during a semester from a class, the Administration will notify the student and parent of the excessive absences and initiate appropriate sanctions.

## Absences

Parents are expected to notify the school prior to 9:00 a.m. (using 332-1430 as the phone number) regarding a student's absence on the day of the absence. If a student is absent, a note or call must be received in the office within three (3) days if the absence is to be considered excused.

Students absent from school for any reason may be required by the school to submit a written explanation or specific reason for their absence, the specific days and times they were absent, verification by the doctor or dentist where appropriate, and a signature of the parent.

Excused absences from school, which **do not count** towards the 10-day limitation: funerals/bereavement, family emergencies, recognized religious observances, court appearance or other legal situation beyond the control of the family, medical appointments that cannot be scheduled outside the school day **with doctor's signed statement verifying the appointment**, school-related trips or activity-related release time, two college visits **with prior guidance counselor approval**, personal illness **with doctor's signed statement verifying the need to be absent from school**, days of school-imposed suspension, extenuating circumstances that have prior approval from the Principal or Assistant Principal.

Any other absences will be unexcused and count toward the 10-day limitation. Because PE classes only meet every other day, a student is only allowed four (4) unexcused absences. If a student has five (5) unexcused absences in PE, they will receive no credit for the class, but the final grade will still be figured into their grade point average. PE absences can be made up for grade improvement only. PE is a required course for graduation.

Students will be required to make-up work missed following an absence. School work must be made up within two times the number of school days absent, starting on the first day of the student's return. (i.e. If a student is absent on Monday

and Tuesday, their homework/tests/projects should be completed by the following Monday. The time allowed for make-up work may be extended at the discretion of the classroom teacher.

## **Tardiness**

Every student must be in the assigned classroom by the time the hall bell has stopped ringing. If not, the student will be counted tardy. If a student is more than 5 minutes late for a class it shall be considered an absence. If you are late to a class, and it is because you were with a staff member, that staff member should give you an excused tardy slip to take to your next class.

Three unexcused tardies in a class in a semester will equal one unexcused absence. This unexcused absence will count towards a student's ten (10) day unexcused absence limit. Excessive tardiness may result in loss of credit for a class.

All incidents of class tardiness will be the responsibility of the teacher. Teachers will emphasize the importance of being on time and explain the classroom rules and procedures for tardies. The tardy sanctions should be consistently applied and sequential. Sanctions may include, but are not limited to: warning, loss of open campus privileges, parent contact or referral to the Assistant Principal.

## **Truancy**

A student is truant when the student is absent from school or an assigned class or classes without school permission.

Work missed because of truancy must be made up the same as work for all other absences but with limited or reduced credit.

Incidents of truancy will be recorded as part of a student's attendance record and will count towards the absences per semester. The Administration will also determine what, if any, disciplinary action is appropriate including, but not limited to, warning, detention, in-school suspension or administrative referral.

## **Skipping**

Students, who skip school (skipping is an absence without a parent excuse), will receive detention time.

## **Student Walk Outs**

From time to time social issues impact student lives and they are motivated to participate in walk outs. The Humboldt School District supports the right to free speech and the right to assemble; however, like any form of civil disobedience, walk outs or other protest activities come with consequences. The Humboldt School District does not initiate or endorse any student led walk outs. Students who choose to participate in a walk out will be marked unexcused, and consequences will be applied according to the existing attendance and discipline policy.

## **Application of Sanctions for Unexcused Absences**

Excessive absences will result in the following:

If a student has ten unexcused absences from any given class, the student will receive no credit for the class, but the final grade will still be figured into their grade point average. Students will have the option of remaining in the class for the remainder of the semester, or taking an F for the class and reporting to study hall for the remainder of the semester.

Students wishing to graduate in May must complete seven courses at Humboldt High school the semester prior to receiving a diploma.

If a student is absent ten days in five or more classes, a meeting will be held with the parent/guardian, student, counselor and Principal or Assistant Principal. Disciplinary action could include, but is not limited to: detention, in-school suspension, and/or dropped from the regular school program and given an application to apply to ALPHA.

### **A student may earn credit back due to lost credit from Attendance Policy:**

- a. Serve time with that specific teacher or someone in the department – 45 minutes for each day over the limit.
- b. Accountability form:
  - i. This is why I am here
  - ii. My current grade for this class
  - iii. This is my plan for improving my attendance
  - iv. This is what I plan to accomplish
  - v. Signatures (student, parent, teacher, administration)
- c. This does not count as detention time served
- d. Students may utilize this option two times – per class – per semester
- e. This has to be served within five school days of absence that causes them to lose credit

- f. Students will no longer have the option to serve this time to earn credit back during the student's last ten class days of the semester
- g. Students must have a passing grade to utilize this option

## **Appeals**

Students may appeal the decision using the standard appeal process as outlined in the student handbook. The student must have a passing grade in order to appeal.

**OR**

### First level of appeal

When notified that the student has missed five or eight (days or class periods), the parent should contact the teacher, Assistant Principal or Principal to discuss the student's attendance and prevent any further absences.

When notified that the student has exceeded ten absences and that the student will no longer receive credit for a class or may be dropped from the regular school program, the student and parent may file a written appeal with the Assistant Principal or Principal within five school days of the notification. Sanctions imposed under this policy will be final unless a written appeal is submitted to the Assistant Principal or Principal. The student will remain in the class or in school pending completion of the appeal process.

The informal appeals hearing will be scheduled within five school days after the appeal is filed. The Assistant Principal will consider the following in reaching a decision:

- Absences caused by religious holidays, documented chronic or extended illness, hospitalization, family death or emergency, emergency medical or dental care, court appearances or other legal situations beyond the control of the family, school-related class or program activities;
- Attendance history of the student;
- Extenuating circumstances particular to the student;
- Educational alternatives to removal from class or school; or
- The total educational program for the individual student.

The decision of the Assistant Principal or Principal will be reached within one day of the hearing. The parent will be notified of the decision in writing.

### Second Level of Appeal

Students and parents seeking a review of the Assistant Principal or Principal's decision regarding sanctions rendered under this attendance policy may do so by filing a written request for review with the Superintendent within five days after the Principal's decision. The Superintendent will determine an agreeable time, place, and date for the review and notify the student and parent. At the conclusion of the review, the Superintendent shall affirm, reverse or modify the Principal's decision.

### Appeal to the School Board

Students and parents may appeal the Superintendent's decision by filing a written request for review by the board within five days with the School Board Secretary. It is within the discretion of the School Board to determine whether to hear the appeal. If the appeal is accepted, the Board Secretary will determine an agreeable time, place and date for the review and notify the interested persons. At the conclusion of the review, the board may affirm, reverse or modify the Superintendent's decision.

## **Locked Doors**

All doors to the high school will be locked from 8:15-3:20. Students, parents and community members wishing to enter the high school building during that time should use the front or back door buzzers to gain entry. Students with open campus, peer helping or internship in their schedule, who meet/maintain open campus criteria will be given a door access card, which will allow them to access the building from 8:15-3:20. Students will be given cards at the start of each semester and cards will be turned in at the end of each semester. A \$10 replacement fee will be charged to the student's account if lost/not returned at end of each semester. The student access card is a privilege. If this privilege is abused, students will lose their open campus for an amount of time to be determined by administration.

## **Open Campus**

Seniors who demonstrate responsibility in meeting school obligations may receive permission to have an open campus period. Underclassmen, who have college classes that do not meet every day, may also receive permission to have open campus privileges on days their classes are not in session. Open campus privileges are subject to the following provisions:

- Must complete an application form at the beginning of each semester;
- Must not have any unmet disciplinary obligations including detentions and suspensions;
- Must be current with all unpaid bills. Check bill status in the office.
- Must maintain good attendance and minimal tardies;

- Must be keeping up with all assignments and passing all subjects at the conclusion of the previous grading period (midterm, quarter, semester), with no incompletes.

Parents and students should understand this privilege can be withdrawn at any time if any of the above provisions are not met. These provisions will be checked every mid-term, quarter and semester. Students failing to meet any one of the provisions will lose the early out privilege and must report to regular study hall. A student, who is failing a course at midterm, will lose open campus privileges for the remainder of the quarter. A student who is failing a course at the end of first or third quarter will lose open campus privileges for the following quarter. A student who fails a course at semester will lose open campus privileges for the following semester. Finals-All students have open campus except those students with unserved detention time.

## **Detention**

Teacher assigned detentions may be served with the teacher at their request only, and that will be noted on the disciplinary form. Detention times are: 7:30-8:15 a.m. or 3:30-4:00 p.m. Students must serve their detention time within one week of receiving the detention, or they may receive additional disciplinary actions. Students must serve 30 minutes of detention all at one time. Meetings will be held with students to determine a time when the detention will be served.

## **Disciplinary Jurisdiction**

School discipline will apply: a. while on school property; b. while using school owned and operated vehicles or school chartered vehicles; c. while engaging in or attending a school related, sponsored or approved activity; or d. while away from school property if the misconduct will directly affect the good order, efficient management or welfare of the District.

## **Restricted Study Hall**

A student will be placed on the Restricted Study Hall List if he/she has a failing or near failing grade. We will check student grades at midterm of each quarter (every four weeks) and at the end of each quarter. The student will remain restricted to study hall until the next grading period. If a student is restricted to study hall, this means the student cannot leave the study hall unless they have a pass. The only way to get this pass is with permission from one of the student's classroom teachers.

We will check student grades at midterm of each quarter (every four weeks) and at the end of each quarter. It is the hope of the administration and staff that by checking grades every four weeks, your child will improve his/her grade to a C- or better and be taken off the restricted list.

## **Wildcat Den**

Junior and Senior students meeting the following criteria will be eligible for the Wildcat Den (Homeroom in the cafeteria):

- Previous Quarter GPA of 3.0 or higher
- 3 or fewer unexcused tardies in the previous quarter
- No detention in the previous quarter

Students will be immediately dismissed from the Den if they have a D or F at midterm or they receive a detention. Wildcat Den will be posted at the start of each quarter.

## **Before and After School Activities**

Because of the many school activities it becomes necessary for some practices and rehearsals to be held before and after regular school hours.

Wednesday night is reserved as church night in this community and all activities at school will be completed in time for students to be out of the building by 6:00 p.m.

**Students who wish to participate in before-school, after-school, or evening activities are expected to be in school four periods immediately prior to that day's activities.**

## **Loitering**

No solicitation or unauthorized gathering will be allowed in any school district parking lot between the hours of 4:00 p.m. and 8:00 a.m. Students in violation of this rule for use of school property may be subject to disciplinary action and the District reserves the right to notify law enforcement of any trespassing in violation of this rule.

## **Lunch Period and Breakfast Program**

All students, including those who carry cold lunches, must eat in the cafeteria. Deposits for lunch cards must be made in the office before school. No one is permitted to leave the school during the lunch period unless permission is granted by the administration. Ala carte items are available for purchase. Breakfast will be served from 7:55-8:10.

## **Fire and Disaster Drills**

State law requires all schools to hold these drills throughout the year. Each classroom will have posted directions for both drills.

## **Telephone**

A telephone is available in the office for student use. Non-emergency student phone calls are discouraged. Except in cases of emergency students will not be taken from classes for phone calls.

## **Cell Phone and Electronic Devices**

In an attempt to teach proper cell phone etiquette, students will be allowed to use cell phones and other electronic devices in the halls between classes, during lunch and in study hall, as long as the usage does not interfere with the learning environment. In the classroom, cell phones that are visible, are used, vibrate, or ring during the day will be taken to the office and may be picked up at the end of the school day by the student if this is the first violation.

On the second and subsequent violations, the student's parent, guardian, or non-student owner may pick up the device from the school after showing proof of ownership. If devices are not claimed by the end of the school year, the student's parent, guardian, shall be given 30 days prior notice before the District will dispose of the device.

To protect privacy, electronic communication devices shall not be used in restrooms, locker rooms, dressing rooms, classrooms, or any other similar situations or locations at any time during school hours, practices or competitions. This prohibition also includes the use of camera phones, either still or video. This applies to all persons except law enforcement personnel or school administrators and faculty,

Any student in violation of the above policy shall be deemed to have created a disruption to the learning environment and is subject to disciplinary action including suspension.

In case of family emergencies, please notify the office and arrangements can be made. (Notification of the teachers that a specific student for a specific amount of time is permitted to use their cell phone for incoming calls only). Students can also be contacted for emergency purposes by contacting the main office.

The District including buildings and its employees, shall not assume responsibility for these items if they are damaged, lost, have any unauthorized use, or are stolen

### **Supportive Reasons for the Regulation**

- Cell phones disrupt the learning environment
- Cell phones have been used for inappropriate message in the District
- Cell phone use by student increase rumors, in doing so, causes undue distress
- Cell phone use by students can impede public safety response by accelerating parental response to the scene of an emergency during times when officials may be attempting to evacuate students to another site.
- Cell phone systems typically overload and knock out emergency response systems during crisis. Since cell phones may be a backup communication tool for school administrators and crisis teams, widespread use by students could impede and possibly eliminate the crisis or emergency teams' communication tools.
- Cell phones invade privacy.
- Cell phones increase the opportunity for cheating on assignments, tests, quizzes, projects.

## **School Visitors**

Guests and visitors must check in at the office. Visitors must have legitimate business to enter the building. Parents are always welcome. Students wishing to bring a guest to school must obtain prior approval from the office.

## **College Visit Procedures**

Students need to pre-register for college visits with the college directly. There are designated college visit days with most colleges throughout the year. Student can register online or by phone. If the student wishes to schedule a private visit, arrangements must be made with the intended college admissions office. It is important for the student to inform the admissions office if the student wishes to visit specific programs/departments. The school counselor's office can assist students with the process if needed. Students need to make prior arrangements with their teachers for missed work and

the parent/guardian need to notify the office for the absence. Students have two excused college visits per year that does not count in the 10 unexcused absences policy as long as the following college visit process is followed.

### College Visit Process

- Parent/Guardian will need to call the high school for the absence.
- **Students need to see Mrs. Powers before and after the college visit for this to be an excused absence.**
- Students will need to bring a signed and dated document (i.e. campus visit verification form) from the admissions counselor back to Mrs. Powers.

### School Counselor's Office

The school counselor's office is located in the high school office. Mrs. Powers, the school counselor, is available to assist students with their college planning, class schedules, and/or personal concerns. Students may stop in before or after school, during study hall, or between classes. If a student needs to come to the office during class, the student needs to obtain a pass from their teacher.

### Library Media and Computer Center

The function of the Library Media Center is to provide materials and a quiet space for student use. Materials, both print and non-print, are selected and provided to support student class work and to fill leisure time. The Library/Media Associate is available to help students locate materials and to recommend reading and class-related materials.

All students will now have access to eBooks through the library. Books may be downloaded on any mobile device that supports the Kindle App or the Adobe Digital Editions software. Instructions on how students can obtain access can be found in the Media Center.

The Media Associate, while being available to assist students, must also process and organize materials and be available to faculty and classes. Therefore, students who decide to spend time in the Library Media Center must be capable of responsible behavior that will not disturb or distract other students. Students must be able to do this without constant discipline measures.

Most Library/Media materials may be checked out for a two-week period. Reserve materials may only be checked out over night. Overdue notices are sent out to Homeroom's approximately every two weeks. There is no fine charged with the first overdue notice, however, the fine is five cents per day overdue upon receiving the second and subsequent overdue notices. The sixth overdue notice is sent to the student's parents.

### High School Record

A student's High School record tells the story about their school career. A student begins the future upon entering high school, and all records of attendance, academics, and behavior become the basis for recommendations to colleges and employers. A student's prospect for future success begins with the high school record.

A permanent record is started for each student upon entrance to the Humboldt Schools and it is developed as the student progresses toward graduation. This confidential record contains basic identification information, semester grades, attendance data, standardized test results, date of graduation, final grade point average, and a record of extra-curricular activities.

This record will not be released except at the individual's request, or in some instances, at the request of the parent or guardian. A student may receive a copy of his or her permanent record by completing a "Request of Release of Information" form in the high school office.

### Academic Standards

All high schools must follow the state-mandated "Scholarship Rule" 36.15(2) adopted by the Iowa Department of Education. Based on how the state-mandated "Scholarship Rule" is interpreted, athletic ineligibility, music ineligibility, and all other activities serve their ineligibility periods separately. One does not eliminate the ineligibility period of the other.

1. Eligibility will be checked at the end of each grading period (when grades are recorded to a student's transcript). At Humboldt, this is at the end of each semester.
2. Students must be passing all classes and make adequate progress toward graduation to remain eligible.
  - a. If not passing all classes at the end of a grading period (semester), a student is ineligible for the first 30 calendar days in the interscholastic athletic event in which the student is a contestant.
  - b. The period of ineligibility begins:
    - i. If a student is currently in a sport (i.e. basketball or wrestling at the end of the 1st semester) the period of ineligibility begins the day the grades are issued by the school district.
    - ii. If a student is not currently participating in a sport, the period of ineligibility will begin with the 1st legal playing date of the sport.



- h. If a student receives an “incomplete” grade for the semester, the student will remain ineligible until the incomplete is changed to a grade. If the student wants to appeal ineligibility he/she will have to go through the appeal process.\*
  - d. Students are able to drop or add classes to their schedules within three school days of the start of each semester without penalty. Students who wish to drop a class after the first three days may be allowed to do so, but may receive a “W-I” (Withdrawal – Ineligible) grade for the semester in the class that was dropped. A grade of “W-I” for the semester is the equivalent of a failing grade when determining academic eligibility. The principal, for extenuating circumstances, may make exceptions to this policy and issue “W-E” (Withdrawal – Eligible).
  3. An Athlete must complete the season for which the academic ineligibility was served in order for the ineligibility to be considered served. If an athlete fails to complete the season (quits or is kicked off) the ineligibility period will carry over in its entirety to the next sport the athlete participates in.
- \*Appeal Process: 1) Complete form (in HS office); 2) Schedule a time to meet with the Appeal Board. 3) All documentation has been reviewed.

The Iowa High School Speech and Music Associations have adopted a similar policy for academic eligibility. However, the period of ineligibility varies slightly. The following policy will be applied to all students involved in Speech, Vocal and Instrumental Music:

1. Eligibility will be checked at the end of each grading period (when grades are recorded to a student's transcript). At Humboldt, this is at the end of each semester.
2. Students must be passing all classes and make adequate progress toward graduation to remain eligible.
  - a. If not passing all classes at the end of a grading period (semester), a student is ineligible for 30 calendar days in any competitive event sanctioned by the IHSMA or any IHSMA sponsored event that is non-graded (doesn't affect course GPA).
  - b. The period of ineligibility begins with the day grades are issued by the school district.

## **Academic Integrity**

In education, where performance is considered an accurate reflection of ability and effort, academic integrity, and honesty are essential. In order to meet the demand of work and society in the future, each student must identify and exhibit his or her own academic strengths. Students who are involved in cheating, plagiarism, or theft of academic materials weaken the integrity of the academic process and will be subjected to the following consequences:

## **Humboldt Community School District Plagiarism Policy**

### **Rationale**

The faculty at Humboldt Community School District is committed to teaching students how to become ethical users of information and ideas. It is our responsibility not only to educate students in the research process, mechanics of writing and proper documentation, but also to hold these students accountable for honest work. Whether an assigned project is in a visual, written or spoken format, students are expected to accurately reference all sources of information consulted for the project. Plagiarism is regarded as a serious offense and will not be tolerated by the Humboldt Community School District or any other institution of higher learning. It is an expectation that all teachers and students adhere to and enforce this policy. Using information in an ethical manner is a requirement in everyone's personal life, employment, and citizenship.

### **Definition of Plagiarism**

Plagiarism is defined as using another person's ideas and/or works, whether intentional or not, in whole or in part, from a print or non-print source, and claiming those ideas or works as one's own.

This would include but is not limited to:

- Purchasing of a work whether created specifically for an assignment or not.
- Exchanging assignments with another person.
- Using a previously submitted document in any class without current teacher's permission.
- Providing work to be copied or used by another student.
- Deliberate and/or consistent lack of proper documentation and citation in the project or paper.
- In-text documentation that is not reflected in the works cited page.

### **Student Responsibilities**

- Submit original work;
- Follow the project instructions and deadlines assigned by the teacher;
- Ask questions and seek help from appropriate persons (teachers, the teacher librarian, peers);
- Proper citations including a works cited and in-text or in-project citations.

### **Plagiarism Violations**

If a teacher has sufficient reason to believe that a student has plagiarized, the teacher must determine the level of plagiarism according to the criteria below. A committee may be formed comprised of a selection of the principal, guidance

counselor, department chair, library media specialist and teacher involved then has the option to meet to determine what actions, if any, will be taken.

### **Degrees of plagiarism**

I. A first-degree violation may occur due to ignorance or inexperience on the part of the student. An example of plagiarism at this level may involve a student's using a paragraph or a few lines of text without properly citing the material, however, most of the paper is the student's own work.

**Recommended procedures for first-degree violations are outlined below; any one or more procedures may be chosen:**

1. Student may be asked to correct instances of plagiarism within the original assignment.
2. A grade reduction on the original assignment.
3. A make-up assignment at a more difficult level.
4. Disciplinary action taken by administration, including parent notification.

II. A second-degree violation is considered a more serious plagiarism offense. Examples of this violation include use of one or more paragraphs of another's ideas and/or works without correct citation. Incorrect citation may often take the form of improper paraphrasing. Although some of the work is the student's, it is evident that much of the work has been taken from other sources and not referenced. A second-degree violation may also be a student who provides another student with a minor assignment (ex. daily assignment or worksheet) to be plagiarized.

**Recommended procedures for second-degree violations are outlined below; any one or more procedures may be chosen:**

1. Student may be asked to correct instances of plagiarism within the original assignment.
2. A grade reduction on the original assignment.
3. A make-up assignment at a more difficult level.
4. Disciplinary action taken by administration, including parent notification.
5. A letter in the student's academic files detailing the offense.
6. Notification to National Honor Society advisor, if appropriate.

III. A third degree violation is a severe case of plagiarism and indicates the majority of a student's work has been taken from another source or sources and not referenced. An example may be the use of a purchased term paper or other materials as one's own. Also, this violation may involve improperly acquiring information and/or intentionally altering it, i.e. citing sources that are not actually sources. In addition, a third degree violation occurs when a student has been found guilty of plagiarism in a prior instance. In this instance a committee meeting may be held to discuss what will happen. A third degree violation may also be a student who provides another student with a major assignment (ex. term paper or large project) to be plagiarized.

**Recommended procedures for third degree violations are outlined below; any one or more procedures may be chosen:**

1. A recommendation that no credit be given for the original assignment.
2. A reduction in overall course grade for the term or year.
3. Disciplinary action taken by administration, including parent notification.
4. A letter in the student's academic files detailing the offense.
5. Notification to National Honor Society advisor, if appropriate.

## **Finals Policy**

Students with excused absences, who are unable to take finals during the scheduled time or the scheduled make-up time, will take their finals during the schedule teacher in-service day:

Semester 1 – prior to the start of second semester.

Semester 2 – prior to the start of summer vacation.

It is the responsibility of the student to schedule these times with their teachers.

## **Grade Reports**

### **Semester Grades**

Semester grades will be computed using the following formula: Each quarter's percentage grade will be worth 40% and the final activity/test/project percentage will be worth 20% of the semester grade. Students who fail 2/3 will also fail the semester.

### **Report Cards**

Report cards are available to parents and students on the online portal of Infinite Campus. You can access grades online through your computer or smart phone. You will need to set up a password with the high school office to access the online information. Families who do not have internet access will receive report cards through the mail.

### **Mid-term Reports**

Mid-term reports are available to students and parents midway through each quarter. Such warning reports may be sent at other times also. Grades may be viewed on-line at anytime on the online portal of Infinite Campus. You can

access grades online through your computer or smart phone. You will need to set up a password with the high school office to access the on-line information.

### **Honor Roll**

At the end of each quarter a 3.0-3.499, 3.5- 4.0 point honor roll is prepared and published in the local newspaper.

### **Incompletes**

All students must complete all class work by the final day of each quarter. If there are medical reasons or other extenuating circumstances, as designated by the administration, these students are expected to clear all incompletes within two weeks after the end of each quarter. Failure to do so will result in either the work being graded as is or in a failing grade and loss of credit.

### **Student Schedules**

Students must schedule themselves into a minimum of seven class periods per day.

Students may drop/add a course to their schedule of classes during the first three days of each semester. Any student dropping a course after that time will receive an "F" on his/her report card.

### **General Course Requirements**

To ensure that all students have a sound education in fundamentals, the Board of Education requires that certain courses be taken for graduation. Other courses may be chosen to fit individual needs and plans. Students' programs of study should be the result of cooperative planning by the students with their parents, teachers, and the School Counselor.

A total of forty eight (48) semester credits are required to graduate. One credit is given for each subject satisfactorily pursued five days a week for a semester. Credits in grades 9-12 are included in computing graduation requirements.

**ALL GRADUATION REQUIREMENTS MUST BE MET BEFORE A STUDENT IS PERMITTED TO PARTICIPATE IN THE GRADUATION CEREMONY.**

The entire forty eight (48) semester credits required for graduation must be taken at the high school. However, courses taken away from the high school may, under certain circumstances, meet specific requirements. Courses taken under the Postsecondary Enrollment Options Act or courses taken at an approved alternative school may also count toward high school graduation.

*Be especially alert to the requirements of the three state universities in Iowa.*

A student's high school schedule must include seven courses for each semester in which they are enrolled in school. Each student is also urged to participate in the extra-curricular activity program of the school. However, no student should be overloaded with classes and extra-curricular activities to the detriment of his or her physical and mental health and/or scholarship.

The Board of Education of the Humboldt Community School District hereby designates the requirements for the Humboldt High School Diploma.

### **High School Diploma Requirements**

**Students must demonstrate mastery of the District Standards and Benchmarks in the following areas:**

#### **Language Arts (8 semesters/4 years)**

This can be accomplished through the successful completion of two semesters of Language Arts 9, two semesters of Language Arts 10, one semester each of Language Arts 11 and Language Arts 12 or equivalent. Students must also take two additional Language Arts courses their junior and senior years. This will give them the equivalent of four full years of Language Arts.

#### **Social Studies (6 semesters/3 years)**

This can be accomplished through the successful completion of two semesters of United States History during their ninth grade year, two semesters of Modern Civilizations during their tenth grade year, one semester of United States Government during their senior year and one semester of a social studies elective during their junior or senior years.

#### **Mathematics (6 semesters/3 years)**

This can be accomplished through the completion of six semesters of mathematics, one of which is Personal Money Management during their junior or senior year. Two semesters will be completed the freshman year with the remainder of the course work to be completed during the sophomore, junior and senior years.

\*Students are reminded that this graduation requirement will not satisfy the admission requirements of many post-secondary institutions.

#### **Science (6 semesters/3 years)**

This can be accomplished through the completion of six semesters of science. Students must complete two semesters of physical science their freshman year and two semesters of Biology their sophomore year. Earth Science is required course. The remainder of the course work should be completed during the junior and senior years.

\*Students are reminded that this graduation requirement will not satisfy the admission requirements of many post-secondary institutions.

**Physical Education (4 semester credits/.5 credits each semester)**

Students will be required to take PE each semester for four years to satisfy their physical education requirements.

**Electives (18 semester credits)**

Students will need to take 18 elective courses to achieve the required 48 semester credits necessary for graduation.

Humboldt Graduation Requirements do not satisfy college admission requirements in some areas. Students planning on attending a four year university are encouraged to consider the admission requirements for their chosen post-secondary institution. Most recommend four years of language arts, three years of science (including chemistry or physics), three years of math (including Algebra II), and three years of social studies.

**General Provisions**

- (a) All graduation requirements must be met before a student is permitted to take part in commencement. Conditions beyond the control of the individual student may warrant special consideration. Parents of students who have earned fewer than 42 semester credits at the end of the first semester of their senior year will receive notice from the Board of Education of the requirements to be met to be eligible for graduation. Detentions and disciplinary penalties must be cleared and all registration and textbook fees, library and other book fines, assessments and other monies owed to the school system must be paid before students are issued Humboldt High School diplomas are released.
- (b) Students may graduate when all requirements have been satisfactorily met. Graduation exercises will be held only at the end of the spring semester with diplomas being issued at that time.
- (c) Students must complete seven courses at Humboldt High School the semester prior to receiving a diploma.
- (d) All students receiving a diploma from Humboldt High School may participate in commencement exercises.
- (f) Students transferring credits or wishing to substitute credits earned through sources other than the local school program may petition the local administrative staff for approval.
- (g) Credits from an N.C.A. approved Correspondence School will be accepted in meeting graduation requirements.
- (h) Appropriate credit will be awarded each semester for successful completion of course work requirements for that semester.
- (i) Conditions for completion of graduation requirements after three years attendance (grades 9, 10, 11):
  - (1) A student may request senior status if enrolled in the courses which will complete all graduation requirements.
  - (2) The request will be made to the high school principal prior to the beginning of the student's junior year.
  - (3) No early dismissal or late arrival will be granted during the "Senior Status" semester.
  - (4) The student will take final tests at the same time as the senior class and will participate in commencement exercises.
  - (5) The student requesting senior status will contact the principal's office throughout the first semester of the junior year to receive appropriate senior information.
  - (6) Must notify the high school principal and have application in for approval by the specified date each year.
- (j) Students have the option for earning dual credit at both the college and high school, available through the Postsecondary Enrollment Option Act or a 28E agreement.

**Post-Secondary Enrollment Options Act**

Students in grades 9 through 12 may receive class or vocational-technical credits that count toward graduation requirements for successfully completed courses at community colleges, private colleges or state universities.

The school district may pay up to \$250 of the cost of a course taken by 9th and 10th grade talented and gifted students and 11th and 12th grade students. The school district pays only for courses which are not offered by the high school and which are offered during the regular school year by the community college, private college or state university. The school district does not pay for the costs of summer school classes. However, summer school classes are eligible for credit.

Students who take dual credit courses must meet all the assessment guidelines set by the local and post secondary institution. Students who fail or do not complete the course and their cumulative G.P.A. falls below 2.0, will be put on academic probation and will not qualify for financial aid at college.

Students who sign up for college classes are not allowed to drop/withdraw from the course after the first five days of each semester. This includes all dual credit courses taken at Humboldt High School, on college campus courses, Career Academy, Building Trades, Automotive Program and Online courses. Students wishing to drop a course for an everyday study hall cannot drop a college course.

## Early Graduation

Generally, students will be required to complete the necessary course work and graduate from high school at the end of grade twelve. Students may graduate prior to this time if they meet the minimum graduation requirements stated in board policy.

A student who graduates early will no longer be considered a student and will become an alumnus of the school district. However, the student who graduates early may participate in prom and commencement exercises.

Students may leave school at the completion of the first semester of their senior year and still graduate if the following requirements are met:

1. Must complete the academic work in required and elective courses as stipulated in the student handbook.
2. Must notify the high school principal and have application in for approval by the specified date each year.
3. Will be permitted to attend graduation ceremonies at the end of the school year but will not be eligible to participate in extra-curricular activities during spring semester.
4. Understand that class rank will be finally determined with the graduating class at the end of the 8th semester.
5. Must be responsible for contacting the high school principal's office monthly after leaving school in order to facilitate graduation plans.

## Driver Education

Driver Education is provided to Humboldt students through StreetSmarts Drivers Education. This is a private driver education company based in Clive, Iowa. You will need to go to their website at [www.StreetSmartsDriversEd.com](http://www.StreetSmartsDriversEd.com) to register for driver education. Follow the online directions for the location and date, and the registration form that needs to be sent back to StreetSmarts.

## School Permit

Students requesting a school permit must obtain an application form from the driver license examiner's office located at the Humboldt County Courthouse or any driver license office.

## Revocation of Driver's License

According to Department of Transportation (DOT) rules filed February 1, 1995, the revocation of a license applies to a person under the age of 18 who is not attending school.

## Student Activities

Humboldt High School is a member of the North Central Conference. The purpose of the conference is to promote and supervise interscholastic functions involving the member schools; to instill in the minds of students and people of the communities the right attitudes and ideas toward these activities; proper standard of conduct; and the spirit of true sportsmanship.

All State mandated rules will be adhered to by the conference schools. In addition, the following conference rules are noted:

1. No signs or slogans of any type are permitted in the gymnasium or at the playing fields.
2. Noise makers are not allowed at any contest held within a gymnasium.
3. Proper attire including shirts/shoes to be worn during indoor conference events.

Each student is urged to participate in one or more extra-curricular activity. The available activities are:

### Girls Athletics

Basketball  
Volleyball  
Golf  
Track  
Softball  
Cross Country  
Swimming (Ft. Dodge)  
Soccer

### Boys Athletics

Football  
Basketball  
Wrestling  
Track  
Golf  
Baseball  
Cross Country  
Swimming (Ft. Dodge)  
Soccer

### Co-Ed Athletics

Drill Team  
Cheerleading (V and JV)

### Clubs and Organizations

National Honor Society  
National FFA Organization  
Robotics  
Women's Chorus  
Concert Band

Nokomis (Yearbook)  
Student Senate  
Battle of the Books  
Marching Band  
Orchestra Pit Band

Mock Trial  
Spanish Club  
Concert Chorale  
Pep Band  
All State Band & Chorus

Individual Speech  
Spring Play

Large Group Speech  
Special Olympics

Fall Musical

### **Dual Sports Participation**

Dual Sports participation is allowed, if interested, student athletes should contact both head coaches and the Activities Director at least two weeks prior to the start of the season for more details.

### **Purchases and Requisitions**

Purchases for student organizations must be approved, in writing by the faculty sponsor. Purchase orders must be typed and mailed by the office. A purchase order must accompany all school purchases.

**COMPLAINT FORM**  
(Discrimination, Anti-Bullying, and Anti-Harassment)

Date of complaint: \_\_\_\_\_

Name of Complainant: \_\_\_\_\_

Are you filling out this form for yourself or someone else (please identify the individual if you are submitting on behalf of someone else): \_\_\_\_\_

Who or what entity do you believe discriminated against, harassed, or bullied you (or someone else)? \_\_\_\_\_

Date and place of alleged incident(s): \_\_\_\_\_

Names of any witnesses (if any): \_\_\_\_\_

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	

In the space below, please describe what happened and why you believe that you or someone else has been discriminated against, harassed, or bullied. Please be as specific as possible and attach additional pages if necessary.

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I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**WITNESS DISCLOSURE FORM**

Name of Witness: \_\_\_\_\_

Date of interview: \_\_\_\_\_

Date of initial complaint: \_\_\_\_\_

Name of Complainant (include whether the Complainant is a student or employee): \_\_\_\_\_

Date and place of alleged incident(s): \_\_\_\_\_

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color		
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed		

Description of incident witnessed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional information: \_\_\_\_\_

\_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## DISPOSITION OF COMPLAINT FORM

Date: \_\_\_\_\_

Date of initial complaint: \_\_\_\_\_

Name of Complainant (include whether the Complainant is a student or employee): \_\_\_\_\_

Date and place of alleged incident(s): \_\_\_\_\_

Name of Respondent (include whether the Respondent is a student or employee): \_\_\_\_\_

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	

Summary of Investigation: \_\_\_\_\_

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I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_