

South Hamilton Elementary

Parent/Student Handbook



2017-2018

MISSION STATEMENT

The South Hamilton School and community will provide students a safe environment with high standards in which students will have the opportunity to acquire the knowledge and skills to be productive, responsible members of society.

SOUTH HAMILTON COMMUNITY SCHOOLS ANNUAL NOTIFICATION OF NON-DISCRIMINATION POLICY STATEMENT:

It is the policy of the South Hamilton Community School District not to illegally 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 district grievance procedure for processing complaints of discrimination.

If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Paul Hemphill, 315 Division Street, Jewell, Iowa 50130
Phone number: 515-827-5096
Email address: paul_hemphill@s-hamilton.k12.ia.us

Or the Office for Civil Rights, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661.

South Hamilton Community School District Affirmative Action Compliance Plan

Introduction:

The following documents note and outline the Affirmative Action Plan for the South Hamilton Community School District. It is a goal-orientated plan developed to address the need for equality in all areas of employment at South Hamilton Community Schools.

This document contains the board policies that are to guide decisions for employment to assure that all applicants are provided an equal opportunity for employment. By following the policies along with the rules and regulations from the State of Iowa and the Federal Government, South Hamilton Community Schools will conduct its employment in a non-discriminatory manner.

The ability to achieve the goals will depend upon the diversity of applicants that are received for underrepresented areas. Sections of the plan will be reviewed/revised and/or updated annually to reflect any changes in board policy or procedures.

The Iowa Civil Rights Act prohibits discrimination in employment because of the age, race, creed, color, gender, national origin, religion or disability of an applicant or employee.

State and federal laws prohibit discrimination in employment based on color, sex, race, national origin, religion, creed, age, marital status, sexual orientation, gender identity, pregnancy, or disability. Those laws apply to all aspects of the employer-employee relationship. Those laws are directed toward conduct; that is, those laws regulate what may not be done.

Iowa law now requires each school district, area education agency and community college to "develop affirmative action standards." This program has been developed to meet the requirements of Iowa Code Section 19B.11 (1993) and Department of Education rules in Iowa Administrative Code 281-Chapter 95.

"Affirmative Action" is defined as "action appropriate to overcome the effects of past or present practices, policies, or other barriers to equal employment opportunity." Thus, anti-discrimination law regulates what shall not be done, and affirmative action law specifies what shall be done. The Iowa affirmative action law and rules apply to "recruitment, appointment, assignment and advancement of personnel."

The term "under-representation" will appear frequently in this program. It means "having fewer members of a racial/ethnic group, women, men or persons with disabilities in a particular job category than would be reasonably expected based on their availability in the relevant labor market."

For purposes of affirmative action, the term “disabled” means “any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment or is regarded as having such “impairment.”

If the required analysis done by the school district identifies under-representation in a job category, goals are required in an attempt to eradicate the under-representation. The goals are not to be treated or understood as rigid and inflexible quotas that must be met, but as reasonable aspirations toward correcting imbalance in the workforce; change can occur only when vacancies occur. In the selection process for filling vacancies in job groups where under-representation exists, race, sex or disability will serve as selection criteria but will not be the sole criteria...such elements will serve as a “plus” factor for individuals from an under-represented group who are qualified for the position to be filled.

Affirmative Action Policy Statement:

The South Hamilton Community School District has an established policy of Equal Employment Opportunity with respect to color, sex, race, national origin, religion, creed, age, marital status, sexual orientation, gender identity, pregnancy, or disability. The district has an established policy of taking affirmative action in recruitment, appointment, assignment and advancement of women, minorities, underrepresented groups and persons with disabilities. We expect the administration to know of and fully accept the equal opportunity and affirmative action policies and to make certain that no employee or applicant for employment shall suffer any form of discrimination because of color, sex, race, national origin, religion, creed, age, marital status, sexual orientation, gender identity, pregnancy, or disability. In order to effectively communicate and interpret the district’s policies to all levels of the administration and to all other employees, community and educational agencies, and the public in general, the following will be undertaken:

Affirmative Action Dissemination

1. Employees will be reminded annually of the district’s written statement of policy by:
 - A. Description of policy through publication or reference in issues or reissues of personnel handbooks.
 - B. When appropriate, publicize the EOE policy and such activities through news stories, other articles, various district publications, and the district website.
 - C. Detailed discussions at administrative and/or staff meetings.
2. Employment advertisements will contain assurance of equal opportunity employment.
3. All employment and recruiting sources where the district lists jobs will be reminded of our policy, both verbally and in writing.
4. Notices will be posted on bulletin boards and in locations where applicants are interviewed. These will inform employees and applicants of their rights under federal and state civil rights laws.

Responsibility for Implementing the Affirmative Action Program

Responsibility is assigned to the Affirmative Action Coordinator, who will render full assistance and support for those seeking help and assistance in taking affirmative action.

Recruitment and Promotion

Additional emphasis will be given to seeking and encouraging applicants from minority groups, women’s groups, underrepresented groups and persons with disabilities where such applicants with the necessary qualifications are available.

Training

All training and in-service programs supported or sponsored by the district will continue to be equally open to minority, women, underrepresented groups and persons with disabilities employees on the basis of qualifications.

Equal Opportunity

1. Hiring, Placement, Transfer, Lay-off and Recall.

The district recognizes that to accomplish the long-range objectives of its Equal Employment Opportunity policy, continued affirmative action must be taken to ensure that employment opportunities of all kinds are called to the specific attention of members of minority groups, women, underrepresented groups and persons with disabilities and that qualified members of such groups should be offered positions on the same basis as all other applicants or employees. To assure achievement of the objectives, the district will periodically review its hiring practices.

2. Compensation.

All employees, including women, minority groups, underrepresented groups and employees with disabilities will receive compensation in accordance with the same standards. Opportunities for performing overtime work or otherwise earning increased compensation will be afforded to all qualified employees without discrimination based on color, sex, race, national origin, religion, creed, age, marital status, sexual orientation, gender identity, pregnancy, or disability.

This Affirmative Action Program will be reviewed and updated bi-annually. Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action shall be directed to:

Affirmative Action Coordinator
Superintendent of Schools
South Hamilton Community CSD
315 Division Street
Jewell, IA 50130
515-827-5479

JURISDICTIONAL STATEMENT

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The board, administration, and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors, and guests with respect and courtesy. Students may not use abusive language, profanity or obscene gestures.

SCHOOL HOURS

7:45 a.m.	Teachers' Arrive
7:55 a.m.	Student Breakfast
8:20 a.m.	School Begins for grades 5-6, Preschool
8:30 a.m.	School Begins for grades Knd. – 4 th
11:20 a.m. – 12:40 p.m.	Lunch / Recess
3:25 p.m.	Dismissal

Parents of students who will be arriving at school before 8:00 a.m. need to contact the principal to make special arrangements. Students are not permitted in the school building after school unless requested to do so by a teacher. The students are to go home after school and not stay to play since there is no school supervision on the playground before or after school.

STUDENT ATTENDANCE

Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the education program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the routine of regular attendance are legitimate class objectives. Learning lost due to an absence, can never be replaced. Attending school regularly and being well prepared for class will help students now, as well as, prepare them for adulthood.

TARDINESS

It is important that students not be tardy to school since it disrupts the regular schedule for them. A student is tardy if they arrive after the scheduled start of classes and within one hour of scheduled start of classes. If a student arrives after 1 hour and prior to lunch, they shall be considered absent one-half day. A student who is dismissed 2 or more hours prior to the end of the regular day will be considered absent ½ day. Students who leave during the day and return prior to the end of the day are not to be penalized unless time gone exceeds 2 hours.

ABSENCES

If your child is absent from school please contact the elementary school office (827-5096 or 827-5077.) If you do not contact the school, the secretary will attempt to contact you to account for your child's absence.

If you would like to have make-up work for your child, please send a note or telephone, by 11:30a.m so that the teachers will have time to get this ready for you.

If your child will be leaving school during the day, they will need to sign out at the office so we know whom they will be leaving with and the reason.

PRIVATE LESSONS: It is a school policy that students may not be excused from school early for private lessons.

STUDENT BEHAVIOR GUIDELINES

Students are expected to be undistruptive to classmates and the school environment. Inappropriate behaviors may be followed by consequences such as missing recess, time out, or special seating assignment. Continued misbehavior will result in a parent contact by the teacher or principal. Please view this conference as an opportunity to work with your child's teacher or principal in order to maximize your child's education.

If a student continues to cause disruptions or act inappropriately, possible consequences could include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

The following rules and procedures are established for consistent student safety while at play on the playground.

1. The only ropes on the playground are to be used for jumping.
2. Refrain from throwing rocks, sticks, or other debris that may be on the ground.
3. Refrain from pushing, shoving, tripping, or pulling people on the playground.
4. Students are responsible for the playground equipment taken from inside the building. If they take something out, they are responsible for returning it.
5. Students are not to slide on the ice or snow unless approved by the teacher.
6. Throwing snowballs is prohibited.

STUDENT BEHAVIOR GUIDELINES, Continued

7. Candy and gum will not be permitted at recess time unless specifically allowed for special occasions by the playground supervisor.
8. Students are not allowed to leave the school grounds during recess.
9. Students are expected to have boots, gloves or mittens, caps, and adequate outer garments during inclement weather.
10. Students are expected to go outside for recess unless they have a medical excuse from their doctor.
11. Students are not to play games that include tackling, fighting, gangs, or hard balls.
12. Playground equipment should be used only as it is meant to be used.
13. Balls should not be kicked or thrown against the gym ceiling during indoor recess.
14. During recess or noon hour, students are to get the playground supervisor's permission when they wish to leave the playground or go into the building.
15. Students are expected to follow rules of fair play and exhibit good sportsmanship when playing games with other students.

BUSES

Riding the bus is a privilege that requires proper behavior. Students are aware of the rules when riding a bus. Parents are encouraged to discuss the importance of proper bus behavior with their child. If your child will not be riding the bus please notify the driver or have a student ahead of your pick-up tell the driver. This will save the driver from stopping. **Notes are required whenever a student plans to get off the bus somewhere other than the designated place. A note is also required if a non-bus student wishes to ride a bus.**

We use a bus referral form that involves the parents, driver, and principal whenever an elementary student needs help to improve bus behavior.

DRESS REQUIREMENTS

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco, and from wearing clothing which displays obscenity, profanity, vulgarity, double-meanings, racial or sexual remarks, any references to any prohibited conduct. The principal makes the final determination of the appropriateness of students' appearances. Caps and hats are not to be worn indoors except as part of a building or class activity. Students are to wear footwear while at school and wear boots, gloves, and adequate outer garments during inclement weather. Students are expected to go outside for recess unless they have a medical excuse from their doctor.

LAPTOP COMPUTERS

Students will have access to laptop computers for educational use during the school day. Laptops will be stored and charged in the students' classroom for grades K-4 and in the Commons for grades 5-6. It is the student's responsibility to handle and care for the laptop they are assigned. If a student **intentionally** damages a laptop they are responsible to repair or replace it. The school will cover all other costs of normal wear. These computers do NOT go home with the students. Students must follow the **Acceptable Use Agreement** for computer use. All computer use will be monitored by staff.

STUDENT SUPPORT SYSTEM

In addition to classroom teachers, the South Hamilton Schools have several individuals who are available to help you and your child. We have a guidance counselor, principal, nurse, school psychologist, school social worker, speech pathologist, special education teachers, Title I reading teacher, occupational therapist, physical therapist, at-risk coordinator and a special education consultant. All of these people are employed to assist you, your child, and your child's classroom teacher. Your child's classroom teacher may contact any of these professionals if concerns arise about your child's educational progress. These people may observe your child, visit with your child, provide recommendations, or provide direct interventions in order to help your child succeed in school.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences will be held after the first quarter and during the third quarter. Additional information about conferences will be sent to parents as the time approaches. Teachers or parents are encouraged to arrange additional conferences on an as-needed basis. Questions or concerns often develop, but school staff may not be aware of them, therefore, it is essential that parents contact the school when these conditions exist. The staff is committed to the total welfare of children and any information is important to meet their needs.

A parent should follow the following procedures when a problem, concern, or question exists:

1. Contact the teacher.
2. Arrange a conference and discuss the issue.
3. Determine resolution.
4. If unresolved, refer to the principal.
5. If unresolved, refer to the superintendent.
6. If unresolved, refer to the Board of Education.

SCHOOL VISITS

Parents are encouraged to visit their child's classes and school activities.

Visiting rules are:

1. **Any visitor to the school must report to the office of the principal upon arrival.**
2. All preschool children must be accompanied by an adult.
3. Children visiting from another school must obtain permission from the principal's office.
4. Please, no visiting the first two weeks of school, the last two weeks of school, or the day before or after a vacation.

TELEPHONE USE

The school telephones are for business purposes; personal use of the telephone is discouraged. Students will not be allowed to make long distance phone calls that are charged to the school. If they must make a long distance call they will be asked to use a cell phone or make it a collect call. If a student must be contacted at school, please leave a message with the secretary rather than calling the student to the phone. Student cell phones are to be turned off and stored in student lockers or cubbies during school hours, unless given special permission and monitored by school personnel.

FIELD TRIPS

Students are sometimes involved in field trips away from the school. We require that parents sign a permission form to allow their child to go on these trips. The permission forms are available at registration. Parents are informed whenever a field trip is planned.

CLASSROOM TREATS

Food brought into the school for student consumption must be store bought, unopened pre-packaged treats. **No homemade treats.**

ANIMALS IN THE CLASSROOM

Animals in the classroom can be, and have been, a safety hazard. Live animals are permitted in school facilities only for educational purposes and within the following guidelines:

1. Advance teacher permission is attained.
2. The animal is brought to school by the parent or owner.
3. The animal is supervised by parent or owner during the classroom visit.
4. The animal doesn't present a hazard to health and welfare of students or staff.
5. The animal is removed from the facility as soon as the visitation is completed.
6. Animals are not permitted to travel on school buses.

PERSONAL TOYS AND ITEMS

Students are not to bring their own toys, radios, and similar personal items to school unless they have special permission from their teacher to do this. The school CANNOT and WILL NOT be responsible for these items. They may be damaged while being used around other students.

BICYCLES/ROLLER-BLADES/ROLLER-SKATES/SKATEBOARDS

Students that ride bicycles to school are expected to abide by local traffic laws and practice bicycle safety. Upon arriving at the school grounds the bicycle is to be parked in the bicycle racks and is to remain there until the student goes home. Bicycles are not to be ridden during the regular school day. Students who ride bicycles will be dismissed at the same time as those who walk. Students that fail to follow the rules will have the privilege of bike riding removed, and may also be subject to additional discipline. Roller-blades, roller-skates, and skate boards should not be used to get back and forth to school and should not be brought into the school building at any time.

WALKING

Students walking to school are encouraged to use the safest route to and from school. Please stress to your child the importance of walking on the sidewalks at all times and not to walk in the street.

AUTOMOBILES

Parents dropping their children off and picking them up with automobiles should use the parking lot south of the elementary. The drive to the east of the building is designated as the bus loading and unloading zone.

IMMUNIZATIONS

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend until they receive the immunizations or the student makes arrangements with the principal. Only for specific medical or religious purposes are students exempted from the immunization requirements. Students may also be required to pass a TB test prior to attending school. Parents that have questions should contact the office.

HEALTH INFORMATION

If your child has any physical or emotional handicap, or some other problem that may affect progress in school, it is very important that you discuss this with school personnel.

INJURY OR ILLNESS AT SCHOOL

Parents will be notified first of injury or illness; please make work phone numbers available to us. The decision about asking extended family or friends to pick up your child will be yours.

MEDICATIONS

The South Hamilton Community School has a policy concerning the procedures to use in giving medication at school. Prescription medications must be brought to the school nurse in the original prescription container labeled with:

1. Student's Name;
2. Name of Medication;
3. Dosage;
4. Time to be administered;
5. Doctor's Name; and
6. Specific instructions accompanied by a signed and dated note from parent or guardian.

Nonprescription drugs such as Tylenol and cough syrup must be accompanied by a signed, dated note from a parent or guardian with specific instructions. A log will be maintained listing all medications dispensed at school. No stock medications will be dispensed. Other school personnel may be asked to dispense medications when the nurse is not available.

COMMUNICABLE AND INFECTIOUS DISEASES

Students that have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without their personal physician's approval. Infectious or communicable diseases include, but are not limited to, mumps, measles and chicken pox.

SCHOOL INSURANCE

Student health and accident insurance is available to students during registration at the beginning of the school year. Parents may purchase insurance for their children at their discretion. Parents who would like more information about student health and accident insurance should contact the business office.

ASBESTOS NOTIFICATION

The school district facilities have been inspected by a certified asbestos inspector as required in the Asbestos Hazard Emergency Response Act of 1986 (AHERA). The inspector located, sampled, and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan. A certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the superintendent's office.

SCHOOL CLOSINGS

Announcements for school closings, late starts, or early dismissals because of severe weather or building emergencies will be announced on:

Radio Stations

KQWC (1570 AM or 95.7 FM)

WHO (1040 AM)

Television Channels

WHO (Channel 13)

KCCI (Channel 8)

Emails and text messages will be immediately sent out to South Hamilton stakeholders who sign up for the KCCI service at <http://www.kcci.com/weather/closingsignup>.

Information will also be posted on the South Hamilton website www.s-hamilton.k12.ia.us.

EMERGENCY DRILLS

Periodically the school holds emergency evacuation and tornado drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exits are posted in all rooms. Fire and tornado drills are required by law, and there will be two fire and two tornado drills before December 31 and two fire and two tornado drills after January 1 for a total of eight each school year. Students will assemble at their class's assigned position outside of the building during a fire drill. Students will assemble at their class's assigned position in the building basement during a tornado drill.

OPEN ENROLLMENT

Iowa's open enrollment law allows students residing in one school district to request a transfer to another school district upon the parents' request. Students wishing to open enroll to another school district must apply for open enrollment by March 1 of the school year preceding the school year in which they wish to open enroll. Kindergarten students have a deadline of September 1 of the school year they wish to open enroll. Students interested in open enrolling out of the school district must contact the superintendent for information and forms.

SEXUAL ABUSE AND HARASSMENT OF STUDENTS BY EMPLOYEES

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated Middle/High School Principal Scott Dryer at 827-5418 as the elementary school Level I investigator. The district's school nurse may also be contacted directly. Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance; to obtain a weapon or other dangerous objects; for purposes of self-defense or to protect the safety of others; to remove a disruptive student; to protect others from harm; for the protection of property; or to protect a student from self-inflicted harm.

SEXUAL ABUSE AND HARASSMENT OF STUDENTS BY EMPLOYEES, Continued

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances; requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile, or offensive educational environment.

INITIATION, HAZING, BULLYING OR HARASSMENT

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

Students who feel they have been harassed or bullied should:

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

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

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

Sexual harassment includes, but is not limited to:

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

INITIATION, HAZING, BULLYING OR HARASSMENT, Continued

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

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

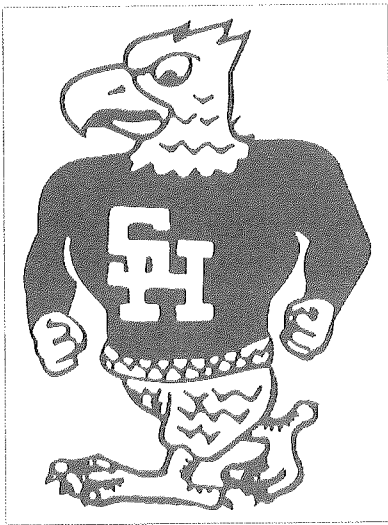
*****SOUTH HAMILTON CSD FILM/VIDEO PERTAINING TO MATERIAL RATINGS BEYOND "G" STATUS**

During the course of the school year there may be an opportunity to show clips of movies and videos for instructional purposes. Films and videos used in a classroom are intended to enrich, support, or extend the curriculum, while taking into consideration the varied instructional needs, abilities, interests, and developmental levels of the students served. Only "G" rated content will be presented and viewed by students in grades K -4th.

For the most part, all movies and videos to be shown to South Hamilton Elementary students will be rated G...however, on occasion there may be a need to show a PG rated presentation in a classroom in circumstances where the concepts covered in the film are directly related to the curriculum. The district will request your permission to allow your 5th-6th students to watch a PG movie at South Hamilton if and when selected. If at any time you have questions or concerns about what your child is viewing, please talk to the requesting certificated staff member

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If the required analysis done by the school district identifies under-representation in a job category, goals are required in an attempt to eradicate the under-representation. The goals are not to be treated or understood as rigid and inflexible quotas that must be met, but as reasonable aspirations toward correcting imbalance in the workforce; change can occur only when vacancies occur. In the selection process for filling vacancies in job groups where under-representation exists, race, sex or disability will serve as selection criteria but will not be the sole criteria...such elements will serve as a “plus” factor for individuals from an under-represented group who are qualified for the position to be filled.

Affirmative Action Policy Statement:

The South Hamilton Community School District has an established policy of Equal Employment Opportunity with respect to color, sex, race, national origin, religion, creed, age, marital status, sexual orientation, gender identity, pregnancy, or disability. The district has an established policy of taking affirmative action in recruitment, appointment, assignment and advancement of women, minorities, underrepresented groups and persons with disabilities. We expect the administration to know of and fully accept the equal opportunity and affirmative action policies and to make certain that no employee or applicant for employment shall suffer any form of discrimination because of color, sex, race, national origin, religion, creed, age, marital status, sexual orientation, gender identity, pregnancy, or disability. In order to effectively communicate and interpret the district’s policies to all levels of the administration and to all other employees, community and educational agencies, and the public in general, the following will be undertaken:

Affirmative Action Dissemination

1. Employees will be reminded annually of the district’s written statement of policy by:
 - A. Description of policy through publication or reference in issues or reissues of personnel handbooks.
 - B. When appropriate, publicize the EOE policy and such activities through news stories, other articles, various district publications, and the district website.
 - C. Detailed discussions at administrative and/or staff meetings.
2. Employment advertisements will contain assurance of equal opportunity employment.
3. All employment and recruiting sources where the district lists jobs will be reminded of our policy, both verbally and in writing.
4. Notices will be posted on bulletin boards and in locations where applicants are interviewed. These will inform employees and applicants of their rights under federal and state civil rights laws.

Responsibility for Implementing the Affirmative Action Program

Responsibility is assigned to the Affirmative Action Coordinator, who will render full assistance and support for those seeking help and assistance in taking affirmative action.

Recruitment and Promotion

Additional emphasis will be given to seeking and encouraging applicants from minority groups, women’s groups, underrepresented groups and persons with disabilities where such applicants with the necessary qualifications are available.

Training

All training and in-service programs supported or sponsored by the district will continue to be equally open to minority, women, underrepresented groups and persons with disabilities employees on the basis of qualifications.

Equal Opportunity

1. Hiring, Placement, Transfer, Lay-off and Recall.

The district recognizes that to accomplish the long-range objectives of its Equal Employment Opportunity policy, continued affirmative action must be taken to ensure that employment opportunities of all kinds are called to the specific attention of members of minority groups, women, underrepresented groups and persons with disabilities and that qualified members of such groups should be offered positions on the same basis as all other applicants or employees. To assure achievement of the objectives, the district will periodically review its hiring practices.

2. Compensation.

All employees, including women, minority groups, underrepresented groups and employees with disabilities will receive compensation in accordance with the same standards. Opportunities for performing overtime work or otherwise earning increased compensation will be afforded to all qualified employees without discrimination based on color, sex, race, national origin, religion, creed, age, marital status, sexual orientation, gender identity, pregnancy, or disability.

This Affirmative Action Program will be reviewed and updated bi-annually. Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action shall be directed to:

Affirmative Action Coordinator
Superintendent of Schools
South Hamilton Community CSD
315 Division Street
Jewell, IA 50130
515-827-5479

JURISDICTIONAL STATEMENT

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The board, administration, and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors, and guests with respect and courtesy. Students may not use abusive language, profanity or obscene gestures.

SCHOOL HOURS

7:45 a.m.	Teachers' Arrive
7:55 a.m.	Student Breakfast
8:20 a.m.	School Begins for grades 5-6, Preschool
8:30 a.m.	School Begins for grades Knd. – 4 th
11:20 a.m. – 12:40 p.m.	Lunch / Recess
3:25 p.m.	Dismissal

Parents of students who will be arriving at school before 8:00 a.m. need to contact the principal to make special arrangements. Students are not permitted in the school building after school unless requested to do so by a teacher. The students are to go home after school and not stay to play since there is no school supervision on the playground before or after school.

STUDENT ATTENDANCE

Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the education program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the routine of regular attendance are legitimate class objectives. Learning lost due to an absence, can never be replaced. Attending school regularly and being well prepared for class will help students now, as well as, prepare them for adulthood.

TARDINESS

It is important that students not be tardy to school since it disrupts the regular schedule for them. A student is tardy if they arrive after the scheduled start of classes and within one hour of scheduled start of classes. If a student arrives after 1 hour and prior to lunch, they shall be considered absent one-half day. A student who is dismissed 2 or more hours prior to the end of the regular day will be considered absent ½ day. Students who leave during the day and return prior to the end of the day are not to be penalized unless time gone exceeds 2 hours.

ABSENCES

If your child is absent from school please contact the elementary school office (827-5096 or 827-5077.) If you do not contact the school, the secretary will attempt to contact you to account for your child's absence.

If you would like to have make-up work for your child, please send a note or telephone, by 11:30a.m so that the teachers will have time to get this ready for you.

If your child will be leaving school during the day, they will need to sign out at the office so we know whom they will be leaving with and the reason.

PRIVATE LESSONS: It is a school policy that students may not be excused from school early for private lessons.

STUDENT BEHAVIOR GUIDELINES

Students are expected to be undistruptive to classmates and the school environment. Inappropriate behaviors may be followed by consequences such as missing recess, time out, or special seating assignment. Continued misbehavior will result in a parent contact by the teacher or principal. Please view this conference as an opportunity to work with your child's teacher or principal in order to maximize your child's education.

If a student continues to cause disruptions or act inappropriately, possible consequences could include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

The following rules and procedures are established for consistent student safety while at play on the playground.

1. The only ropes on the playground are to be used for jumping.
2. Refrain from throwing rocks, sticks, or other debris that may be on the ground.
3. Refrain from pushing, shoving, tripping, or pulling people on the playground.
4. Students are responsible for the playground equipment taken from inside the building. If they take something out, they are responsible for returning it.
5. Students are not to slide on the ice or snow unless approved by the teacher.
6. Throwing snowballs is prohibited.

STUDENT BEHAVIOR GUIDELINES, Continued

7. Candy and gum will not be permitted at recess time unless specifically allowed for special occasions by the playground supervisor.
8. Students are not allowed to leave the school grounds during recess.
9. Students are expected to have boots, gloves or mittens, caps, and adequate outer garments during inclement weather.
10. Students are expected to go outside for recess unless they have a medical excuse from their doctor.
11. Students are not to play games that include tackling, fighting, gangs, or hard balls.
12. Playground equipment should be used only as it is meant to be used.
13. Balls should not be kicked or thrown against the gym ceiling during indoor recess.
14. During recess or noon hour, students are to get the playground supervisor's permission when they wish to leave the playground or go into the building.
15. Students are expected to follow rules of fair play and exhibit good sportsmanship when playing games with other students.

BUSES

Riding the bus is a privilege that requires proper behavior. Students are aware of the rules when riding a bus. Parents are encouraged to discuss the importance of proper bus behavior with their child. If your child will not be riding the bus please notify the driver or have a student ahead of your pick-up tell the driver. This will save the driver from stopping. **Notes are required whenever a student plans to get off the bus somewhere other than the designated place. A note is also required if a non-bus student wishes to ride a bus.**

We use a bus referral form that involves the parents, driver, and principal whenever an elementary student needs help to improve bus behavior.

DRESS REQUIREMENTS

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco, and from wearing clothing which displays obscenity, profanity, vulgarity, double-meanings, racial or sexual remarks, any references to any prohibited conduct. The principal makes the final determination of the appropriateness of students' appearances. Caps and hats are not to be worn indoors except as part of a building or class activity. Students are to wear footwear while at school and wear boots, gloves, and adequate outer garments during inclement weather. Students are expected to go outside for recess unless they have a medical excuse from their doctor.

LAPTOP COMPUTERS

Students will have access to laptop computers for educational use during the school day. Laptops will be stored and charged in the students' classroom for grades K-4 and in the Commons for grades 5-6. It is the student's responsibility to handle and care for the laptop they are assigned. If a student **intentionally** damages a laptop they are responsible to repair or replace it. The school will cover all other costs of normal wear. These computers do NOT go home with the students. Students must follow the **Acceptable Use Agreement** for computer use. All computer use will be monitored by staff.

STUDENT SUPPORT SYSTEM

In addition to classroom teachers, the South Hamilton Schools have several individuals who are available to help you and your child. We have a guidance counselor, principal, nurse, school psychologist, school social worker, speech pathologist, special education teachers, Title I reading teacher, occupational therapist, physical therapist, at-risk coordinator and a special education consultant. All of these people are employed to assist you, your child, and your child's classroom teacher. Your child's classroom teacher may contact any of these professionals if concerns arise about your child's educational progress. These people may observe your child, visit with your child, provide recommendations, or provide direct interventions in order to help your child succeed in school.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences will be held after the first quarter and during the third quarter. Additional information about conferences will be sent to parents as the time approaches. Teachers or parents are encouraged to arrange additional conferences on an as-needed basis. Questions or concerns often develop, but school staff may not be aware of them, therefore, it is essential that parents contact the school when these conditions exist. The staff is committed to the total welfare of children and any information is important to meet their needs.

A parent should follow the following procedures when a problem, concern, or question exists:

1. Contact the teacher.
2. Arrange a conference and discuss the issue.
3. Determine resolution.
4. If unresolved, refer to the principal.
5. If unresolved, refer to the superintendent.
6. If unresolved, refer to the Board of Education.

SCHOOL VISITS

Parents are encouraged to visit their child's classes and school activities.

Visiting rules are:

1. **Any visitor to the school must report to the office of the principal upon arrival.**
2. All preschool children must be accompanied by an adult.
3. Children visiting from another school must obtain permission from the principal's office.
4. Please, no visiting the first two weeks of school, the last two weeks of school, or the day before or after a vacation.

TELEPHONE USE

The school telephones are for business purposes; personal use of the telephone is discouraged. Students will not be allowed to make long distance phone calls that are charged to the school. If they must make a long distance call they will be asked to use a cell phone or make it a collect call. If a student must be contacted at school, please leave a message with the secretary rather than calling the student to the phone. Student cell phones are to be turned off and stored in student lockers or cubbies during school hours, unless given special permission and monitored by school personnel.

FIELD TRIPS

Students are sometimes involved in field trips away from the school. We require that parents sign a permission form to allow their child to go on these trips. The permission forms are available at registration. Parents are informed whenever a field trip is planned.

CLASSROOM TREATS

Food brought into the school for student consumption must be store bought, unopened pre-packaged treats. **No homemade treats.**

ANIMALS IN THE CLASSROOM

Animals in the classroom can be, and have been, a safety hazard. Live animals are permitted in school facilities only for educational purposes and within the following guidelines:

1. Advance teacher permission is attained.
2. The animal is brought to school by the parent or owner.
3. The animal is supervised by parent or owner during the classroom visit.
4. The animal doesn't present a hazard to health and welfare of students or staff.
5. The animal is removed from the facility as soon as the visitation is completed.
6. Animals are not permitted to travel on school buses.

PERSONAL TOYS AND ITEMS

Students are not to bring their own toys, radios, and similar personal items to school unless they have special permission from their teacher to do this. The school CANNOT and WILL NOT be responsible for these items. They may be damaged while being used around other students.

BICYCLES/ROLLER-BLADES/ROLLER-SKATES/SKATEBOARDS

Students that ride bicycles to school are expected to abide by local traffic laws and practice bicycle safety. Upon arriving at the school grounds the bicycle is to be parked in the bicycle racks and is to remain there until the student goes home. Bicycles are not to be ridden during the regular school day. Students who ride bicycles will be dismissed at the same time as those who walk. Students that fail to follow the rules will have the privilege of bike riding removed, and may also be subject to additional discipline. Roller-blades, roller-skates, and skate boards should not be used to get back and forth to school and should not be brought into the school building at any time.

WALKING

Students walking to school are encouraged to use the safest route to and from school. Please stress to your child the importance of walking on the sidewalks at all times and not to walk in the street.

AUTOMOBILES

Parents dropping their children off and picking them up with automobiles should use the parking lot south of the elementary. The drive to the east of the building is designated as the bus loading and unloading zone.

IMMUNIZATIONS

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend until they receive the immunizations or the student makes arrangements with the principal. Only for specific medical or religious purposes are students exempted from the immunization requirements. Students may also be required to pass a TB test prior to attending school. Parents that have questions should contact the office.

HEALTH INFORMATION

If your child has any physical or emotional handicap, or some other problem that may affect progress in school, it is very important that you discuss this with school personnel.

INJURY OR ILLNESS AT SCHOOL

Parents will be notified first of injury or illness; please make work phone numbers available to us. The decision about asking extended family or friends to pick up your child will be yours.

MEDICATIONS

The South Hamilton Community School has a policy concerning the procedures to use in giving medication at school. Prescription medications must be brought to the school nurse in the original prescription container labeled with:

1. Student's Name;
2. Name of Medication;
3. Dosage;
4. Time to be administered;
5. Doctor's Name; and
6. Specific instructions accompanied by a signed and dated note from parent or guardian.

Nonprescription drugs such as Tylenol and cough syrup must be accompanied by a signed, dated note from a parent or guardian with specific instructions. A log will be maintained listing all medications dispensed at school. No stock medications will be dispensed. Other school personnel may be asked to dispense medications when the nurse is not available.

COMMUNICABLE AND INFECTIOUS DISEASES

Students that have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without their personal physician's approval. Infectious or communicable diseases include, but are not limited to, mumps, measles and chicken pox.

SCHOOL INSURANCE

Student health and accident insurance is available to students during registration at the beginning of the school year. Parents may purchase insurance for their children at their discretion. Parents who would like more information about student health and accident insurance should contact the business office.

ASBESTOS NOTIFICATION

The school district facilities have been inspected by a certified asbestos inspector as required in the Asbestos Hazard Emergency Response Act of 1986 (AHERA). The inspector located, sampled, and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan. A certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the superintendent's office.

SCHOOL CLOSINGS

Announcements for school closings, late starts, or early dismissals because of severe weather or building emergencies will be announced on:

Radio Stations

KQWC (1570 AM or 95.7 FM)
WHO (1040 AM)

Television Channels

WHO (Channel 13)
KCCI (Channel 8)

Emails and text messages will be immediately sent out to South Hamilton stakeholders who sign up for the KCCI service at <http://www.kcci.com/weather/closingsignup>.

Information will also be posted on the South Hamilton website www.s-hamilton.k12.ia.us.

EMERGENCY DRILLS

Periodically the school holds emergency evacuation and tornado drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exits are posted in all rooms. Fire and tornado drills are required by law, and there will be two fire and two tornado drills before December 31 and two fire and two tornado drills after January 1 for a total of eight each school year. Students will assemble at their class's assigned position outside of the building during a fire drill. Students will assemble at their class's assigned position in the building basement during a tornado drill.

OPEN ENROLLMENT

Iowa's open enrollment law allows students residing in one school district to request a transfer to another school district upon the parents' request. Students wishing to open enroll to another school district must apply for open enrollment by March 1 of the school year preceding the school year in which they wish to open enroll. Kindergarten students have a deadline of September 1 of the school year they wish to open enroll. Students interested in open enrolling out of the school district must contact the superintendent for information and forms.

SEXUAL ABUSE AND HARASSMENT OF STUDENTS BY EMPLOYEES

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated Middle/High School Principal Scott Dryer at 827-5418 as the elementary school Level I investigator. The district's school nurse may also be contacted directly. Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance; to obtain a weapon or other dangerous objects; for purposes of self-defense or to protect the safety of others; to remove a disruptive student; to protect others from harm; for the protection of property; or to protect a student from self-inflicted harm.

SEXUAL ABUSE AND HARASSMENT OF STUDENTS BY EMPLOYEES, Continued

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances; requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile, or offensive educational environment.

INITIATION, HAZING, BULLYING OR HARASSMENT

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

Students who feel they have been harassed or bullied should:

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

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

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

Sexual harassment includes, but is not limited to:

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

INITIATION, HAZING, BULLYING OR HARASSMENT, Continued

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

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

*****SOUTH HAMILTON CSD FILM/VIDEO PERTAINING TO MATERIAL RATINGS BEYOND "G" STATUS**

During the course of the school year there may be an opportunity to show clips of movies and videos for instructional purposes. Films and videos used in a classroom are intended to enrich, support, or extend the curriculum, while taking into consideration the varied instructional needs, abilities, interests, and developmental levels of the students served. Only "G" rated content will be presented and viewed by students in grades K -4th.

For the most part, all movies and videos to be shown to South Hamilton Elementary students will be rated G...however, on occasion there may be a need to show a PG rated presentation in a classroom in circumstances where the concepts covered in the film are directly related to the curriculum. The district will request your permission to allow your 5th-6th students to watch a PG movie at South Hamilton if and when selected. If at any time you have questions or concerns about what your child is viewing, please talk to the requesting certificated staff member