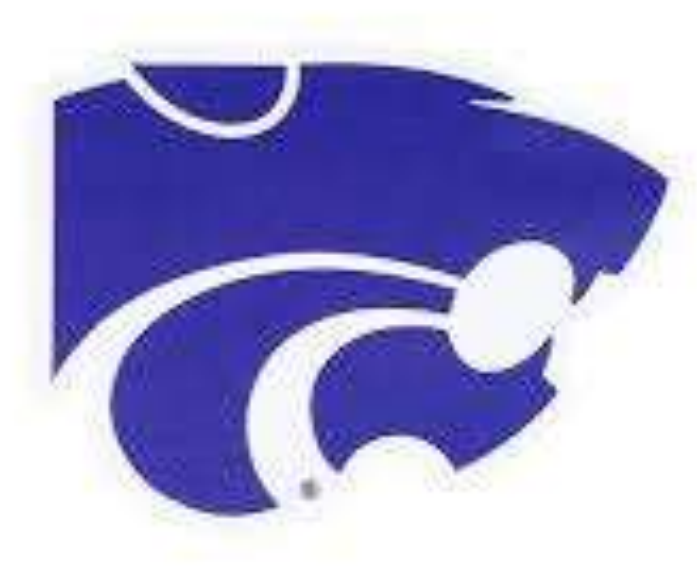


# **Hamburg Parent/Student Handbook 2018 - 2019**



**Hamburg Community School (PreK-8)  
309 S Street  
Hamburg, Iowa 51640**

**P: 712-382-2017  
F: 712-382-1922**

**[www.hamburgcsd.org](http://www.hamburgcsd.org)**

## Table of Contents

Opening information .....	3
Faculty and staff info .....	4
Equal Education Opportunity Policy and Harassment Statement .....	5
Non discrimination policy .....	6
Multicultural .....	6
Gender fair .....	6
Grievance Form .....	7
Jurisdictional & Behavioral Expectation Statement .....	8
Definitions .....	9
Definition of Homeless Child Youth .....	9
School Fees .....	9
Emergency Forms .....	10
Anti Bullying/Harassment Policy .....	10
Anti bullying/Harassment Investigation Procedures .....	12
Complaint Procedures .....	13
Investigation Procedures .....	13
Resolution of the Complaint .....	13
Student Attendance .....	16
Student Health, Well Being & Safety .....	20
Student Activities .....	24
Student Records .....	30
Student Rights & Responsibilities .....	32
Student Scholastic Achievement .....	50
Teacher Qualification Parental Right to Know .....	53
Good Conduct Rule .....	57
Miscellaneous .....	60
Student Information Section .....	63
Signature Sheet .....	68

## **Opening Information**

Welcome to the 2018-2019 school year. The Hamburg Community School District strives to provide all our students the best educational experience possible, and we hope this year will be full of new and rewarding learning experiences.

This Student/Parent Handbook is the primary and most efficient way for our school districts to provide students and parents notice of the school districts' policies and practices. This handbook informs students and parents about the Boards' position on many issues such as discipline, attendance and eligibility for extracurricular activities. In addition, it conveys each school's spirit and the expectations of each school and the districts. This handbook specifically addresses the rights and responsibilities of students. It is necessary that parents and students read all of this information together carefully at the beginning of the school year. If you need clarification on any part of it, please contact your child's building administrator.

In addition to this handbook, it is extremely important that parents carefully and completely read all communication that comes home from school, from the principal's office and from your child's teacher. The elementary schools and the middle school provide a "take-home" folder which we encourage children to use. Please make it a regular habit to check these "take-home" folders for information from school. If you have students in school, please make it a regular habit each day to ask them if they have school related information that you need to know.

## **School Districts' Mission**

The mission of the Hamburg Community School District is to empower students to become intellectual explorers.

## **Names of Faculty and Staff and Their Assignments**

### **Administration**

Superintendent/Principal: Dr. Mike Wells
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### **Marnie Simons Elementary Faculty**

Preschool: Catie Reafleng	Fourth Grade: Wendy Duncan
Kindergarten: Brenda Brandt	Fifth Grade: Lindsey Tomlinson
First Grade: Michele Hendrickson	Art/TAG Karen Wells/Kim Dovel
Second Grade: Kris Williams	Resource: Lora Lea Owen & Tammy Schaaf
Third Grade: Lisa Welch	School Nurse: Erika Haning
Title I: Kristen Martin	Counselor: JH Wolf

### **Marnie Simons Elementary Staff**

Secretary: Roxanne Sebek	Custodian: Patricia Trosper
Bus Driver: Deb Robinson	Bus Driver: Curt Crain
Behavioral Interventionist: Julia Shull	Library: Trisha Peeler
Preschool Assistant: Lindsay Schaeffer	Kitchen: Deb Crain
Head Cook: Vicki Hansen	Para Professionals: Ray McCreary, Veronica Hayes, Julie Holmes

### **Middle School Faculty**

Science: Aaron Allred	Art: Karen Wells
PE/Health: Kim Dovel	Vocational Agriculture: TBD
English: Kim Dovel	Industrial Technology: TBD
Resource: Lora Lea Owen	Social Studies: Matt Peters
FCS: Abby Boerkircher	Band/Choir: Teri Emberton
Math: Jennifer Wright & Verlaine Hall	Counselor: JH Wolf
Iron Chef: Matt Peters	Activities Director: Mike Wells

## **Equal Educational Opportunity Policy and Harassment Statement**

The board will not discriminate in its educational activities or employment opportunities on the basis of age, race, color, national origin, gender, creed, sexual orientation, gender identity, religion, sex, disability, socioeconomic status or marital status.

There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's Equity Coordinator Dr. Mike Wells, 309 S Street, Hamburg, Iowa 51640 phone: 712-382-2017; email: [mwells@hamburgcsd.org](mailto:mwells@hamburgcsd.org)

In addition, the District prohibits hostile work and learning environment harassment toward employees or students that are not allegations of discrimination. Complaints of hostile work or learning environment harassment may be filed with Brandi Oakes, Human Resource Director, at 309 S Street, Hamburg, Iowa phone: 712-382-2017; email: [boakes@hamburgcsd.org](mailto:boakes@hamburgcsd.org)

The district is committed to maintaining a learning and working environment free of any form of sexual harassment toward personnel and students on school grounds, on school time, at a school-sponsored activity or in a school-related context. Complaints of sexual harassment filed against students and complaints of sexual harassment filed against employees or adults may be filed with Dr. Wells at [mwells@hamburgcsd.org](mailto:mwells@hamburgcsd.org)

Inquiries or grievances related to this policy may be directed to the Equal Employment Opportunity Commission Chicago Office, 500 W. Madison Street, Suite 2000, Chicago, IL 60661, 1-800-669-4000. Inquiries may also be directed to the Director, Iowa Department of Education, Grimes State Office Building, 400 E. 14th Street, Des Moines, IA 50319-0146.

# Non-Discrimination Policy

It is the policy of the Hamburg Community School Districts 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 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, Dr. Mike Wells, 309 S Street, Hamburg, Iowa 51640, phone 712-382-2017 or by email [mwells@hamburgcsd.org](mailto:mwells@hamburgcsd.org)

**Multicultural (MC)** approaches to the educational program are defined as those with foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, including race, color, national origin, sex, disability, religion, creed, and socioeconomic background. The contributions and perspectives of Asian Americans, African Americans, Hispanic Americans, American Indians, European Americans, and persons with disabilities.

**Gender Fair (GF)** approaches to the educational program are defined as approaches which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of women and men to society. The program shall reflect the wide variety of roles open to both women and men and which provide equal opportunity to both sexes.

Code No. 102.E2

GRIEVANCE FORM FOR COMPLAINTS OF DISCRIMINATION  
OR NON-COMPLIANCE WITH FEDERAL OR STATE REGULATIONS  
REQUIRING NON-DISCRIMINATION

I, \_\_\_\_\_, am filing this grievance because

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(Attach additional sheets if necessary)

Describe incident or occurrences as accurately as possible:

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(Attach additional sheets if necessary)

Signature\_\_\_\_\_

Address\_\_\_\_\_

Phone Number\_\_\_\_\_

If student, name\_\_\_\_\_ Grade Level\_\_\_\_\_

Attendance Center\_\_\_\_\_

# **Jurisdictional and Behavioral Expectations Statement**

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

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect twelve (12) months a year. A violation of a school district policy, rule, regulation or student handbook may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

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

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

## **Definitions**

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



# Definition of Homeless/Child Youth:

A homeless child or youth ages 3-21; A child who lacks a fixed, regular and adequate nighttime residence and includes the following: A child who is sharing the housing of others (includes doubled-up families) due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, or camping grounds due to the lack of alternative accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital, or is awaiting foster care placement, a child who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for humans beings a child who is living in a car, park, abandoned building, substandard housing, bus or train station, or similar setting; or a migratory child/youth who qualifies as homeless because of the living circumstances described above includes youth who have runaway or youth being forced to leave home.

## School Fees

The school district charges fees for certain items, such as a materials fee. Students whose families meet the income guidelines for free and reduced price lunch, the [Family Investment Program \(FIP\)](#), transportation assistance under open enrollment, or students who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact their child's building secretary during registration for a waiver form. This waiver does not carry over from year to year and must be completed annually.

**Registration and Fees:** School registration is held several days prior to the first day of school. This registration period is published and broadcast over the local media. All students in grades K-8 are assessed a \$20.00, with a maximum of \$60.00 per family. Program fees, pupil insurance, athletic insurance, hot lunch, and other fees associated with extracurricular activities should be paid upon registration.

### Lunch Prices for the 2018-2019 school year are as follows

Student Lunch .....	\$2.45
Adult Lunch.....	\$3.65
Reduced Lunch Price.....	\$0.40
Extra Milk.....	\$0.30

### Breakfast Prices for the 2018-2019 school year are as follows

Student Breakfast.....	Free Universal Breakfast
Adult School Breakfast.....	\$2.25
Extra Milk.....	\$0.30

# Emergency Forms

At the beginning of each school year, parents must file an emergency form with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify their child's building secretary if the information on the emergency form changes during the school year.

## ANTI-BULLYING/HARASSMENT POLICY Code No. 104

Harassment and bullying of students, employees and volunteers are against federal, state and local policy, and are not tolerated by the District or the Board. The District and the Board 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. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, race, color, national origin, sex, sexual orientation, gender identity, socioeconomic status, disability, religion, creed, age, marital status, or genetic information. Harassment against employees and volunteers based upon race, color, national origin, gender, sexual orientation, gender identity, socioeconomic status, disability, religion, creed, age, marital status, or genetic information is prohibited.

This policy is in effect while students, employees and volunteers are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee or volunteer is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, 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 up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or

- 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.

“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 may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the 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 by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive educational environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall 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.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal or designee will be responsible for handling all complaints by students alleging bullying or harassment. The building principal or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the board. The superintendent shall report to the board on the progress of reducing bullying and harassment in the board.

## **ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES**

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual 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 did;
    - witnesses to the harassment;
    - what the student said or did, either at the time or later;
    - how the student felt; and
    - how the harasser responded.

# **COMPLAINT PROCEDURE**

An individual who believes that the individual has been harassed or bullied will notify the building principal, the designated investigator. The alternate investigator is the superintendent. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint.

## **INVESTIGATION PROCEDURE**

The principal/investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The principal/investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The principal/investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the principal/investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

## **RESOLUTION OF THE COMPLAINT**

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline.

Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

### **POINTS TO REMEMBER IN THE INVESTIGATION**

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

## **CONFLICTS**

If the investigator is a witness to the incident, the alternate investigator shall investigate.

Code No. 104.E1

ANTI-BULLYING/HARASSMENT COMPLAINT FORM

Name of complainant: \_\_\_\_\_

Position of complainant: \_\_\_\_\_

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

Name of alleged harasser or bully: \_\_\_\_\_

Date and place of incident or incidents: \_\_\_\_\_

Description of misconduct: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

Evidence of harassment or bullying, i.e., letters, photos, etc. (attach evidence if possible):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any other information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

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

Code No. 104.E2

ANTI-BULLYING/HARASSMENT WITNESS DISCLOSURE FORM

Name of witness: \_\_\_\_\_

Position of witness: \_\_\_\_\_

Date of testimony, interview: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any other information: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

# STUDENT ATTENDANCE

A child who has reached the age of six and is under sixteen years of age by September 15<sup>th</sup> is of compulsory attendance age. If a child reaches the age of sixteen (16) on or after September 15, the child shall be subject to the provisions of this policy until the end of the regular school year. In addition, a parent or guardian who has enrolled a child age five (5) in kindergarten or enrolled a child age four (4) in the statewide voluntary preschool program shall be subject to the requirements of this policy unless the parent or guardian notifies the District in writing of his or her intent to withdraw the child from school.

A child of compulsory attendance who is a resident of the District must enroll in the District schools unless:

- a. The child is enrolled in another accredited school; or
- b. The child has completed the requirements for graduation in an accredited school or has obtained a high school equivalency diploma; or
- c. The child is excused for sufficient reason by a court of record or judge; or
- d. The child is attending religious services or receiving religious instruction; or
- e. The child is attending a private accredited college preparatory school; or
- f. The child is blind or deaf, and the superintendent of the state school determines that the child is physically or mentally unable to attend school; or
- g. The child is exempted by the Director of the Iowa Department of Education based on religious beliefs and principles of the child's parents or guardians; or
- h. The child is receiving competent private instruction in accordance with Iowa law and the rules of the Iowa Department of Education, either directly by a licensed teacher in a non-accredited nonpublic school, directly by a licensed teacher in a tutorial or home school setting, indirectly by a licensed teacher assisting and supervising a parent, guardian or custodian who provides instruction, or directly by a parent, guardian or custodian.

Legal Reference: Iowa Code §§ 239.5B; 259A; 279.10-.11; ch. 299; 299A (2001).  
441 I.A.C. 41.25(8).  
1978 Op. Att'y. Gen. 379.

Cross Reference: 501 Student Attendance  
601.1 School Calendar  
604.1 Competent Private Instruction

All students enrolled, including those not of compulsory attendance age, are expected by the Board of Education to attend school each day that school is in session, unless otherwise excused or exempted as outlined in this policy or Iowa law.

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 habit of regular attendance are legitimate class objectives. Learning lost due to an absence can never be replaced. Regular attendance and being well prepared for class helps students in school as well as prepares students for adulthood. Students who know they will be absent must notify the office prior to the absence.

Excused absences may include:

1. Illness
2. Funeral
3. Medical appointment (Parents/guardians are encouraged to set appointments outside of the school day.
4. Required court appearance
5. Absences to attend a religious service or to receive religious instruction
6. Other absences excused by the administration

School administration may require verification in order to classify any absence as excused. Verification may be requested in the form of a doctor's note, written statement by a clerk of the court, written excuse by a minister or other means an administrator may deem sufficient to determine whether or not an absence shall be classified as excused. The principal or designated truancy officer may also refer a student with excessive excused absences to the County Attorney. The definition of "excessive" shall be at the discretion of the building principal or truancy officer, but shall be generally defined as interfering with the child's educational progress.

**Truancy:**

Students who are absent from their assigned class or class activity for reasons other than those listed as excused are truant. A student is also considered truant when a student is absent from school or absent from assigned classes without school permission after reporting to school. Acts of truancy may result in interventions; denial of academic credit or grade level or course retention (after 10 days); required appearance before board of education; and/or placement in alternative learning opportunities; and/or referral to the County Attorney.

First offense: 2 days in school suspension and contact parents; Second offense: 2 days out of school suspension, contact parents and loss of credit, and contact local authorities; Third offense: 5 days out of school suspension, contact parents and loss of credit, and contact local authorities; Fourth offense: 10 days out of school suspension and out of school expulsion.

## **Attendance- General Procedures**

### **Unexcused/Unverified Absences:**

- An absent student not meeting the provisions required to have an absence excused will have an unexcused/unverified absence.
- An absence is when a student misses three or more periods in one school day
- Parents shall have one week from the time a student returns to school to provide appropriate documentation to excuse the absence. Administrator approval will be needed for those seeking to excuse absences after the one week policy
- A daily phone call will be made by school personnel for any unverified absences. Parents/guardians shall notify the school by 9 am if their child will be absent.
- Attendance notification letters will be sent to parents/guardians upon accumulation of 5 day increments of absences.
- Physician notes are required for students to be excused when they accumulate a total of 10 absences. Student **must be seen** at the doctor office to be excused. Other options to excuse a student may be granted upon approval of school administration.
- Possible interventions or the means to determine appropriate interventions may include, but are not limited to, developing a Student Support Plan (SSP); referral for a Family Team Meeting (FTM); completion of an Attendance Cooperation Agreement (ACA); referral to the board of education; and meetings with the school based interventionist, designated truancy officer, guidance counselor, administrator, and/or teachers.
- Students that have reached (5) days of unverified/unexcused absences and it is determined that they (student and family) are not actively engaged in resolving the attendances issue, a referral will be made to the County Attorney for truancy mediation and/or meeting with the school board.
- If the student continues to have unverified/unexcused absences and tardy days after the truancy mediation contract has been signed, an affidavit will be filed with the County Attorney's office.

### **Drop Outs- License Revocation**

Students between the ages of 16 and 18 who cease to attend school or officially withdraw (without a transfer and attendance at another school) will be reported to the Department of Transportation for the purpose of license revocation. This includes students who enroll in a GED program.

Attendance is part of a student's permanent record and will be furnished to prospective and/or current colleges and employers. This information may also be requested by the armed services as part of the recruiting process.

Students who know they will be absent must notify the office prior to the absence. If advance notification is not possible, parents must notify their child's building office on the day of the absence prior to 9:00 a.m. If notification is not received, the office attempts to contact the parents at their emergency number.

If no school/parent contact was made on the day of the absence, upon their return, the student must bring a note signed by the student's parents to the office explaining the reason for the absence.

Students are expected to be in class on time. Being tardy for class is considered an unexcused absence unless approved by the principal.

### **Tardies**

Students are allowed two days of excused absence per semester for work to help family. Please plan ahead by making sure that all work is made up in advance of the planned absence. A written excuse from the parents and administrative approval is required before work days are granted. Remember, these days will count against your 10 allowed excused absences.

### **Family Trips**

Family vacation trips during regular school year are discouraged because of the number of days students are absent during that time. When families decide to take vacations during the academic school year and days of schools will be missed, a written request for the absence must be made. It must be signed by the parents and given to your child's building administrator at least 5 days before leaving. This allows teachers to prepare for work to be made up in advance.

**Leaving School.** Students who need to leave school during the school day must receive permission from the office and have a note signed by the student's parents, have their parents telephone the office or have their parents pick them up. Students who return to class or arrive after the school day has begun must present a signed note from their parents to the office for re-admission. Students are not released to anyone other than their parents during the school day unless the office has a note signed by the student's parents. Any elementary student leaving school before dismissal time must be signed out in the building office by a parent. Secondary students must sign themselves out at the building office before leaving. This procedure helps to insure that staff and drivers know that your child is out of the building and won't be riding the bus.

Students participating in school activities must be in school at least one-half day on the day of the event in order to participate in a school activity. The remaining half-day must be an excused absence. Only in extraordinary circumstances, may this rule be waived by the principal.

Students are responsible for arranging to make up schoolwork. Students who know they are going to be absent prior to an absence must make arrangements with their teachers in advance to make up schoolwork. **Students have 2 days to make up schoolwork upon return from the absence.** Administration can lengthen the amount of days to make up work due to extenuating circumstances.

When returning to school after an absence, a student must obtain a makeup slip from the office. This slip needs to be returned at the end of the day. Failure to obtain a makeup slip may result in a loss of credit for the work missed. Please utilize doctor notices for verification of visits.

### **Closed Campus**

Hamburg Schools are a closed campus policy. No student is allowed outside district property except for school related activities. All students are required to eat lunch in the cafeteria.

### **Inclement Weather**

When school is canceled because of inclement weather prior to the start of the school day, students and parents are notified over the following radio stations in Shenandoah 960 AM and 99.3 FM and it will be posted to the school website: [www.hamburgcsd.org](http://www.hamburgcsd.org). Please sign up at Iowa Alerts to receive text or email alerts of all district information at: <https://schoolalerts.iowa.gov> Generally if school is cancelled it

is canceled by 6:00 a.m. Parents will receive a JMC text/e-mail alert to let them know about delays and cancellations. Occasionally roads become treacherous after 6:00 a.m. and a later decision becomes necessary. Please be reminded that when school begins in the fall, early dismissal due to the extreme heat is not uncommon. The missed school day may have to be made up at a later date.

If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means.

We ask that all parents carefully plan the options available to them in the event that school is dismissed early in the day. Planning ahead for an early dismissal helps to avoid confusion for all involved and helps to avoid communication problems in transporting your child where he/she needs to go.

Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are generally canceled and re-scheduled. The principal may determine whether to hold extracurricular activities or practices. If the extracurricular activity is to be held, students and parents are notified in the same manner as the notification that school was dismissed.

## **STUDENT HEALTH, WELL-BEING AND SAFETY**

### School Day

The student day is from 8:00 a.m. until 3:30 p.m. each day with the exception of Fridays. Most Fridays, students will be dismissed at 1:30 p.m. so teachers can conduct professional development.

### HAWK-I Insurance for Children

Parents can apply for low- or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children, birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescription, immunizations, physical therapy, vision care, speech therapy and hospital services to name a few. Parents are urged to call 1-800-257-8563 (toll-free) or go to the web site at <http://www.hawk-i.org/> for more information.

### 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 that the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school 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. Parents who have questions should contact the office.

### Physical Examinations

School board policy requires that students enrolling in kindergarten shall have a physical examination by a licensed physician and provide proof of such examination by the first day of school.

Students participating in athletics are required to provide a school district physical examination form signed by the student's doctor stating the student is physically fit to perform in athletics prior to the start of the sport. Failure to provide proof of a physical examination makes the student ineligible. Students who cannot afford the cost of the physical examination should contact the coach of their sport.

### Emergency Drills

Periodically the school holds emergency fire, intruder and tornado drills. The difference between the fire alarm and the tornado alarm is easily distinguished. Proper procedures for these drills will be practiced throughout the school year. At the beginning of each semester teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms.

Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials.

In case of a tornado or another disaster elementary and middle school children will be dismissed to their parents only, or to another adult who has written permission from the parents of that child.

### Administration of Medication at School

Students may need to take prescription or non-prescription medication during school hours. Students may carry medication only with the permission of the parents and principal. The school must know the medications a student is taking in the event the student has a reaction or illness. Students must provide written instructions for administration of the medication as well as parental authorization for school personnel to administer the medication.

Medication is held in a locked cabinet and distributed by the school nurse, health associate or another staff member who has the Medication Administration certification. The dispensing of prescribed drugs is time consuming. Because of this we ask that if at all possible students not take medicine at school. If, however, medication must be given on a regular basis at specific times at school the following procedures will be followed:

Medication must be in the original container with the following information either on the container, in the instruction sheet or in the parental authorization: name of the student; name of the medication; directions for use including dosage, times and duration; name, phone number and address of the pharmacy; date of the prescription; name of the physician; potential side effects; and emergency number for parents.

### Student Illness or Injury at School

A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student will be released to the student's parents or, with parental permission, to another person directed by the parents.

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school will contact emergency medical personnel, if necessary, and attempt to notify the parents where the student has been transported for treatment.

### Head Lice

Students that have been diagnosed with having head lice will have parents contacted for treatment. All children in that classroom will be checked by school staff and notes will go home to parents of all students in that classroom informing them of their child's possible exposure to head lice. The siblings of the child who has head lice will be checked also. A student returning to school after being treated for head lice will be checked by a school staff member before being readmitted to school.

### When to Stay Home

A student should not attend school when their temperature is 100 degrees or higher in the morning. Any student who has a temperature of 100 degrees or higher when at school will be sent home. A student must be fever free for 24 hours without Tylenol or any fever reducer medication. For strep throat a student may return to school 24-48 hours after beginning antibiotic treatment. Stomach aches or ear-aches that have interrupted sleep at night are generally organic in nature and often signify infection. Vomiting that occurs, followed by a fever usually indicates intestinal flu. Please keep your child at home to restrict the diet. Generally, intestinal flu is accompanied by vomiting, diarrhea, or both.

### Student Insurance

The school does not carry insurance on the students who attend school as that coverage is cost prohibitive. However, student health and accident insurance is available to students 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 building secretary.

Student athletes must have health and accident insurance in order to participate in intramural or extracurricular athletics. Students must provide written proof of insurance prior to the start of the athletic activity. A letter from the parents stating that the student is covered is adequate proof of insurance. Student athletes who do not have and cannot afford insurance should contact their coach.

### School Nurse/Health Associate

The school nurse and the health associate serve all aspects of human growth and development. Sudden or chronic illness is another reason to visit the nurse or health associate for treatment, monitoring or consultation. The nurse and health associate serve to evaluate infectious or communicable health problems and advise the administration or parents on recommended actions. Parents are contacted for serious health concerns. Other roles of the nurse and health associate include health screening and health education. At the elementary level immunization notices, notices regarding visits to the health room due to illness and accident reports will come home in your child's "take-home" folders. Special health problems such as asthma, allergies and other chronic illnesses should be reported to the nurse or health associate.

### Communicable and Infectious Diseases

Students who 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 chickenpox.

### Health Screening

Throughout the year, the school district sponsors health screening for vision, hearing, scoliosis and height and weight measurements. Students are automatically screened unless the parent submits a note asking the student be excused from the screening. The grade levels included in the screening are determined annually.

### 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.

Level I investigator and the Hamburg School district has designate Dr. Mike Wells at 712-382-2017 as its Level I investigator.

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 object, 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-infliction of harm. 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.

#### Asbestos Notification

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 ([AHERA](#)) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools. The school district facilities have been inspected by a certified asbestos inspector as required by 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 office.

#### Physical Restraint of Students

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property.

State law also places limits on school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's web site: [www.iowa.gov/educate](http://www.iowa.gov/educate) and search for Timeout, Seclusion and Restrain

# STUDENT ACTIVITIES

## Assemblies

Throughout the year the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly and on their way back to the classroom after an assembly. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away. Students who are not attending assemblies shall report to the office during assemblies.

## Physical Education, Recess, Planned Activities

To excuse a child from physical education classes you must have a written notice from your child's doctor recommending that he/she should not participate. Included in the note must be the length of time the child must be excluded and the reason for the excuse.

## Balloons, Candy or Gifts

Gifts, flowers, etc, sent to school for students' birthdays and other special occasions will be kept in the office until the end of the school day. Students will be notified that they have received a gift; however items cannot be taken from the office until school dismisses.

## Field Trips

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences.

While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones and guides with respect and courtesy.

Prior to attending a field trip, students must return written permission signed by the student's parents.

**For secondary student** trips related to extracurricular clubs, activities or general interest, students must:

1. Be eligible under the academic eligibility policy;
2. Have all regular classroom teachers sign an advanced make-up form. Students will receive their assignments for the day that they will be absent at least three days prior to their trip and are responsible for handing in completed assignments before leaving.



HAMBURG SCHOOLS  
CHAPERONE GUIDELINES  
FOR FIELD TRIPS

- The field trip supervisor must be a faculty member of the institution taking the trip.
- All chaperones must be at least 18 years of age and a member of the school faculty/staff or a district registered volunteer.
- Overnight chaperones must assume a 24-hour day responsibility for students from the time they leave until the time they return.
- The level of student supervision of students while on a field trip is no less than the level of supervision of students required when students are on campus, participating in class, or participating in other school or school board activities
- Chaperones are expected to be familiar with the Student Code of Conduct and Discipline, and shall report all suspected violations to the field trip supervisor immediately. Chaperone behavior should always fall within the expected behavior of the Student Code of Conduct.
- Chaperones may not discipline a student, staff member, or another chaperone.
- Hamburg Schools are smoke and drug-free schools. Drinking of alcoholic beverages or drug use (including smoking) by a chaperone at any time during a field trip is prohibited.
- Chaperones must actively supervise and keep an accurate check on members assigned to them.
- Chaperones will not be permitted to bring siblings of participating students or other persons on a field trip.
- Chaperones will not be permitted to join a field trip at its destination unless the chaperone application is completed ahead of time.
- Gender of the group members shall be considered when assigning chaperones and floor/room assignments.
- Chaperones must wear appropriate clothing at all times.
- Chaperones must use appropriate language at all times.
- Medical release waivers for each student shall be carried on all field trips. In case of an accident, the medical release waivers shall be presented to the treating physician. A student's permission slip shall be attached to the student injury incident report which is required with an accident.
- Chaperones are required to report any illness of students to the field trip supervisor/sponsor.
- Overnight chaperones may not retire until all students are in their rooms, all visiting between rooms has stopped, and the chaperones are sure the students are secure.

# RELEASE AND MEDICAL TREATMENT AUTHORIZATION

The undersigned represent that they are the parents or legal guardian of \_\_\_\_\_, a minor, and hereby consent to said minor's participation in a field trip on \_\_\_\_\_ by members of the \_\_\_\_\_ of Hamburg Community Schools to \_\_\_\_\_ which said trip is to be supervised by the \_\_\_\_\_.

The undersigned further states that they thereby release the said school and the parents, their heirs, administrators, executors and assigns, from liability for any and all injuries, losses and damages to person and property which may be sustained or received by the aforesaid minor and arising out of and in connection with the said trip. The undersigned further states that in the event of medical emergency during the period of said trip, the said above sponsors are hereby authorized to obtain all medical care and treatment for said minor which in the sole judgment and discretion of the above named supervisors shall be deemed necessary, including but not limited to, surgery, anesthesia, blood transfusion and hospitalization. The undersigned further agree to indemnify the said supervisors and save them harmless of and from any and all expense arising of said medical care and treatment rendered on behalf of said minor.

Date:

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Sponsor's Signature

\_\_\_\_\_  
Principal's Signature

<b>Hamburg Schools</b> <b><i>Chaperone Application</i></b>	
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To chaperone on a field trip for Hamburg Schools, applicants must be at least 18 years of age and consent to a background check.

☒ Yes, I consent to the Hamburg Schools conducting a background check. (Please check.)

**Important Submission Information:** Please submit to the school in which you are requesting to chaperone at least two weeks prior to field trip to ensure your application can be processed in time for the field trip.

Please print in **black or blue ink**, or type. Items with an "\*" are **REQUIRED**.

<b>Personal Information</b>		Title: <input checked="" type="checkbox"/> Dr. <input checked="" type="checkbox"/> Miss <input checked="" type="checkbox"/> Ms. <input checked="" type="checkbox"/> Mrs. <input checked="" type="checkbox"/> Mr.
* Last, First, and Middle Name:		Suffix: (Jr., Sr., III, etc.)
E-mail Address:		Home Phone #:
* DOB: (mm/dd/yyyy)      /      /	* Gender: <input checked="" type="checkbox"/> M <input checked="" type="checkbox"/> F	Alternative Phone #:

### Safety Information

To become a Hamburg Schools volunteer, a criminal history check may be conducted. A prior criminal record may or may not result in your disqualification for volunteering; however, **failure to disclose your record** on the application **WILL disqualify** you from volunteering.

\* Have you ever been convicted of a criminal offense? ☒ Yes ☒ No

\* Are there any injunctions, charges currently pending against you and/or have been placed on probation? ☒ Yes ☒ No

**If the answer is "yes" to any of the above safety questions, you must provide information below: (If you have multiple convictions or need additional space, attach a separate sheet to this application, along with court documents, police report and a detailed letter of explanation).**

Nature of Charge	Date (mm/dd/yyyy)	City, County, State, Country	Level of Offense	Disposition/Outcome

### Field Trip (A chaperone application must be submitted for each field trip.)

* Type of Trip: <input checked="" type="checkbox"/> Daytime <input checked="" type="checkbox"/> Overnight	* Field Trip Date (mm/dd/yyyy):	
<input checked="" type="checkbox"/> Out-of-State	Teacher:	
* School:	Student's Name: (First and Last)	Grade:
Relationship to Student: <input checked="" type="checkbox"/> Parent <input checked="" type="checkbox"/> Step-Parent <input checked="" type="checkbox"/> Legal Guardian <input checked="" type="checkbox"/> Grandparent <input checked="" type="checkbox"/> Aunt <input checked="" type="checkbox"/> Uncle <input checked="" type="checkbox"/> Other	Destination:	

☒ \*I have read and agree to abide by Hamburg Schools' Chaperone Guidelines on the backside of this form.

☒ I understand that I am offering my services to the Hamburg Schools without compensation. **My signature below certifies that I have provided correct information.**

**Print Name:** \_\_\_\_\_ **Applicant's Signature:** \_\_\_\_\_

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

**School Coordinator Use Only**

Coordinator's Name: \_\_\_\_\_

☒ Applicant Has No Criminal History

☒ Background Check Requested for Overnight Field Trip

### School-Sponsored Student Organizations

School-sponsored student organizations are those which are recognized by the school district and board. Please see the district's website for a list of those organizations.

Participation in school-sponsored student organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation may be suspended or canceled for violating an individual coach's or sponsor's rules as well as for violation of school district policies, rules or regulations.

### Activity (Pep) Bus

The school district may sponsor an activity bus to transport students to school activities. A fee may be charged to students riding the activity bus. Riding on the activity bus is a privilege that can be taken away.

Students who ride an activity bus must ride to and from the event on the bus. Students ride home on the activity bus unless prior arrangements have been made with the principal or the student's parents personally appear and request to transport the student home.

### Student Funds and Fundraising

Students may raise funds for school activities upon approval of the principal at least 4 weeks prior to the fundraising event or the start of a fundraising campaign. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must have the approval of the principal prior to spending the money raised. Classes that wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift.

Students may not solicit funds from teachers, employees or other students during the school day. Students who violate this rule will be asked to stop. Violations of this rule may result in future fund raising activities being denied.

### Use of School District Facilities by Student Organizations

School district facilities are available during non-school hours to school-sponsored and non-school sponsored student organizations for the purpose of meetings or activities. Students wishing to use the school district facilities should contact their sponsor or their building principal to reserve a room. School district policies, rules and regulations are in effect during these meetings.

### Dances

School-sponsored dances must be approved by the principal at least two weeks prior to the dance. Students who leave a dance are not allowed to re-enter the dance. School district policies, rules and regulations apply to students as well as non-students at school dances. Students and non-students violating school district policies, rules or regulations are asked to leave the dance and school grounds. Students with dates not enrolled in the district must sign them up in the office the week before the dance.

### Student Senate

The student senate provides for student activities, serves as a training experience for student leaders, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school district affairs and helps solve problems that may arise. Members of the senate are student representatives who have direct access to the administration.

# STUDENT RECORDS

## Educational Records

Student records containing personally identifiable information, except for directory information, are confidential. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary, in the central administration office.

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

1. The right to inspect and review the student's education records within 45 days of the day the School 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 school official 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. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school 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 school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school 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 tasks.

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.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue  
SW, Washington, DC 20202-5901  
<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

### Directory Information

The parent has the right to inform the school district the parent does not want directory information, as defined below, to be released. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by September 1<sup>st</sup> to the principal. The objection needs to be renewed annually.

### Directory Information Is:

Name, address, telephone listing, date and place of birth, e-mail, address, 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 school or institution attended by the student, photograph and likeness and other similar information.

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories, names, addresses, and telephone listings, unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

# STUDENT RIGHTS AND RESPONSIBILITIES

## Student Searches

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected. A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

Reasonable suspicion may be formed by considering factors such as the following:

- eyewitness observations by employees;
- information received from reliable sources;
- suspicious behavior by the student; or,
- the student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.

A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- the age of the student;
- the sex of the student;
- the nature of the infraction; and,
- the emergency requiring the search without delay.

A student's body and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.

Personally intrusive searches will require more compelling circumstances to be considered reasonable. If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present. A more intrusive search, short of a strip search, of the student's body, handbags, book bags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school official has reasonable suspicion to believe that illegal, unauthorized or contraband items are contained inside and can articulate that suspicion.

## Student Lockers and Desks

Student lockers and desks are the property of the school district. Students shall use the lockers and desks assigned to them for storing their school materials and personal items necessary for attendance at school. It is the responsibility of each student to keep the student's assigned locker and desk clean and undamaged. The expenses to repair damage done to a student's locker and desk are charged to the student.



Although school lockers, desks and other spaces are temporarily assigned to individual students, they remain the property of the school district at all times. Each student will be assigned a locker that belongs to the school district. Obscene or lewd pictures are not allowed in school lockers. Food and drink are not to be stored in lockers because of sanitation and health concerns. Food and drink, other than water, must be kept in designated food service area.

The physical education teacher and or coach may assign the students a physical education locker. School padlocks for these lockers are available from the physical education teacher. Use only school locks on school lockers and do not tell others the combination of your padlock. If locks are not returned at the end of the school year, the student will be assessed \$5.00 for the lock.

If students choose not to use padlocks theft from the lockers is a possibility. The school cannot be responsible for items stolen from unlocked lockers.

The school district has a reasonable and valid interest in insuring the lockers, desks and other spaces are properly maintained. For this reason, lockers, desks and other spaces are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker, desk or other space. Periodic inspections of all or a random selection of lockers, desks or other space may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

The contents of a student's locker, desk or other space (coat, backpack, purse, etc.) may be searched when a school official has reasonable suspicion and can articulate the suspicion to believe that illegal, unauthorized or contraband items are contained inside or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness.

#### Threats of Violence

All threats of violence, whether oral, written, or symbolic, against students, employees, visitors, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school.

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior; the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the student and his or her parent(s) or guardian(s) in the investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.

#### Appropriate Use of Computers, Computer-Like Equipment, Computer Network Systems, and the Internet

The Hamburg School Board is committed to making available to students and staff members access to a wide range of electronic learning facilities, equipment, and software, including computers, computer-like equipment (such as tablets) , computer network systems, and the internet. The goal in providing this technology and access is to support the educational objectives and mission of the School District and to promote resource sharing, innovation, problem solving, and communication. The District's computers,

computer-like equipment, computer network systems and internet connection are not a public access service or a public forum. The District has the right to regulate the material created, accessed, stored, transmitted and/or posted through the use of its computers, computer-like equipment, computer network systems and/or internet connection. The District's computers, computer-like equipment, computer network systems and internet connection are the property of the District and no student or staff member shall have any expectation of privacy in any materials therein.

Access to the District's computers, computer-like equipment, computer network systems, and the internet shall be available to all students and staff within the District. However, access is a privilege, not a right. Each student and staff member must have a signed acceptable use agreement on file prior to having access to and using the District's computers, computer-like equipment, computer network systems and the internet. The amount of time and type of access available for each student and staff member may be limited by the District's technology and the demands for the use of the District's technology. Even if students have not been given access to and/or use of the District's computers, computer-like equipment, computer network systems and/or the internet, they may still be exposed to information from the District's computers, computer-like equipment, computer network systems and/or the internet in guided curricular activities at the discretion of their teachers.

Every computer and/or computer-like equipment in the District having internet access shall not be operated unless internet access from the computer is subject to a technology protection measure (i.e., filtering software). The technology protection measure employed by the District shall be designed and operated with the intent to ensure that users are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or, with respect to student users, are otherwise harmful to minors. The technology protection measure may only be disabled for an adult's use if such use is for bona fide research or other lawful purposes.

The District's technology coordinator may close a user account or otherwise restrict use of the District's computers, computer-like equipment, computer network systems, and/or the internet at any time, and District administrators, faculty, or staff may request the technology coordinator to deny, revoke, close, suspend, or otherwise restrict user accounts and/or privileges. Any user identified as a security risk or having a history of problems with computer systems may be denied access to the District's computers, the District's computer-like equipment, the District's computer network systems and the internet. The District may charge a student or staff member for any loss of or damage to the District's computers, computer-like equipment, computer network systems, and/or internet caused by the student or staff member. Students and staff members will be instructed by the District's technology coordinator or other appropriate personnel on the appropriate use of the District's computers, computer-like equipment, computer network systems and the internet.

The use of the District's computers, computer-like equipment, computer network systems and internet access shall be for educational purposes only. Students and staff members shall only engage in appropriate, ethical, and legal utilization of the District's computers, computer-like equipment, computer network systems, and internet access. Student and staff member use of the District's computers, computer-like equipment, computer network systems and internet access shall also comply with all District policies and regulations.

The following rules provide guidance to students and staff for the appropriate use of the District's computers, computer-like equipment, computer network systems and internet access. Inappropriate use and/or access or other violation of this policy may result in the restriction and/or termination of the privilege of access to and use of the District's computers, computer-like equipment, computer network systems and/or the internet, and may result in further discipline for students up to and including expulsion and/or other legal action and may result in further discipline for staff members up to and including termination of

employment and/or other legal action. The District's administration will determine what constitutes inappropriate use and their decision will be final. Inappropriate use of the District's computers, computer-like equipment, computer network systems and internet access includes, but is not limited to, a violation of the following rules:

Do not make or disseminate offensive or harassing statements or use offensive or harassing language including disparagement of others based on 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. Do not use profanity or vulgarities or any other similarly inappropriate language. Be polite and follow the same privacy, ethical, educational, and other considerations observed regarding other forms of communication.

Do not access, create or disseminate any material that is obscene, libelous, indecent, vulgar, profane or lewd; any material regarding products or services that are inappropriate for minors including products or services that the possession and/or use of by minors is prohibited by law; any material that constitutes insulting or fighting words, the very expression of which injures or harasses others; and/or any material that presents a clear and present likelihood that, either because of its content or the manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or will cause the violation of lawful school regulations.

Do not access, create, disseminate or solicit sexually oriented messages or images.

Do not transmit your credit card information or other personal identification information, including your home address or telephone number, from any District computer without prior permission from the building principal, the superintendent or other appropriate personnel. Do not publish personal or private information about yourself or others on the internet without prior written permission. Do not repost a message that was sent to you privately without permission of the person who sent the message. If any information is to be provided regarding students, it should be limited to the student's first name and the initial of the student's last name only. Do not arrange or agree to meet with someone met online.

Do not use the District's computers, computer-like equipment, computer network systems, and/or internet to participate in illegal activities. Illegal activities include, but are not limited to, gambling, fraud, and child pornography.

Do not subscribe to or access listservs, bulletin boards, online services, e-mail services, social networking sites (i.e., myspace, facebook, twitter) or other similar services without prior permission from the technology coordinator or other appropriate personnel.

Do not use, possess or attempt to make or distribute illegal/unauthorized copies of software or other digital media. Illegal/unauthorized software or other digital media means any software or other digital media that has been downloaded or copied or is otherwise in the user's possession or being used without the appropriate registration and/or license for the software or in violation of any applicable trademarks and/or copyrights, including the payment of any fees to the owner of the software or other digital media.

Do not alter, modify, corrupt or harm in any way the computer software stored on the District's computers, computer-like equipment, or computer network systems. Do not install any software on the hard drive of any District computer or computer-like equipment or on the District's computer network systems or run any personal software from either floppy disk, CD-ROM, DVD, flash drives or other storage media or alter or modify any data files stored on the District's computers, computer-like equipment or computer network systems without prior permission and/or supervision from the

technology coordinator or other appropriate personnel.

Do not download any programs or files from the internet without prior permission from the District's technology coordinator or other appropriate personnel. Any programs or files downloaded from the internet shall be strictly limited only to those that you have received permission from the technology coordinator or other appropriate personnel to download.

Do not use any encryption software from any access point within the District.

Do not access the internet from a District computer and/or computer-like equipment using a non-District internet account.

Do not share a personal user account with anyone. Do not share any personal user account passwords with anyone or leave your account open or unattended.

Do not access the District's computers, computer-like equipment or computer network systems or use the District's internet connection from a non-District computer or device without prior authorization from the technology coordinator or other appropriate personnel.

Do not use an instant messenger service or program, internet relay chat or other forms of direct electronic communication or enter a chat room while using the District's computers, computer-like equipment, computer network systems and/or the District's internet connection.

Do not disable or circumvent or attempt to disable or circumvent filtering software without prior permission from the District's technology coordinator or other appropriate personnel.

Do not play any games or run any programs on District computers or computer-like equipment that are not related to the District's educational program.

Do not vandalize the District's computers, computer-like equipment, computer network systems and/or internet. Vandalism is defined as any attempt to harm, modify, deface or destroy physical computer equipment or computer-like equipment or the computer network systems and/or any attempt to harm or destroy or maliciously modify data stored on the District's computer equipment, computer-like equipment or computer network systems or the data of another user. All users are expected to immediately report any problems or vandalism of computer equipment to the administration, the technology coordinator or the instructor responsible for the equipment.

Do not commit or attempt to commit any act that is intended to disrupt the operation of the District's computers, computer-like equipment or computer network systems or any network connected to the internet, including the use or attempted use or possession of computer viruses or worms or participation in hacking or other unlawful/inappropriate activities online. Users must report any security breaches or system misuse to the administration or technology coordinator. Do not demonstrate any security or other network problems to other users; give your password to another user for any reason; and/or use another individual's account. Do not attempt to log on to any device as a system administrator.

Do not use the network in such a way that you would disrupt the use of the network by other users or would waste system resources (e.g. listening to internet radio, printing web pages without prior permission from the technology coordinator or other appropriate personnel, staying on the network longer than is necessary to obtain needed information).

Do not use the District's computers, computer-like equipment and/or computer network systems for any commercial or for-profit purposes, personal or private business, (including but not limited to shopping or

job searching), product advertisement or political lobbying.

Do not use the District's computers, computer-like equipment, computer network systems and/or the internet to create, access, download, transmit, and/or disseminate any material in violation of any federal or state law, copyrighted material without proper permission, obscene material, hate literature, material protected by trade secret, computer viruses and/or worms, offensive material[KL2] , spam e-mails, any threatening or harassing materials, and/or any material that will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities. If a user encounters potentially inappropriate information, the user shall immediately terminate contact with such information and notify the technology coordinator or other appropriate personnel of the contact with inappropriate information.

Do not plagiarize information accessed through the District's computer; computer-like equipment, computer network systems and/or the internet. Students and staff shall obtain permission from appropriate parties prior to using copyrighted material that is accessed through the District's computer, computer-like equipment, computer network systems, and/or the internet.

The District will, within the curriculum currently being offered, include age-appropriate content related to student's use of the internet. This will include education regarding internet safety issues and education of students about appropriate online behavior, including: anti-bullying and harassment considerations; cyberbullying awareness and response; social networking considerations; interacting with other individuals on social networking websites, in chat rooms, via email and other forms of direct electronic communications; and other considerations involving internet usage. This District education does not and should not take the place of parents educating their children at home about the importance of internet and other online safety measures.

Although reasonable efforts will be made to make sure students will be under supervision while on the District's network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students may encounter information that may not be of educational value and/or may be inappropriate. If a student encounters such information, the student should terminate access to the information immediately and notify supervisory personnel or other appropriate personnel of what occurred.

Students will be able to access the District's computers, computer-like equipment and computer network systems, including use of the internet, through their teachers and/or other appropriate supervisors. Individual electronic mail addresses will be issued to students. Students will not be allowed to use e-mail except under very specific, limited educational circumstances. If a student has an electronic mail address that has been set up outside of school, the student will not be permitted to access that e-mail account or use that address to send and receive mail at school. All e-mail usage must follow the same privacy, ethical, educational, legal, and other considerations observed regarding other use of the District's computers, computer-like equipment, computer network systems, and the internet.

Parents will be required to sign a permission form to allow their students to access the District's computers, computer-like equipment, computer network systems and the internet. Students and staff members will sign a form acknowledging they have read and understand the District's policies and regulations regarding appropriate use of the District's computers, computer-like equipment, computer network systems and the internet; that they will comply with the policies and regulations; and that they understand the consequences for violation of the policy or regulations. Prior to publishing any student work and/or pictures on the internet, the District will obtain written permission from the student's parents to do so.

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 without prior notice, including, but not limited to, monitoring sites students and staff visit on the internet, examining computer files, and reviewing e-mail. 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-mail, computer disks and storage devices and/or 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 have no right to privacy in anything they create, access, store, send, disseminate or receive on the District's computers, computer-like equipment and computer network systems, including the internet.

No warranties, expressed or implied, are made by the District for the computer technology and internet access being provided. Although the District has taken measures to implement and maintain protection against the presence of computer viruses, spyware, and malware on the District's computers, computer-like equipment, computer network systems, and internet access, the District cannot and does not warrant or represent that the District's computers, computer-like equipment, computer network systems or internet access will be secure and free of computer viruses, spyware or malware at all times. The District, including its officers and employees, will not be responsible for any damages including, but not limited to, the loss or theft of data, delays, non-deliveries, misdeliveries or service interruptions caused by any reason, including but not limited to negligence or omission. Individual users are solely responsible for making backup copies of their data. The District is not responsible for the accuracy of information obtained by a user's access to the internet and is not responsible for any unauthorized charges students or staff members may incur as a result of their use of the District's computers, computer-like equipment, computer network systems, and/or internet access. Any risk and/or damages resulting from information obtained from the District's computers, computer-like equipment, computer network systems, and/or internet access is assumed by and is the responsibility of the user.

Students, parents, and staff members may be asked from time to time to sign a new consent and/or acceptable use agreement to reflect changes and/or developments in the law or technology. When students, parents, and staff members are presented with new consent and/or acceptable use agreements to sign, these agreements must be signed for students and/or staff to continue to have access to and use of the District's computers, computer-like equipment, computer network systems, and the internet.

The interpretation, application, and modification of this policy are within the sole discretion of the District. Any questions or issues regarding this policy should be directed to the Superintendent, any building principal or the technology coordinator. The Board will review and update this policy as necessary. The District will maintain this policy in accordance with the requirements of applicable law.

#### Other General Technology Rules

- Students are not to change settings on the computers. This includes any screen savers, desktops, icons, cursors and colors.
- Students are not to play games unless the teacher expressly grants permission. The games permitted by teachers will be educational in nature.
- Students may not use e-mail at school except for Google accounts.
- Students may not use other students' passwords and usernames.
- Students are not allowed to use Facebook or other social networking sites on school computers.

#### Dress Code (Student Appearance) Board Policy 502.1

There is a strong connection between academic performance, students' appearance and students' conduct.

Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and does not disrupt the school or educational environment.

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco; from wearing shoes with cleats except for outdoor athletic practices; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays. Under certain circumstances or during certain classes or activities a stricter dress code may be appropriate, and students must comply with the stricter requirement.

**Guidelines for proper attire:**

1. Halter tops should not be worn at school.
2. The torso must be covered.
3. Mesh shirts and tank tops should not be worn to school as the only shirt worn.
4. Yoga pants/leggings are not allowed unless covered by a long shirt or skirt.
5. Chains, collars with spikes and safety pins are not allowed at school.
6. Headcovers (Bandanas, Hats and etc.) are not to be worn in the building during the school day.
7. No undergarment is allowed to show.

The administration/staff reserves the right to determine what is acceptable and what needs to be changed. Clothing will be provided to wear during the day of the infraction.

If students are not abiding by dress code, they will be asked to change into more appropriate clothing. If the student does not have appropriate clothing at school, they will be assigned to an in school suspension until appropriate clothing can be brought to him/her.

**Care of School Property**

Students are expected to take care of school property including desks, chairs, books, lockers and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials.

**Driving and Biking to School**

Students riding bicycles to school need to proceed with caution. Streets are narrow and some cars travel at a high rate of speed while others are parked on the street. Buses are coming to school and there are pedestrians on the sidewalks and on some roadways. All of these things combined may make bicycle travel hazardous.

High School students who wish to leave their cars in the school parking lot should park on the far east side of the parking lot.

**Illegal Items Found in School or in Students' Possession**

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products or look-a-like substances. Weapons are not allowed on school grounds or at school activities including hunting rifles even if unloaded and locked in cars with the exception of weapons in the control of law enforcement officials, or those which are being used for educational purposes and approved by the principal. Students bringing firearms to school or possessing firearms at school will be expelled for not

less than one year. Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials.

#### Cheating and Plagiarism

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, providing your work to another student for them to copy, copying from other sources or similar cheating is not tolerated. First offense, loss of credit on the test, paper or assignment and teacher will notify the parent and administration in writing that the offense occurred. Second offense, suspension from school and/or removal from the class with loss of credit from the class. In addition to the discipline outlined in this handbook, discipline may include the loss of use of media center or computer.

#### Dual Enrollment Students

Home school or home school assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the building administrator where the student would attend.

#### Electronic/Technological Devices

All electronic equipment: radios, CD players, televisions, cell phones, MP3 players and other similar items must be turned off during the school day.

Cell phones are to be silenced and out of sight between 8:00 a.m. and the end of the school day, unless a staff member gives the child permission. Middle School students can use their phones during their lunch time. If a cell phone is used without permission, it will be confiscated and returned to the student at the end of the day. If a second offense occurs the cell phone will be confiscated, and parents will have to pick it up from the principal. Any occurrence thereafter will result in confiscation, parental pickup, either after school detention or in school suspension and the cell phone must be brought to the office during school hours any time it is brought to the school in the future.

No device is permitted which allows students to send or receive personal messages that would contribute to cheating, access the Internet, or take pictures. Inappropriate use of a device or a prohibited item will be taken away from the student and returned at a later date. Students found in violation of this policy may be subject to discipline and, in cases where a law may be violated, law enforcement may be contacted. Students need to remember that whatever they put on a personal electronic device could end up anywhere so they need to ensure the devices are used appropriately.

#### Posting of Information

Students who wish to post or distribute information must receive permission from the principal at least 3 days before the posting or distribution. This applies whether the information deals with school-sponsored or non-school sponsored activities. The principal can explain or answer questions regarding the school's rules on posting and distributing materials.

#### Detention

Detention is sometimes used as the consequence for violating class rules or a portion of the code of discipline. The purpose of detention is not to punish students; rather, it is to help school personnel manage behavior. The guidelines for detention are as follows:

1. The instructor must tell the student directly that he/she has a detention.



2. Parents will be notified through the teacher, student, or detention report form that the child was placed on detention.
3. Students cannot serve more than one detention per day.
4. When a detention is assigned, the student is ineligible until it is served.
5. The teacher/administrator who assigns the detention will supervise the detention.
6. Students have 24 hours to serve the assigned detention.

Occasionally students skip detention after being notified that they are to be in attendance. If a student deliberately misses detention, the following action will be taken:

*First Offense:* detention doubled, notification of parents, loss of eligibility for next event

*Second Offense:* two days in-school suspension (ISS), notification of parents, and loss of eligibility for the next event.

*Third Offense:* two days out-of-school suspension (OSS), notification of parents, and loss of eligibility for one week

Students are not allowed to have their cellphone while in detention. The cellphone will be given to the school staff who is responsible for the student in detention.

#### Due Process/ Student Suspension

The Code of Iowa gives the Board of Directors the power to suspend students and the authority to confer this power on members of the district administrative team. The principal may suspend a student for a period not to exceed five days for disciplinary reasons by following the due process procedures which include the right of the student to

1. Be given oral and/or written notice of charges.
2. Be given the opportunity to admit or deny such charges.
3. Be given an explanation of the evidence against the student if he/she denies the charges.
4. Be given an opportunity to explain the situation.

If after hearing the facts of a case, the building administrator decides that suspension of the student is warranted, he/she shall take the following steps:

1. Shall inform the Superintendent of Schools of his/her decision to suspend the student explaining the basic facts of the case.
2. Inform the student of the suspension, explaining the length and provisions of the suspension and the basis for the decision to suspend.
3. Inform parents orally, and in writing, of the decision to suspend the student and the basic facts of the case.
4. Give written notice of the events to the Superintendent of Schools that may be relayed to the Board of Directors.

The superintendent may extend the suspension upon the Principal's request, for a total of no more than ten days. An informal hearing may be called to determine the most appropriate educational program for the student. It may also be used to consider an administrative recommendation to the Board of Education for expulsion. The superintendent and principal shall attend the informal hearing with any student, parents, and any other persons deemed appropriate by the superintendent or requested by the parents or student.

#### In School Suspension (ISS)

In-school suspension is served when it is deemed by the administration that it would be best if a student remain at school. It may be used as one of the first steps prior to more severe consequences. Rules for

(ISS) include but are not limited to the following:

1. No sleeping
2. Only school work is to be done
3. All scheduled tests/projects are to be completed
4. Ineligible for extra-curricular activities for that day
5. Failure to serve (ISS) results in (OSS) being assigned
6. No cellphones will be allowed during ISS. The cellphone will be given to the school staff who is responsible for the student in detention.

### Expulsion

The building administrator is responsible for the origin of the recommendation for expulsion. The building administrator shall have the authority to suspend the student up to five days and ten days with superintendent approval. Where a student is suspended pending a hearing, said student shall be afforded means of alternative education during the period of such suspension.

When it is felt that sufficient reasons exist for calling a meeting of the Board of Education to consider the expulsion of a student, the Superintendent of Schools shall notify the student and parents, or legal guardians, of said student, of the place and time at which the Board of Education will hold said meeting. Such notice shall be both oral and written and shall also include a summary of the specific reason(s) for the consideration of the expulsion of the student. Furthermore, the above mentioned student and said parent(s), shall be made aware of their right to have themselves represented by counsel and their right to have present at such meeting witnesses who, in their opinion, may have vital information material to that specific consideration of expulsion.

At the meeting, the Board shall have in attendance the person(s) who initiated the request for the student's expulsion and such other persons as it may wish to call as witnesses. All written statements to be considered in the expulsion hearing shall be made available at the meeting and shall be accessible for examination by the student, his/her parent(s) or guardian(s), and representatives of the student.

The Board will hear the evidence and render its decision. The president of the Board of Education will instruct the secretary of the Board to issue to the student and his/her parent(s) or guardian(s), a written summary of the Board's decision in the matter specifying terms and provisions of the decision.

In the absence of any overriding judicial directive, the Board shall determine whether the school shall provide or deny alternative education to the expelled student.

When expelled by the Board of Education, a student may be readmitted only by the Board of Education and upon such terms as prescribed by the Board or by law.

### Initiations, Hazing or Harassment

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

Students who feel that they have been harassed or bullied should:

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable

confronting the harasser or bully, the student should:

- tell a teacher, counselor or principal; and
- write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
  - what, when and where it happened;
  - who was involved;
  - exactly what was said or what the harasser or bully did;
  - witnesses to the harassment or bullying;
  - what the student said or did, either at the time or later;
  - how the student felt; 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 or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

- places the student in reasonable fear of harm to the student's person or property;
- has a substantially detrimental effect on the student's physical or mental health;
- has the effect of substantially interfering with the student's academic performance; or
- 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.

Any person who promptly, reasonably, or in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report.

Individuals who knowingly file a false complaint may be subject to appropriate disciplinary actions.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceedings, is also prohibited. Individuals who knowingly file a false harassment complaints or any person who gives false statements in an investigation shall 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 measure 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.

The school or school district will promptly and reasonably investigate allegations of bullying and harassment. The principal or designee will be responsible for handling all complaints by students alleging bullying or harassment. The principal or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

### Discipline

#### *Disruptive Speech or Drawings*

Verbal, written, drawn or symbolic speech that materially or substantially disrupts classroom work, school activities, or school functions; or simply talking in class when told not to do so; and/or behavior that is disruptive to the orderly educational procedure of the classroom cannot be tolerated. Students who

do not function in an appropriate manner in hallways may be assigned direct teacher supervision during transition times.

### **Assault**

A person commits assault if: (1) he/she attempts to cause or recklessly causes physical injury to another person; or (2) with criminal negligence he/she causes physical injury to another person by means of a deadly weapon; or (3) he/she purposely places another person in apprehension of immediate physical injury; or (4) he/she recklessly engages in conduct which creates a grave risk of death or serious physical injury to another person; or (5) he/she knowingly causes physical contact with another person knowing the other person will regard the contact as offensive or provocative.

**First Offense:** Five to ten days out-of-school suspension (OSS), notification of parents, notification of authorities, possible recommendation for expulsion  
**Second Offense:** Ten days out-of-school suspension (OSS), notification of parents, notification of authorities, recommend expulsion

### **Fighting/Threats**

Since fighting disrupts the learning environment and/or threatens the safety of students, fighting in school or at school-related activities will not be tolerated. Fighting is engaging in or threatening physical contact in which one or both parties have contributed to the conflict either verbally, written or by physical action including, but not limited to: verbal challenges, pushing, shoving, hitting, tripping, or spitting on or at someone.

**First Offense:** One to five days out-of-school suspension, notification of parents.  
**Second Offense:** Three to five days out-of-school suspension (OSS), notification of parents  
**Third Offense:** Five to ten days out-of-school suspension (OSS), notification of parents, appear before the Board of Education for recommended expulsion.

### **Extortion**

Extortion is the solicitation of money or something of value from another person in return for protection, or in connection with a threat to inflict harm.

**First Offense:** Three to five days-out-of-school suspension (OSS), notification of parents, restitution, possible notification of authorities.  
**Second Offense:** Five to ten days out-of-school suspension (OSS), notification of parents, restitution, notification of authorities, recommendation for expulsion

### **Fire Alarm/ Bomb Threat**

The dialing of 911 without just cause or the reporting of false fire reports or alarms, bomb threats, or other actions similar in nature, cause disruption in the school and endanger the public safety of students and staff, and is prohibited.

**First Offense:** Five to ten days out-of-school suspension (OSS), notification of parents, notification of authorities  
**Second Offense:** Ten days out-of-school suspension (OSS), notification of parents, notification of authorities, recommendation for expulsion

**Foul Language**

Foul language cannot be tolerated in school or at school activities by anyone associated with the school. Students will be assigned a 30-minute detention for each incident.

**Gambling**

Gambling by students is prohibited. Gambling is the participation in games of chance for the purpose of exchanging money or property.

- First Offense:** Two days in-school suspension (ISS), notification of parents  
**Second Offense:** Five days out-of-school suspension (OSS), notification of parents, notification of authorities  
**Third Offense:** Ten days out-of-school suspension (OSS), notification of parents, notification of authorities, recommend expulsion.

**Insubordination**

Defiance, refusal, or failure to comply with the reasonable request of school personnel is insubordination. Insubordination may include obscene gestures. School personnel include administrators, teachers, aides, workers in the kitchen, custodians, bus drivers, secretaries, etc. Insubordination can, at times, be disruptive or passive.

- First Offense:** Two days in-school suspension (ISS) or Saturday school, notification of parents  
**Second Offense:** Five days out-of-school suspension (OSS), notification of parents  
**Third Offense:** Ten days out-of-school suspension (OSS), notification of parents, and possible recommendation of expulsion.  
**Fourth Offense:** ten days out-of-school suspension (OSS), notification of parents, recommend expulsion.

**Lighters/ Flammable Liquids**

Possession of lighters, matches, fireworks, or any ignitable liquid or material is prohibited at school, on school property, or at any school activity. If such material is needed for the classroom, the school will provide it. Consequences may range from detention to suspension and/or expulsion.

**Printed or Electronic Material/ Inappropriate Objects**

Students should not bring items, or printed matter to school that may be inappropriate, that contains profanity, or that is derogatory toward religion, religious views, ethnic groups, or is a representation of racism. Printed matter and/or objects depicting lewd conduct, drugs or alcohol are not allowed.

- First Offense:** Confiscate item, notification of parents  
**Second Offense:** Confiscate item, detention, notification of parents  
**Third Offense:** Confiscate item, one to three days in-school suspension (ISS), notification of parents  
**Fourth Offense:** Confiscate item, three to five days out-of-school suspension (OSS), possible recommendation of expulsion.

**Public Display of Affection**

School is neither the time nor the place for contact such as embracing, kissing, etc. Parents will be notified and discipline consequences will escalate if behavior continues.

<b>First Offense:</b>	Warning
<b>Second Offense:</b>	Detention, notification of parents
<b>Third Offense:</b>	One day in-school suspension (ISS), notification of parents
<b>Fourth Offense:</b>	One to three days out-of-school suspension (OSS)

**Theft**

Stealing or attempting to steal private property or school property shows a lack of respect for others.

<b>First Offense:</b>	One to three days out-of-school suspension (OSS), restitution, notification of parents, possible notification of authorities.
<b>Second Offense:</b>	Three days out-of-school suspension (OSS), notification of parents, restitution, notification of authorities
<b>Third Offense:</b>	Five days out-of-school suspension (OSS), notification of parents, restitution, notification of authorities
<b>Fourth Offense:</b>	Ten days out-of-school suspension (OSS), notification of parents, restitution, recommendation for expulsion.

**Vandalism**

The willful damage or attempt to damage property (real or personal) belonging to the school, staff, or students is vandalism. Students caught vandalizing school property will be asked to make financial restitution to the school for the amount of money it would cost to replace or repair the property that has been damaged. The following action will be taken against students caught vandalizing school property or the personal property of others while at school:

<b>First Offense:</b>	Detention or one day in-school suspension (ISS) or Saturday school, notification of parents, restitution and /or community service, possible notification of authorities
<b>Second Offense:</b>	Three to five days out-of-school suspension (OSS), notification of parents, restitution and /or community service, notification of authorities
<b>Third Offense:</b>	Ten days out-of-school suspension (OSS), notification of parents and authorities, restitution, recommendation for expulsion.

**Verbal Conflict**

The use of language that is disparaging, obscene, demeaning, abusive, degrading, disrespectful, and/or profane is verbal conflict. The use of such language to staff or students is harmful and will not be tolerated.

<b>First Offense:</b>	One-day out-of-school suspension, notification of parents
<b>Second Offense:</b>	Two-day out-of-school suspension, notification of parents
<b>Third Offense:</b>	Three days out-of-school suspension (OSS), notification of parents
<b>Fourth Offense:</b>	Five to ten days out-of-school suspension (OSS), possible recommendation for expulsion

### **Offenses Involving Substances**

**Possession:** Possession, use, attendance after recently using, or being under the influence of scheduled (controlled) substances, drug paraphernalia, alcoholic beverages, inhalants with intoxicating or hallucinogenic properties, or substances represented to be such is prohibited.

**First Offense:** Five to ten days out-of-school suspension (OSS), notification of parents, and notification of authorities.

**Second Offense:** Ten days out-of-school suspension (OSS), notification of parents, notification of authorities, completion of rehabilitation program.

**Third Offense:** Ten days out-of-school suspension (OSS), notification of parents, notification of authorities, recommend expulsion.

**Sale or Distribution of Substances:** The sale or distribution of alcoholic beverages, controlled substances, and inhalants with intoxicating or hallucinogenic properties or substances representing to be such is not tolerated.

**First Offense:** Ten days out-of-school suspension (OSS), notification of parents, notification of authorities, recommend expulsion.

**Tobacco Use:** The policies of the Hamburg Community School District prohibit students from smoking or chewing tobacco on school property or at school activities. Students shall not possess cigarettes, lighters, or cigarette packages or chewing tobacco. These items will be confiscated and disciplinary action will result.

**Definition of Smoking:** Smoking consists of holding a lit or unlit cigarette, throwing a cigarette away, having smoke come out of the nose or mouth, admitting having smoked on school property or at a school function, or in possession of any tobacco-related items.

**First Offense:** Two days out-of-school suspension (OSS), notification of parents

**Second Offense:** Five days out-of-school suspension (OSS), notification of parents, and notification of authorities

**Third Offense:** Ten days out-of-school suspension (OSS), notification of parents, recommend expulsion.

**Note to parents and adults:** Iowa law mandates that all school buildings and grounds are tobacco and tobacco like free environments and that smoking is prohibited.

### **Weapons/ Firearms**

The safety of students and staff is a matter of utmost concern. Both state and federal statutes are very specific about the prohibition of guns in schools. Any person utilizing a school facility or attending a school-sponsored activity or event shall not carry, conceal or transmit any weapon in school buildings or on or about the school district's grounds or at school-sponsored activities. Weapons will be confiscated and turned over to the administration. The Superintendent of Schools may modify the suspension on a case-by-case basis.

The Hamburg Community School District also prohibit bringing dangerous objects to school. Dangerous objects will be confiscated and turned over to the administration. Students found to be carrying, concealing, or transmitting dangerous objects may be suspended for up to ten (10) days pending an investigation and may be expelled. A dangerous object will include but are not limited to:

1. **Knife:** Any dagger, dirk, stiletto, or bladed hand instrument that is readily capable of inflicting serious physical injury or death by cutting or stabbing a person.

2. **Switchblade Knife:** any knife which has a blade that folds or closes into the handle or sheath, and opens automatically by pressure applied to a button or other device located on the handle; or that opens or releases by the force of gravity or application of centrifugal force.
3. **Knuckles:** any instrument that consists of finger or guards made of a hard substance that is designed or adapted for the purpose of inflicting serious physical injury or death by striking a person with a fist enclosed in the knuckle.
4. **Blackjack:** any instrument that is designed or adapted for the purpose of stunning or inflicting physical injury by striking a person, and which is readily capable of lethal use.
5. **Fabricated Objects:** any metal, plastic or glass object that is altered or fabricated into an object that could threaten, intimidate, or injure students or staff.
6. **Explosives:** any solid, liquid, or gas material designed or adapted for the purpose of inflicting serious injury, death, or the destruction of personal property or public property.
7. **Projectile Weapon:** any bow, crossbow, pellet gun, slingshot, or other weapon that is not a firearm, which is capable of expelling a projectile that could inflict serious physical injury or death by striking or piercing a person.
8. **Firearm Silencer:** any instrument, attachment or appliance that is designed, adapted, or fabricated to muffle the noise made by the firing of any firearm.
9. **BB guns, carbon dioxide pistols and rifles:** starter pistols, toy weapons or look-alike items that could be used to intimidate are also prohibited items.
10. **Spring Gun:** any fused, timed on non-manually controlled trap or device designed or adapted to set off an explosion or expel a projectile which could inflict serious injury or death.
11. **Explosive Weapons:** any explosive, incendiary, or poison gas bomb or similar device designed or adapted for the purpose of inflicting death, serious physical injury or substantial property damage; or any device designed or adapted for delivering or shooting a weapon.
12. **Gas Gun:** any gas ejection device, weapon, cartridge, container or contrivance that is designed or adapted for the purpose of ejecting any poison gas that will cause death or serious physical injury.
13. **Machine Gun/Assault Weapon:** any firearm that is capable of firing more than one shot automatically, without manual reloading, by a single function of the trigger.
14. **Rifle:** any firearm designed or adapted to be fired from the shoulder and to use the energy of the explosive in a fixed metallic cartridge to fire a projectile through a rifled bore by a single function of the trigger.
15. **Shotgun:** any firearm designed or adapted to be fired from the shoulder or hand and will make use of the energy of the explosive in a fixed shotgun shell to fire a number of shot or single projectile through a smooth bore barrel by a single function of the trigger. Harassment 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.

### Student Complaints

Students may file a complaint regarding school district policies, rules and regulations or other matters by complying with the following procedure. This procedure is strictly followed except in extreme cases.

- If an employee is involved, discuss the complaint with the employee within **3** days of the incident;
- If unsatisfied with the employee's response or if there is no employee involved, talk to the principal within **3** school days of the employee's response or the incident;
- If unsatisfied with the principal's response, talk to the superintendent within **3** days of the principal's response;
- If unsatisfied with the superintendent's response, students may request to speak to the board



within 7 days of the superintendent's response. The board determines whether it will address the complaint.

### Student Publications

Students may produce official school district publications as part of the curriculum under the supervision of a faculty advisor and principal. Official school district publications include, but are not limited to, the school newspaper and yearbook. Expression made by students, including student expression in the school district publications, is not an expression of official school district policy. The school district, the board and the employees are not liable in any civil or criminal action for student expression made or published by students unless the employees or board have interfered with or altered the content of the student speech or expression. Copies of the school district publication code can be obtained from the superintendent.

A faculty advisor supervises 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. No student shall express, publish or distribute in an official school district publication material which is:

- obscene;
- libelous;
- slanderous; or
- encourages students to:
- commit unlawful acts;
- violate school district policies, rules or regulations;
- cause the material and substantial disruption of the orderly and efficient operation of the school or school activity;
- disrupt or interfere with the education program;
- interrupt the maintenance of a disciplined atmosphere; or
- infringe on the rights of others.

Students who believe they have been unreasonably restricted in their exercise of expression in an official student publication should follow the complaint procedure outlined in this handbook.

# STUDENT SCHOLASTIC ACHIEVEMENT

## Grade Reports

Students receive progress reports in the form of report cards at the end of each quarter and semester. Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance.

Students who receive an incomplete in a class must complete the class within 2 weeks after the start of the next quarter. Extensions may be granted by the teacher with the permission of the principal. Failure to finish an incomplete may result in a failing grade and loss of credit. At the end of the 4<sup>th</sup> grading period, arrangements to make up incompletes must be made between the student, teacher, and the building principal. Exceptions to the two-week period must be cleared with the building principal. If work is not completed in the allotted time, the incomplete may become an “F” resulting in loss of credit. \*Also see extracurricular activities.

### **Middle School Grades**

A+	100
A	97-99
A-	94-96
B+	92-93
B	89-91
B-	87-88
C+	84-86
C	79-83
C-	76-78
D+	74-75
D	71-73
D-	69-70
F	Below 69
I	Incomplete
W	Withdrawal

## Progress Reports and Downlists

Beginning with the third week of each quarter, Middle School teachers will submit a weekly downlist with students achieving a grade of D or F in their classes. On Thursday afternoon or Friday morning, teachers will notify students in their classes that they are on the downlist with either a failing or near failing cumulative grade. The principal will attempt to make contact (phone, message, or email) with the parent/guardian on Friday. It is the parents' responsibility to make sure the office has the current contact information. Unless otherwise stipulated in the student's IEP, any student failing any classes will be ineligible to participate in extracurricular activities (performances or competitions or dances) the following week (Monday through Saturday). Students will be expected to attend all practices and performances (unsuited) during that week. Students who are on the downlist with an F at the end of the eighth week remain ineligible through the end of that quarter.

Each week of the quarter beginning with the third week, parents will receive a notification that their child is failing or doing D work (is on the downlist). The third, sixth, and eighth weeks of the quarter, this letter will also contain a progress report from the teacher of the classes. If during the other weeks after the third week, the student is placed on the downlist and has not been the week before, the parent will also receive the progress report from the teacher enclosed with the downlist letter. Parents wishing to know the academic status of their child (whether or not he/she is on the downlist) before Saturday's mail may call the school on Friday

### Homework

Teachers assign homework, extra class activities or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make-up incomplete class work. Students are expected to complete homework on time. Failure to complete homework may result in loss of class credit and a failing grade in the class. Elementary students may be asked to stay after school to make up work they have not been completing at school only after a personal contact is made by the teacher. For secondary students, homework help is available each day from 3:30 – 4:00 or from 7:30– 8:00.

### Human Growth and Development (Fifth Grade)

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction.

### Open Enrollment

Iowa's open enrollment law allows students residing in one district to request transfer to another school district upon the parent's request. Students wishing to open enroll to another district must apply for open enrollment by March 1 of the school year preceding the school year in which they wish to open enroll unless there is good cause as defined by law. Open enrolled students from low-income families may qualify for transportation assistance. Open enrollment may result in loss of athletic eligibility for students open enrolling. Students interested in open enrollment out of the school district must contact the superintendent for information and forms.

### Adding/Dropping Classes

Students who wish to add or drop a class must do so within (3) days after the start of the semester. The teacher, parents, principal and guidance counselor's permission are necessary to drop or add a course. Students who drop after the three days may receive an F and no credit in that class.

### Extracurricular Eligibility

Participation in extracurricular activities is a privilege. Students involved in these activities must be responsible both in the classroom (academically) and exhibit good behavior. On a weekly and on a quarterly basis, a student must be passing all classes to be eligible. Students failing at the end of a semester will be ineligible for 30 consecutive days of the next semester or summer. If the student has an IEP, the decision will be left to the jurisdiction of the local LEA. (This follows the Iowa code set by the IHSAA, IGHSAA, and IHSSA.) All students, including athletes, performers and spectators must be at school one-half day (four full class periods) in order to attend or participate in the event. Exception is a verified doctor/specialist appointment or other emergency.

Students are not in good standing and are ineligible when:

1. They are academically ineligible
2. They are in violation of the Good Conduct Policy
3. They are currently under (ISS) or (OSS) penalty
4. They have detentions not served
5. They are not at school for one-half day (four (4) full class periods) \*Exception is a verified doctor/specialist appointment, or other emergencies
6. They are currently under a Good Conduct Policy violation from another school.
7. If a student is ineligible under any circumstance, they are ineligible for all activities whether sanctioned, non -sanctioned, or out of state.

#### Honor Roll and Academic Honors

The school district honors students who excel academically. Honor roll will be given for students who earn all A's, A/B, and B's in all classes.

#### Talented and Gifted (TAG)

If at any time, you feel your child, at any grade level, would be better served by placement in a higher grade (acceleration), you should discuss this with your child's teacher or principal. If you feel your child at Middle School or would be better served in a higher level course you should discuss this with your child's teacher or principal.

#### Announcements

Daily announcements can be read to students within the class period they are received and will be posted on the districts' websites. The daily announcements contain important information about the school, meetings, and activities. Items that need to be in the bulletin must be in the office before 7:50 A.M.

#### Visitors at School

Parents are encouraged to visit their child's classroom. To insure an environment that is conducive to learning is maintained, we ask that classroom visits be limited to one hour or less. Parents may not bring any other children with them for a classroom visit. You will not be able to use a classroom visit as an opportunity for a parent-teacher conference. If you want to visit with a teacher about your child, you will need to schedule an appointment to meet at another time. If you are going to visit school, you are to call ahead to schedule your visit with the teacher and principal. Visitor tags are available in the offices. All visitors must check into the office upon arrival in the building.

#### Legal Status of Student

If a student's legal status, such as the student's name or the student's custodial arrangement, should change during the school year, the parent or guardian must notify the school district and provide copies of any supporting legal documentation to the building principal. The school district needs to know when these changes occur to ensure that the school district has a current student record.

# TEACHER QUALIFICATIONS

## Parental Right to Know

Parents and Guardians in the Hamburg Community School District have the right to learn about the following qualifications of their child's teacher: state licensure requirements for the grade level and content areas taught; the current licensing status of your child's teacher; and baccalaureate/graduate certification/degree.

### **Statement of Assurance Related to Highly Qualified Teacher Assignments:**

If, due to circumstances out of the districts control, a substitute or replacement teacher will be assigned to your students classroom or class for a period of time of four or more consecutive weeks and that teacher is not highly qualified in accordance with federal and state laws then the district will notify you of the situation. It is the intention of both the Hamburg Community School Districts to provide 'highly qualified' teachers in all areas to the best of the districts' ability throughout the school year.

Parents or guardians may request this information from the Office of the Superintendent by calling 382-2017 or sending a letter of request to Office of the Superintendent, 309 S Street, Hamburg, Iowa 51640.

### **HOMELESSNESS INFORMATION FOR PARENTS**

If your family lives in any of the following situations:

- in a shelter, motel, vehicle, or campground
- on the street
- in an abandoned building, trailer, or other inadequate accommodations, or
- doubled up with friends or relatives because you cannot find or afford housing

then, your preschool-aged and school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act of 2001.

Your children have the right to:

- go to school, no matter where you live or how long you have lived there. They must be given access to the same public education, including preschool education provided to other children.
- continue in the school they attended before you became homeless or the school they last attended, if that is your choice and is feasible. If a school sends your child to a school other than the one you request, the school must provide you with a written explanation and offer you the right to appeal the decision.
- receive transportation to the school they attended before your family became homeless or the school they last attended, if you or a guardian requests such transportation.
- attend a school and participate in school programs with children who are not homeless. Children cannot be separated from the regular school program because they are homeless.
- enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
- enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrolling your children.
- receive the same special programs and services, if needed, as provided to all other children served in these programs.
- receive transportation to school and to school programs.

When you move, you should do the following:

- Contact the school district's local liaison for homeless education (see phone number below) for help in enrolling your child in a new school or arranging for your child to continue in his or her former school. Or, someone at a shelter, social services office, or the school can direct you to the person you need to contact.
- Contact the school and provide any information you think will assist the teachers in helping your child adjust to new circumstances.
- Ask the local liaison for homeless education, the shelter provider, or a social worker for assistance with clothing and supplies, if needed.

Hamburg Local Contact: Dr. Wells, 712-382-2017, [mwells@hamburgcsd.org](mailto:mwells@hamburgcsd.org)

### School Lunch

All buildings use a systematic computerized machine for accounting and reporting school lunch. Each student is issued an account number. As the student goes through the lunch line, the price of their lunch is deducted from their account. Please deposit as much money as possible into the child's account to avoid a negative balance. Due to state regulations, students will not be served a meal if their lunch account is negative. Deposits can be made on the school's website or a check can be sent with the student.

Please do not send pop to school as part of a sack lunch or otherwise. Also, when sending lunches to school, do not send food items or drinks in glass containers.

A student eating breakfast, needs to be in the breakfast line by 7:50 A.M. or will not be served.

In order to maintain a safe and orderly environment, the following rules are in effect:

1. Remain in the cafeteria areas.
2. Keep hands, feet, and objects to yourself.
3. You are responsible to keep your own area clean.
4. Put all trash and uneaten articles in the trash containers.
5. Speak in an inside voice. No yelling, screaming, or shouting.

### Drinks and Food

Drinks (other than water) and food are not allowed during school between 8:00 A.M. and 3:30 P.M. Students who are eating food, or drinking items other than water during school hours will have the items confiscated. Edible items must not be left in lockers. If a special occasion involves food, the principals must give approval.

### Buses and Other School District Vehicles

The privilege of riding the bus may be revoked at any time for behavior that distracts, is violent, intimidating, or abusive toward others. Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading or unloading or leaving the bus. The driver has the ability to discipline a student and will notify the principal of a student's inappropriate bus conduct.

### Video Cameras

The Hamburg Community School District Boards of Directors have 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 other student records. Videotapes will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined to be necessary by the administration. Parents may request to view videotapes of their child if the videotapes are used in a disciplinary proceeding involving their child.

Persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor and chaperones are to follow the school district policies, rules and regulations for student violations.

- Riders must be at the designated loading point *before* the arrival time.
- Students boarding a bus which is not their usual bus need a written note for the bus driver.
- Riders must wait until the vehicle comes to a complete stop before attempting to enter.
- Riders must not extend arms or heads out of the windows at any time.
- Aisles must be kept cleared at all times.
- Riders shall load and unload through the right front door. The emergency door is for emergencies only.
- Riders will depart from the vehicle at the designated point unless written permission to get off at a different location is given to the driver.
- Riders may be assigned a seat by the driver.
- Riders who damage seats or other equipment will reimburse the school district for the cost of the repair or replacement.
- Riders are not permitted to leave their seats while the vehicle is in motion.
- Waste containers are provided on all vehicles for riders' use.
- Permission to open windows must be obtained from the driver.
- Classroom conduct is to be observed by students while riding the vehicle except for ordinary conversation.
- The driver is in charge of the riders and the vehicle, and the driver is to be obeyed promptly and cheerfully.
- Riders should assist in looking after the safety and comfort of younger riders.
- Riders who must cross the roadway to board or depart from the vehicle must pass in front of the vehicle (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
- Riders must not throw objects about the vehicle nor out through the windows.
- Shooting paper wads, squirt guns or other material in the vehicle is not permitted.
- Riders must keep their feet off the seats.
- Roughhousing on the vehicle and at the bus stop is prohibited.
- Riders must refrain from crowding or pushing.
- The use or possession of alcohol, tobacco or look-a-like substances is prohibited in the vehicle.
- Students riding the bus must go directly into the school building and may not go somewhere else in town.
- The good conduct rule is in effect.

The following rules will be posted in each bus.

*Bus Behavior:*

- Be Seated When Bus is in Motion
- No Touching; No Yelling
- Throw Away Your trash
- Do Not Damage Seats
- Bus Driver is in Charge

### Consequences:

Inappropriate bus behavior may result in detention, a meeting with parents, or suspension from the bus. A student who has been suspended from the bus three times must address the board with their parents before being allowed to ride the bus again. Final determination of consequences will be left to the discrimination of the building principals and superintendent.

### Student Delivery & Pick-Up

Parents will be notified of pickup locations and times by their bus drivers. Students need to be at the stop at the designated time or they may be left.

### Bus Loading

Students will load busses in the teacher parking lot. Parents are asked not to pick up their children in the teachers lot.

### Library

The Library is central to the learning environment of our students. It is a work center. Students and teachers are encouraged to use the Library. However, rules and rights of others must be respected. Students in the Library are expected to conduct themselves in a manner that allows others to concentrate and study. The teacher-librarian, is available to help when preparing projects, reports, papers, and other assignments which involve research.

The following guidelines must be followed:

1. Students are to have a pass from a teacher in order to come to the Library.
2. No food or drink is allowed in the Library.
3. Talking is to be kept to a minimum.
4. No games are to be played on the Library computers.
5. Books may be checked out for two weeks and renewed once.
6. Books may be put on hold at a student's request.
7. The fine for overdue books is \$.10 per day
8. Any lost materials will be paid for at replacement cost. Students who do not pay their fines will not be allowed to check out books until the fine is paid.

### Student Assistance Team

The Student Assistance Team – S.A.T. – is a building-level system designed to assist problem solving by and for teachers and students. Two general education teachers, counselor, and the building principal will serve as a core team, but the size of the team will vary to include other individuals on an ad hoc basis. The TAT team process is based on the belief that we can work through a group problem-solving process and address the needs of any student that is in need of assistance. If you would like to refer a student, please call the building principal.

### Guidance Program

The school district guidance program is divided into counseling and information services. Each of these categories is interdependent and assists students with their personal, educational and career development and in becoming well-rounded, productive adults. Confidentiality is maintained by the employees involved in the guidance program.

### Textbooks

Students should plan to bring their textbooks to class each day unless the teacher instructs them otherwise. Textbooks are the property of the Hamburg\_Community Schools. If a student has lost a textbook for over a week, the student will be assessed the replacement cost of the book. A letter will be



sent to the parents as notice of payment due. At that time, the student will be issued another textbook for use. If the original book is found, reimbursement will be made. Students are asked to take care of their textbooks and respect the property of the school. **Students will be asked to pay for lost or damaged books.**

## Good Conduct Rule

The Board of Directors of the Hamburg Community School District offer a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of our schools throughout the calendar year, whether away from or at school. Students who exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, or highly inappropriate. Participation in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors. The school principal shall keep records of violations of the Good Conduct Rule.

Activities in which a student may lose eligibility by violating the Good Conduct Rule include but are not limited to: athletics, instrumental and vocal music performances and contests, drama productions, speech contests, FFA, FCCLA, National Honor Society, all **co-curricular** clubs (e.g., Art Club, Math Club), all honorary and elected offices (e.g. Class officer, student government officer or representative), cheerleading, drill team, state contests and performances for cheerleading and drill team, attendance at art fairs and art trips, FFA conventions and trips, and student dances.

**Extracurricular activities that are graded in the classroom and contribute to classroom credit are exempt from the Good Conduct Policy.**

### Academic Eligibility

To be eligible for an activity, students participating must:

- Be enrolled or dual-enrolled in school;
- Have met academic eligibility standards according to the Hamburg Student Handbook.
- For students in athletics
- Have met all transfer requirements, if the student is a transfer student, or eligible under state law and regulations if the students is an open enrollment student.

Special Education students or students covered by a Section 504 plan shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by the staffing team towards the goals and objectives on the student's IEP or accommodation plan.

To retain eligibility for participation in Hamburg Middle School's extracurricular activities, students must conduct themselves as good citizens, at all times, both in and out of school. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community.

Any student, after being confronted with the allegation, the basis of the allegation, and given the opportunity to tell the student's side and is considered more likely than not to have violated the school's Good Conduct Rule will be deemed ineligible for a period of time, as described below. A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- Possession, use, or purchase of tobacco products, regardless of the student's age;
- Possession, use, or purchase of alcoholic beverages, including beer and wine;
- Possession, use, or purchase of illegal drugs or the unauthorized possession, use, or purchase of

- otherwise lawful drugs;
- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s).

If a student transfers in from another Iowa school or school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school district, the student shall be declared ineligible if the administration determines that there is general knowledge in our school district of the fact of the student's violation in the previous district.

### *Penalties*

**When the administration believes it is more likely than not that the student violated the Good Conduct Rule, during the school year or summer, the student is subject to a loss of eligibility as follows:**

- **First offense** within the student's school career – Up to thirty (30) calendar days of ineligibility **commencing with the next public performance or contest.**
- **Second offense** within the student's school career – Up to forty-five (45) calendar days of ineligibility **commencing with the next public performance or contest**
- **Third offense** within the student's school career – Up to sixty (60) calendar days of ineligibility **commencing with the next public performance or contest.**
- **Fourth or more offense** within the student's school career – Up to one calendar year of ineligibility **commencing with the next public performance or contest.**

### Ineligibility Requirements:

- The student shall attend all athletic practices during the ineligibility period.
- Athletes shall attend all performances and sit on the bench during the ineligibility period.
- The ineligible athlete shall not wear a uniform during performances.
- Ineligibility time shall not be credited to the student for nonattendance at practice or games unless mutually agreed to by the coach and principal.
- Ineligibility time shall not be credited to the student between athletic seasons or other extra-curricular activities or events.
- School holidays shall not be credited as ineligibility time served.
- Students may not serve their ineligibility in extra-curricular activities as a new participant for the sole purpose to serve ineligibility time. Exceptions may be granted to freshman and sophomore students at the discretion of the principal.
- The student must complete the season/activity for the ineligibility to be fulfilled.

Violation for Use of Tobacco: Ineligibility for the possession, use, or purchase of tobacco products may not exceed 60 days. However, each violation that is tobacco-related does advance the student to the next offense (e.g., if a student previously had three violations of the Good Conduct Rule, and is caught purchasing, using, or in possession of a tobacco product, the period of ineligibility may not exceed 60 days even though the offense is considered that student's fourth offense. The student must note that the next violation of the Good Conduct Rule, that is not tobacco-related, will cause that student to be ineligible for one year).

Successive Periods of Ineligibility: A student that is already serving a period of ineligibility for violating the Good Conduct Rule, may not serve a second period of ineligibility concurrently with the first. If a student violates the Good Conduct Rule while already ineligible, the periods of ineligibility will be served successively.

### Reduction in Penalty

*Evaluation and Treatment:* A student who has a third and/or fourth violation of the alcohol or drug provision of the Good Conduct Rule may elect to seek an evaluation and, if recommended, treatment from a recognized substance abuse facility at the student's or student's parent/guardian's expense. If the student seeks the evaluation, agrees to waive confidentiality to allow the facility to report back to the superintendent or designee regarding recommendations for treatment or follow-up care, adheres to the recommendations of the evaluation, and provides written documentation from the treatment center that the alcohol and/or drug problem is under control, the student's penalty for the third violation may be reduced by twenty (20) calendar days. If it is the student's fourth violation, the penalty may be reduced to sixty (60) calendar days. This reduction is not available for the first violation or second violations. This reduction is also not available beyond the fourth violation.

*Admission Prior to Determination:* If a student comes forward to the athletic director or principal to admit (self-report) a violation of the Good Conduct Rule prior to the initial confrontation by the athletic director or principal, the student's penalty may be reduced to fifteen (15) calendar days for a first violation, to thirty (30) calendar days for a second violation, or to forty-five (45) calendar days for a third violation within the student's school career. Admission of guilt must occur by 8:00 a.m. on the school day following the incident that violates the Good Conduct Policy.

*Combined Reductions:* The reductions available in the above items of this section may not be combined.

*Behavior Agreement:* A student who has been found to violate the provision described above as conduct that would be grounds for arrest or citation, may seek to reduce the penalty by entering into a Behavior Agreement. The final decision on whether a behavior agreement may or may not be written rests with the school principal. A behavior contract is an option only with a student's third or fourth violation of the Good Conduct Rule. If a behavior agreement is allowed, it shall be in writing and include (but not be limited to) an oral apology for the student's behavior to the affected parties, and restitution where appropriate. The degree of reduction of the penalty in such situations shall rest with the administrator, but in no event shall the reduction exceed one-third of the penalty. If the student violates the agreement, the reduction of penalty is forfeited and the number of days of ineligibility that were initially reduced shall immediately be imposed upon the student as days of ineligibility.

### Academic Consequences

Unless the student violated the Good Conduct Rule while on school grounds or at a school event or activity off school grounds, there will be no academic consequences (e.g., detention, suspension from school) for the violation.

### Appeals

Any student who is found by the administration to have violated the Good Conduct Rule may appeal this determination to the superintendent by contacting the superintendent within three (3) days of being advised of the violation. The penalty will be in effect pending the superintendent's decision.

If the student is dissatisfied with the decision of the superintendent, he or she may appeal to the school board by filing a written appeal with the board secretary at least three (3) days prior to the next board meeting. The review of the board will be in closed session unless the student's parent (or the student, if the student is at least 18 years of age) requests an open session. The grounds for appeal to the school board are limited to the following: the student did not violate the good conduct rule, or the student was given inadequate due process in the investigation and determination of the Good Conduct Rule. The penalty will remain in effect pending the outcome of the meeting with the board.

If the school board reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.

## MISCELLANEOUS

### Citizenship

Being a citizen of the United States, of Iowa and of the school district community entitles students to special privileges and protections as well as requiring the students to assume civic, economic and social responsibilities and to participate in their country, state and school district community in a manner that entitles them to keep these rights and privileges.

As part of the education program, students have an opportunity to learn about their rights, privileges and responsibilities as citizens of this country, state and school district community. As part of this learning opportunity, students are instructed in the elements of good citizenship and the role quality citizens play in their country, state and school district community.

### Inspection of Educational Materials

Parents and other members of the school district community may view the instructional materials used by students. Copies may be obtained according to board policy. Tests and assessment materials are only available for inspection with the consent of the superintendent. Persons wishing to view instructional materials or to express concerns about instructional materials should contact their child's building principal.

### TITLE I CLASSES --Extra help with reading and math

We have one teacher who serves as the Title I reading, math and ELL students. Eligibility for Title I services is determined by the eligibility requirements set by the government. Title I is a federally funded program. Application must be made each year for this program. The amount of funding is set by the state office of Title I. The Iowa Assessments given in the spring help to determine the students who may be eligible in grades 3-5. A CBM (Curriculum Based Measure) is also used to help determine which students in grades 1-5 may be eligible. The STAR test in reading and math is also used to help determine which students in grades 2-5 may be eligible.

### Title I Parent Involvement Policy

It is the policy of the Hamburg Community Schools that parents of participating children shall have the opportunity to be involved jointly in the development of the district plan and in the district's review process for the purpose of school improvement. Recognizing that parental involvement is the key to academic achievement, we seek to involve parents in an effective home-school partnership that will provide the best possible education for our students. The district encourages parent involvement and supports this partnership through providing information about standards and assessments; providing training and materials for parents to help their children; educating school personnel about involving parents and the value of parent contributions; and developing roles for community organizations and businesses to work with parents and schools.

1. This jointly developed and agreed upon written policy is distributed to all parents in our Title I schoolwide building through the Parent Handbook which is distributed to every family during the first week of school.

2. Two annual meetings, one in the fall and one the spring, are held, for all parents of participating children. Additional meetings with flexible times shall be held throughout the year and be determined by parent suggestions. Notification will be sent in the building newsletter. Family Activity Nights may be implemented during the school year as they have been in past school years and the Title I meetings may be incorporated into these evenings.

3. Parents are given assistance in understanding the Title I requirements, standards, and assessments through the annual meetings and parent-teacher conferences.

4. Parents receive an explanation of the school's performance profile, the forms of academic assessment used to measure student progress, and the expected proficiency levels in the annual progress report which is available to all patrons in the fall of the year for the previous school year, through individual reports given to parents at conference time, and through report cards.

5. Parent recommendations are encouraged and responded to in a timely manner. Verbal or written responses will be given for all recommendations.

6. Parents will be involved with the planning, review, and improvement of the schoolwide programs through the Title I Parent Advisory Committee. If the schoolwide program is not satisfactory to the parents of participating children, they may submit comments to the Title I PAC. Parents will be notified in a timely manner should their child be taught for four or more consecutive weeks by a teacher who is not highly qualified.

7. A jointly developed school/parent/teacher/principal compact outlines how parents, the entire school staff, and students all share responsibility for improved student achievement. The compact also describes the means by which the school, parents, teachers and principal will build and develop a partnership to help children achieve our local high standards. It is printed in the parent handbook and is reviewed at the annual meeting. It is distributed to all students the first week of school in triplicate. Parents keep a copy, students keep a copy in a folder in their desks and teachers keep a copy on file.

8. The Title I program provides opportunities for parents to become partners with the school in promoting the education of their children both at home and at school. Parents are given help monitoring their student's progress and provided assistance on how to participate in decisions related to their student's education. The school also provides other reasonable support for parental involvement activities as requested by parents. Parents are encouraged to participate as volunteers in the school setting. Individual conferences will also be held upon request. A parent resource center, which contains reports on educational issues, books and videos, is available to parents for check out at the elementary building.

9. The school continues to coordinate and integrate, to the extent feasible and appropriate, the parent involvement policy and other programs and activities within the district. Transitional information for students moving from fifth grade to sixth grade will be provided to parents at Marnie Simons Elementary at the annual spring meeting.

10. An annual evaluation of this parental involvement policy shall be conducted to determine its effectiveness. Findings will be used to design strategies for school improvement and revision of policies. The annual spring meetings will serve as the site for discussions of program adjustments.

Providing all students with equal access to quality education is our primary purpose. It is crucial that all partners (students, parents, educators, and communities) have the opportunity to provide input and offer resources to meet this purpose. As these partnerships are mutually beneficial, developing cooperative

efforts will ensure improved academic achievement for all students.

Each student and parent will be required to complete the following compact each school year. The compact will be sent home on a three part form for a signature and parents will keep a copy for home.

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**Teacher-Student-Parent-Principal Compact--School Year 2018-2019**

Our Mission: The Hamburg Community School Districts in partnership with parent and community members will empower students to become intellectual explorers.

As a Teacher, I, \_\_\_\_\_ will

- believe that each student can learn;
- show respect for each child and his/her family;
- come to class fully prepared to teach effectively;
- provide an environment conducive to learning;
- help each child grow to his/her fullest potential;
- provide meaningful and appropriate homework activities;
- provide frequent written student achievement reports to parents;
- enforce school and classroom rules fairly and consistently;
- maintain open lines of communication with student and his/her parents;
- find ways to involve parents in the school program;
- demonstrate professional behavior and a positive attitude.

As a Student, I, \_\_\_\_\_ will

- always try to do my best in my work and in my behavior;
- work cooperatively with my classmates;
- show respect for myself, my school and other people;
- obey the school rules and the bus rules;
- come to school prepared with needed supplies and with my homework completed;
- believe that I can learn and that I will learn.

As a Parent/Guardian, I, \_\_\_\_\_ will

- see that my child attends school regularly and on time;
- provide a home environment that encourages my child to learn;
- insist that all homework assignments are completed;
- communicate regularly with my child's teachers;
- support the school in developing positive behaviors;
- talk with my child about his/her school activities every day;
- encourage my child to read at home and monitor his/her TV viewing;
- volunteer time at my child's school;
- show respect and support for my child, the teacher and the school.

As the Principal, I, \_\_\_\_\_ will

- provide a safe, welcoming and nurturing school environment that allows for positive communication and strengthens the partnership among the teacher, parent/guardian, and student;
- enforce school rules fairly and consistently;
- hold high achievement expectations for all students, within a safe learning environment, to meet or exceed state academic standards;
- provide a quality curriculum and effective instructional practices that will allow students to achieve at these high levels;
- provide opportunities for learning and development to teachers and families;
- ensure that every child knows they are valued and respected;
- welcome and encourage family participation in school events

Now, working together, taking pride in our school, we will fulfill our individual commitments.

Teacher \_\_\_\_\_ Parent(s) \_\_\_\_\_

Student \_\_\_\_\_ Principal \_\_\_\_\_

# STUDENT'S INFORMATION SECTION

## BASIC RESPONSIBILITIES--Student Job Description

Your school is a special place for learning. At school you will learn by reading books, listening to teachers and other students, and doing group and individual activities. You will also learn from meeting different kinds of people. Even though all students and adults you meet may not become your best friend, you can, and are expected to, get along with everyone.

Remember that you, and all the other students, are in school to learn as much as possible. We would like you to enjoy your learning experiences every day.

To make this run as smoothly as possible, and to protect the safety of everyone, there are basic rules that every student and teacher must observe. Try to know all the rules of fair conduct in school so you can be fair with everyone.

Every member of the school system, including each student, has a responsibility to contribute to the successful operation of the school. Each employee of the school has a job description listing his/her specific job responsibilities. Your responsibilities as a student are as follows:

### Your Job Description:

1. To apply yourself to the best of your ability to the learning tasks assigned to you.
2. To attend school regularly and on time.
3. To act in a way which will help school be a place where all kids can enjoy learning.
4. To use the school facilities respectfully so that they can continue to be used.
5. To follow school rules and to help in enforcing and making school rules.

## BASIC RULES

During the school year we will continue to teach the Life Skills and Lifelong Guidelines in each of our classrooms. We will use these skills and guidelines as the basis for our behavior management program in each classroom as well as in other areas of the building, on the playground and on the buses.

### *The Lifelong Guidelines are:*

Trustworthiness	Truthfulness	Active Listening	No Put-Downs	Personal Best
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### *The Life Skills are:*

Integrity	Initiative	Flexibility	Perseverance	Organization
Sense of Humor	Effort	Common Sense	Problem Solving	Responsibility
Patience	Friendship	Curiosity	Cooperation	Caring
Courage	Pride			

## School Rules

There are four basic rules which we expect you to follow every time you are at school. These rules apply in the classroom, the hallways, the gym, the playground, everywhere. You are to memorize these rules and be prepared to recite them when asked.

1. Respect yourself.
2. Respect others.
3. Obey the adult in charge.
4. No gum chewing.



### School Rules Against Bullying

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will include students who are easily left out.
4. When we know somebody is being bullied, we will tell an adult at school and an adult at home.

*Tattling* is telling just to get someone in trouble.

*Reporting* is telling to keep someone out of trouble or from being hurt.

### Playground Recess Guidelines

Use playground equipment properly:

- Balls are not to be thrown against the building or kicked or thrown over the fence.
- Football is touch, not tackle. No football is to be played on the wood chip area.
- Snowballs may not be thrown at all.
- Swings: Sit in swings. Do not go crooked or link together in swings. Do not push a swing that is not occupied.
- Slides: One person at a time down slide. Only people on slide. Go down sitting on your bottom.
- Teeter totter: No hard bumps or jumping off. Keep games away from the equipment.

If students choose to disobey a recess rule they may be directed to stand in time out (by the fence or on the playground) where they will stay as long as the supervisor tells them to. If the problem persists there will be missing of recess time or possible detention, as worked out by teachers/supervisors/principal.

### Gym Recess Guideline

When indoor recess is necessary, students may be asked to bring a “sit down” activity with them to the gym for the recess period or be expected to participate in activities organized by staff.

### Breakfast Procedures

1. Enter the building and remain seated in the lunchroom until the 7:50 a.m. bell rings. When bell rings, wait quietly to be dismissed to classrooms. Staying in line, take your coat and bag to your classroom. Go straight back to the lunchroom.
2. If not eating, sit at a non-eating table.
3. If eating, take your tray to a designated breakfast table. Sit down in the order that you come in. You may visit quietly, but you need to eat as soon as you sit down.
4. Return tray quietly. Go directly back to a non-eating table.
5. Take a seat at a non-eating table.
6. When 8:00 a.m. bell rings, students are to be quiet. They will be dismissed by grade level to go to morning classes. Walk single file down the hall, no talking.

### Lunchroom Procedures

1. Proper manners are expected at all times.
2. You may talk quietly to your neighbors.
3. Each table will be dismissed by the supervisor to dump trays.
4. After you take your tray back, go directly back to your table.
5. PK-4 students will be dismissed by lunchroom staff to go to recess..

### BLOOD CONTACT

Students should not touch or clean up blood of another student in any setting. The district has procedures designed to deal with bleeding incidents. Students should notify a staff member if a bleeding incident occurs.

### EMERGENCY DRILLS—FIRE, TORNADO AND BUS EVACUATION

Emergency drills are practiced several times during the year to prepare students for the event of an actual fire, tornado or bus emergency. Instructions are posted in each room regarding the proper procedures. All procedures are supervised by the teachers.

#### Fire Drill

The fire drill will be the intermittent buzzes of the fire alarm system.

Before you leave the room, please close all windows and the classroom door if possible. Students should then walk single file to their outside location and wait for the all clear signal before going back into the school.

#### Tornado Drill

The tornado drill will be a series of short rings of the bells.

Students are to walk single file to their tornado shelter locations, taking a hard cover book with them if possible, to open over the back of their neck. The principal is lookout. All other teachers should be with their respective group or class.

#### PHONE CALLS

No phone calls without permission from teacher. These must be necessary calls, not something you can arrange at home with your parents.

# HUMAN GROWTH AND DEVELOPMENT STUDENT EXCUSE FORM

Student Name:				Grade:		
Parent/Guardian:				Phone #:		

Please list the curricular objective(s) from which you wish to have your child excused and the class or grade in which each is taught. An example is provided for you to follow.

Objective

Class/Grade

*Example (To understand the consequences of responsible Health Education/6 and irresponsible sexual behavior.)*

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

I have reviewed the Human Growth and Development program goals, objectives, and materials and wish my child to be excused from class when these objectives are taught. I understand my child will incur no penalty but may/will be required to complete an alternative assignment that relates to the class and is consistent with assignments required of all students in the class.

Signed:		Date:	
	(Parent or Guardian)		
Signed:		Date:	
	(School Administrator)		

# 2018-2019 Student/Parent Handbook

## Parent Signature Sheet

The Hamburg Community Schools make a student handbook available to each student who request a copy. The handbook can also be viewed at [www.hamburgcsd.org](http://www.hamburgcsd.org). The handbook contains rules and general information affecting students throughout the school year. We ask that you sit down and review the contents of this handbook. If you have any questions, please contact your building principal.

I (we) have read and discussed the information contained in this handbook with my (our) child,

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Parent(s) Signature(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent(s) Signature(s)

\_\_\_\_\_  
Date