

# **New Hampton Elementary School**



**Preschool – Fourth Grade  
Parent and Student Handbook  
2013 - 14 School Year**

# NEW HAMPTON COMMUNITY SCHOOL DISTRICT

## BOARD OF DIRECTORS

Tom Rasmussen, President

Damian Baltes

Joe Rosonke

Jenny Ewert

Tim Denner

SUPERINTENDENT OF SCHOOLS  
BOARD SECRETARY/TREASURER  
DISTRICT OFFICE SECRETARIES

**Jay Jurrens**  
**Bob Ayers**  
**Sue Bouska and Alice Miller**

<b>Elementary Office.....</b>	<b>641-394-5858</b>
The Learning Center Preschool.....	641-394-2517
Transportation Director.....	641-394-5065
Middle School Office.....	641-394-2259
High School Office.....	641-394-2144
Superintendent's Office.....	641-394-2134

It is the policy of the New Hampton Community School District not to illegally discriminate in its education program, activities, or employment policies or procedures as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Federal Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Areas of nondiscrimination include, but are not limited to: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

There is a grievance procedure for processing complaints of discrimination. Inquiries regarding NHCS D compliance with pertinent federal law should be directed to the New Hampton Community School District Equity Coordinator: Kelly O'Donnell, 206 West Main Street, New Hampton, IA 50659, (641) 394-2259 ext. 2030, [k\\_o'donnell@new-hampton.k12.ia.us](mailto:k_o'donnell@new-hampton.k12.ia.us)

**New Hampton Elementary School  
Parent and Student Handbook  
2013 - 14 School Year**

<b>Table of Contents</b>	
<b>Item</b>	<b>Page #</b>
<b>Non-Discrimination Statement</b>	<b>2</b>
<b>Student Complaints and Grievances</b>	<b>4</b>
<b>Welcome letter</b>	<b>5</b>
<b>Handbook Jurisdiction</b>	<b>5</b>
<b>Student Guidelines for Success</b>	<b>5</b>
<b>Section I. New Hampton Community School District Governing Documents</b>	
<b>NHCSD Mission/Vision/Learning Goals</b>	<b>6</b>
<b>NHCSD Website NHE Blog Address</b>	<b>6</b>
<b>NH Elementary Mission/Vision/Beliefs</b>	<b>7</b>
<b>Section II. New Hampton Elementary Staff</b>	
<b>NH Elementary Staff</b>	<b>8</b>
<b>Section III. District/Building Policy</b>	
<b>School Wellness Policy/Healthy Kids Act</b>	<b>9</b>
<b>Equal Education Opportunity Policy</b>	<b>9</b>
<b>Human Growth and Development</b>	<b>9</b>
<b>Multicultural and Gender Education</b>	<b>9</b>
<b>Homeless Children/Youth</b>	<b>10</b>
<b>Student Exercise of Free Expression</b>	<b>10</b>
<b>Abuse of Student by School Employee</b>	<b>10</b>
<b>Anti-Bullying/Harassment Policy</b>	<b>10</b>
<b>Corporal Punishment and Physical Restraint</b>	<b>12</b>
<b>Firearm Prohibition</b>	<b>12</b>
<b>Section IV. General Information</b>	
<b>NH Elementary Organization</b>	<b>13</b>
<b>NH Elementary Schedule</b>	<b>13</b>
<b>School Entrance Age</b>	<b>14</b>
<b>Attendance</b>	<b>14</b>
<b>School Telephone/Cell Phones</b>	<b>14</b>
<b>School Security</b>	<b>15</b>
<b>Fee Schedule</b>	<b>15</b>
<b>School Meals</b>	<b>15</b>
<b>Negative Meal Account Procedure</b>	<b>16</b>
<b>Recommended School Attire</b>	<b>16</b>
<b>Boots and Overshoes</b>	<b>16</b>
<b>Balloons and Flowers</b>	<b>17</b>
<b>Party Invitations</b>	<b>17</b>
<b>Personal Belongings</b>	<b>17</b>
<b>Lost and Found</b>	<b>17</b>
<b>Books and Equipment</b>	<b>17</b>
<b>Teacher Training/Professional Development</b>	<b>17</b>
<b>Kids With Class (Grade 4)</b>	<b>17</b>
<b>Kids In Charge (KIC)</b>	<b>17</b>
<b>Area Education Agency Services (AEA)</b>	<b>18</b>
<b>Section V. Expectations of Students</b>	
<b>Homework Objectives and Responsibilities</b>	<b>18</b>
<b>Behavioral Expectations of Elementary Students</b>	<b>19</b>
<b>Behavioral Expectations in All Areas</b>	<b>19</b>
<b>Expectations in the Cafeteria</b>	<b>20</b>
<b>Expectations in the Hallway</b>	<b>20</b>

<b>Expectations in the Restroom</b>	<b>20</b>
<b>Expectations on the Playground</b>	<b>20</b>
<b>Playground Equipment Rules</b>	<b>21</b>
<b>K – 4 Conduct Policy</b>	<b>22</b>
<b>Search and Seizure</b>	<b>26</b>
<b>Section VI. Health and Safety</b>	
<b>Health Services</b>	<b>26</b>
<b>Immunization Certificates</b>	<b>27</b>
<b>Communicable Diseases</b>	<b>27</b>
<b>Illness and Injury</b>	<b>28</b>
<b>School Insurance</b>	<b>28</b>
<b>Fever and Illness</b>	<b>28</b>
<b>Head Lice</b>	<b>28</b>
<b>Conjunctivitis (Pink Eye)</b>	<b>28</b>
<b>Weather Reminders</b>	<b>28</b>
<b>Keeping Children From Recess and PE</b>	<b>29</b>
<b>Crossing Guards</b>	<b>29</b>
<b>Bicycles at School</b>	<b>29</b>
<b>Leaving School Before Dismissal</b>	<b>29</b>
<b>Fire and Tornado Drills</b>	<b>30</b>
<b>Section VII. Parent Information</b>	
<b>Report Cards/Parent/Teacher Conferences</b>	<b>30</b>
<b>Parent Involvement</b>	<b>30</b>
<b>School Visits</b>	<b>30</b>
<b>Promotion and Retention</b>	<b>31</b>
<b>Student Educational Records</b>	<b>31</b>
<b>Open Enrollment</b>	<b>31</b>
<b>Section VIII. Bus Behavioral Expectations</b>	
<b>Bus Driver</b>	<b>32</b>
<b>Transportation Director/Principal</b>	<b>32</b>
<b>Information/Riding the Bus</b>	<b>32</b>
<b>Use of Video Cameras on the Bus</b>	<b>33</b>
<b>Section IX. Technology</b>	
<b>Web-Based Student System</b>	<b>34</b>
<b>Online Resources</b>	<b>34</b>
<b>Instructional Computing</b>	<b>35</b>
<b>Acceptable Use of Internet Resources</b>	<b>35</b>
<b>Snack Policy of NHE</b>	<b>38</b>
<b>Internet/Network Permission Form</b>	<b>39</b>
<b>Parental Permission Form for Photographs</b>	<b>40</b>
<b>Parental Permission Form for Field Trips</b>	<b>40</b>
<b>Handbook Review Parent Form</b>	<b>41</b>
<b>2012 – 13 Calendar</b>	<b>42</b>

\*Please sign and return pages 39 – 41 or submit them online.

## **STUDENT COMPLAINTS AND GRIEVANCES**

## **Code 502.6**

Student complaints and grievances regarding board policy or administrative regulations and other matters should be addressed to the student’s teacher or another licensed employee, other than the administration, for resolution of the complaint. It is the goal of the board to resolve student complaints at the lowest organizational level. If the complaint cannot be resolved by a licensed employee, the student may discuss the matter with the principal within ten days of the employee’s decision. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within ten days after speaking with the principal. If the matter is not satisfactorily resolved by the superintendent, the student may ask to have the matter placed on the board agenda of a regularly scheduled board meeting in compliance with board policy.

**Dear Parents and Students,**

**Welcome to the 2013 - 14school year! This handbook has been prepared to provide you with general information about New Hampton Elementary policies and procedures. Please read it carefully as the school year begins and keep it handy to use as a reference throughout the school year. If you have questions that are not addressed in this booklet, please call the school so that your questions might be answered.**

**The New Hampton Elementary staff believes communication between home and school is of utmost importance. It is our goal to create a partnership between each home and school, which will be optimal and insure every family will be involved in the educational process. The faculty and staff of New Hampton Elementary will join your family in developing your children to their fullest potential. We are looking forward to a quality home/school partnership with you and your family.**

**Most Sincerely,**

**Mrs. Linda Kennedy  
Elementary Principal**

## **HANDBOOK JURISDICTION**

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; 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.

## **STUDENT GUIDELINES FOR SUCCESS**

In the New Hampton Elementary community, learning and using life skills are critical to the success of all students. The life skills essential to the success of every child are understanding the cognitive meaning and practicing the Six Pillars of Character Counts. They are trustworthiness, respect, responsibility, fairness, caring, and citizenship.

We encourage parents to join the New Hampton Elementary staff in our commitment to teach, advocate, enforce, and model these essential life skills.

## **SECTION I. THE NEW HAMPTON COMMUNITY SCHOOL DISTRICT GOVERNING DOCUMENTS**

### **Mission Statement of the New Hampton Community School District**

The mission of the New Hampton Community School District is to empower all students to succeed in a changing world.

*Developed in 1990 by school improvement building representatives.*

### **Vision Statement of the New Hampton Community School District**

The vision of the New Hampton Community School District and all stakeholders is to create collaborative partnerships in order to:

- Create opportunities to enhance the individual growth (physical, intellectual, personal, social, and emotional) and character development of each student.
- Provide a school climate that welcomes diversity and fosters caring relationships based on mutual respect to create a culture of academic learning.
- Utilize district standards to create a research-based framework for learning through implementation of the Iowa Core Curriculum Essential Concepts and Skillsets.
- Continually strive for excellence by encouraging and evaluating innovative practices.
- Effectively utilize all available resources (financial, human, community, technological and infrastructure).

*Developed in 2007-08 by the District School Improvement Team (DSIT). Amended In 2009 by DSIT.*

### **New Hampton Community School District Student Learning Goals**

The New Hampton Community School District, through the diverse learning opportunities it provides, teaches students to...

- read and listen carefully
  - write and speak clearly
  - use mathematics efficiently and accurately
  - locate and use information thoughtfully
  - work cooperatively
  - think scientifically, critically, and creatively
  - model acceptance of diverse cultures and ideas
  - appreciate the aesthetic qualities of the arts and humanities
  - use technology effectively
  - live healthfully
  - act in accordance with the Six Pillars of CHARACTER COUNTS!sm (trustworthiness, respect, responsibility, fairness, caring, and citizenship).
  - treat others respectfully, regardless of differences
- so their lives may be socially productive and personally meaningful.

*Developed in January 2000 by the School Improvement Design Team.*

### **The New Hampton Community School District Website**

Visit [www.new-hampton.k12.ia.us](http://www.new-hampton.k12.ia.us) to keep up with district and elementary events.

**NHE Blog: [nhetimes@blogspot.com](mailto:nhetimes@blogspot.com)**

## NEW HAMPTON ELEMENTARY SCHOOL

**Mission Statement of New Hampton Elementary School:** The mission of the New Hampton Elementary School is to empower all students to succeed socially, emotionally, intellectually, and behaviorally in a changing world.

**Vision Statement of New Hampton Elementary School:** All New Hampton Elementary students will experience success throughout life by establishing positive behaviors and attitudes consistent with the Six Pillars of Character Counts.

**Belief Statements of New Hampton Elementary School:**

1. Social, emotional intellectual and behavioral skills are essential to success in school and throughout life.
2. All children and youth can be successful socially, emotionally intellectually, and behaviorally.
3. Families, schools, and the community must work together in partnership to ensure the social, emotional, intellectual and behavioral well-being of children and youth.
4. Enhancing the family-school-community relationship will create an environment which nurtures the social, emotional, intellectual and behavioral development for all children.
5. The Six Pillars of Character Counts enrich the social, emotional, intellectual, and behavioral development of the students and families of the New Hampton Elementary School and the communities of the school district.

*Developed in 2004 by Elementary Staff*

*Character Counts!  
At New Hampton  
Elementary*

**SECTION II. NEW HAMPTON ELEMENTARY -- INSTRUCTIONAL STAFF**

**Elementary Principal**

Ms. Linda Kennedy

**Elementary Secretary**

Ms. Linda Schwickerath

**Guidance Counselor**

Ms. Nancy Kriener

**School Nurse**

Ms. Linda Tiemessen

**Empowerment**

Ms. Jane Thronson

**English Language Learner**

Ms. Kelly Matthews

**Preschool**

Ms. Cheri Demaray

Ms. Barb Havlik

Ms. ????????

Ms. Jolene Rosonke

**Kindergarten**

Ms. Sue Nosbisch

Ms. Lynn Ries

Ms. Angie Rowan

**First Grade**

Ms. Deb Dietzenbach

Ms. Jamie Eggerichs

Ms. Kim Hennessy

**Second Grade**

Ms. Janet Heeren

Ms. Judy Morgan

Ms. Carolyn Nuss

Ms. Emily Sanford

**Third Grade**

Ms. Carol Hovey

Ms. Shelly Reicks

Ms. Stefanie Thronson

**Fourth Grade**

Ms. Michelle Hoy

Mr. Dennis Pagel

Ms. Anita Quirk

**Vocal Music**

Ms. Shelley Mohling

**Art**

Ms. Lexie Kennelly

**Extended Learning**

Ms. Linda Burgart

**Literacy Educators**

Ms. Sara Baltes

Ms. Joyce Mueterthies

Ms. Kelly Matthews (ELL)

Ms. Amy Newbrough

Ms. Jane Thronson

**Physical Education**

Mrs. Cindy Moore

Mr. Brad Schmitt

**Special Education**

Ms. Gladys Martin

Ms. Lynette Schwickerath

Ms. Heather Maakestad

**Technology**

Mr. Jeremiah Cantu

**Head Custodian**

John Bear

**Media Center**

Ms. Mary Frese

Ms. Jeanne Hruska - Para

**FOR A COMPLETE LIST OF NHE STAFF, INCLUDING PARAEDUCATORS, REFER TO THE ELEMENTARY PAGE OF THE DISTRICT WEBSITE.**



### **SECTION III. DISTRICT/BUILDING POLICY**

#### **SCHOOL WELLNESS POLICY AND HEALTHY KIDS ACT**

##### **Healthy Snacks and Celebrations District Policy 507.9**

In compliance with the School Wellness Policy and Iowa Senate File 2425, the Healthy Kids Act, the New Hampton Community School District encourages healthy food items (foods with nutritional content) to be served for celebrations and/or snacks. We strive to teach students a healthy attitude about treats. "When we are hungry and thirsty, it is best to choose healthy items to satisfy that hunger and thirst." Celebrations/birthdays happen frequently in the elementary classroom so we do encourage healthy treats. **If students wish to bring treats for birthdays or scheduled parties, you are asked to choose healthy snacks in order to promote student wellness. All treats must be pre-packaged with the ingredient list on it so that staff may review it due to allergy concerns. For a list of snack ideas, go to the elementary page of the district website and click on 2012 - 13 School Snack Policy Change or tear out page 38 of this handbook for quick referral.**

#### **RECESS**

Recess is an important part of the learning process. All children are to go outside during the recess periods, weather permitting, unless there is a legitimate reason for the child to remain in the room. If your child's need to stay in exceeds two days due to illness or injury, we require a note from a physician requesting that the child stays inside. Elementary students will be required to engage in physical activity for a minimum of thirty minutes a day through recess and physical education class opportunities (SF2425).

#### **EQUAL EDUCATIONAL OPPORTUNITY POLICY      **District Policy 401.2****

The New Hampton Community School District does not discriminate on the basis of race, national origin, religion, age, marital status, gender, or disability in its educational program, activities, or employment policies or practices as required by Title VI of the Civil Rights Act, Title IX of the 1972 Educational Amendments, and Section 504 of the Federal Rehabilitation Act of 1973. The grievance policy and procedures are available from the educational equity coordinator who is Kelly O'Donnell, 206 West Main, New Hampton, (641) 394-2259.

#### **HUMAN GROWTH AND DEVELOPMENT      **District Policy 603.5E1, 603.6****

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.

#### **MULTICULTURAL AND GENDER FAIR EDUCATION      **District Policy 603.4****

Enrolled students have an equal opportunity for a quality public education without discrimination, regardless of their race, creed, gender, marital status, national origin, ability or disability. The educational program is free of such discrimination and provides equal

opportunity for the participants. The educational program fosters knowledge of and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. It also reflects the wide variety of roles open to both men and women and provides equal opportunity to both sexes. The grievance policy and procedures are available from the educational equity coordinator who is Kelly O'Donnell, 206 West Main, New Hampton, (641) 394-2259.

### **HOMELESS CHILDREN/YOUTH**

### **District Policy 501.16**

Chapter 33 of the Iowa Administrative Code defines "Homeless child or youth" as a child or youth from the age of 3 years through 21 years old who lacks a fixed, regular, and adequate nighttime residence and includes the following:

- 1) A child or youth who is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or camping grounds due to the lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement.
- 2) A child or youth 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 human beings;
- 3) A child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting; or
- 4) A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs "1" through "3" above.

The high school counselor will serve as the district's liaison for homeless children and youth and may be reached at 641-394-2144.

### **STUDENT EXERCISE OF FREE EXPRESSION**

### **District Policy 502.5**

As stated in the Iowa Code 280.22, students have the right to exercise freedom of speech, including the right of expression in official school publications. However, students shall not express, publish, or distribute materials which are obscene, materials which are libelous or slanderous (under Chapter 659), materials which encourage students to commit unlawful acts, violate lawful school regulations, or cause the material and substantial disruption of publication is prohibited except when the material violates this section. Additional information is presented in Iowa Code 280.22.

### **ABUSE OF STUDENT BY SCHOOL EMPLOYEE**

### **District Policy 402.3**

The New Hampton Community School District's policy is to respond promptly to allegations of abuse of students by school employees by investigating or arranging for full investigation of any allegation, and to do so in a reasonably prudent manner.

The school nurse has been designated as the level one investigator and the superintendent of schools is the alternate investigator. The superintendent's telephone number is (641) 394-2134.

### **ANTI-BULLYING/HARASSMENT POLICY**

### **District Policy 103.E5**

Initiations, Hazing, Bullying or Harassment

Harassment, bullying and abuse are violations of school district policies, rules and regulations, and in some cases, may also be a violation of criminal or other

laws. The school district has the authority to report students violating this rule to law enforcement officials.

Persons or individuals who feel that they have been harassed or bullied should:  
Communicate to the accused that the person expects the behavior to stop, if the person is comfortable doing so. If the person needs assistance communicating with the accused, the person should ask a teacher, counselor or principal to help.

If the person does not stop, or the person does not feel comfortable confronting the accused, 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 accused did;
  - witnesses to the harassment or bullying -
  - how the person felt; and
  - how the accused 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 the behavior

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

Sexual harassment includes, but is not limited to:

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

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

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

Forms can be picked up in the office.

## **CORPORAL PUNISHMENT AND PHYSICAL RESTRAINT**

**School Board Policy 502.7** addresses the issue of corporal punishment and physical restraint. Corporal punishment may not be used to discipline students. However, reasonable physical force may be used when the use of such force is deemed essential by a reasonable person for the purpose of self-defense, the preservation of order, to quell a disturbance threatening others, to protect school district property, or for the protection of others located on the school district property.

## **FIREARM PROHIBITION**

### **Code No. 503.6**

Students who bring a firearm(s) to school shall be expelled for not less than twelve months and will be referred to law enforcement authorities. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. The term "firearm" means:

- a. any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive or any propellant;
- b. any type of starter gun, BB gun, or pellet gun;
- c. the frame or receiver of any such weapon;
- d. any firearm muffler or firearm silencer;
- e. any destructive device.

The term "destructive device" means:

- a. any explosive, incendiary, or poison gas (e.g. bomb, grenade, rocket, or missile), mine, or similar device;
- b. any type of weapon which will (or can) expel a projectile by the action of an explosive or other propellant;
- c. any combination of parts designed to convert any device into a destructive device.

For purposes of this policy, bringing a firearm(s) to school includes:

- (a) On the school grounds during and immediately before or immediately after school hours,
- (b) On the school grounds at any other time when the school is being used by a school group,
- (c) Off the school grounds at a school activity, function or events, or
- (d) In any building area, or vehicle owned, leased, or borrowed by the school district.

A firearm(s) under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects for educational purposes. Such a display shall also be exempt from this policy.

Legal Reference: McClain v. Lafayette County Board of Education, 673 F2d 106 (5th Cir. 1982). Iowa Code 279.8; 724 (1993).

Cross Reference:

Approved 8-1-94 Reviewed Revised 12-15-95

## **SECTION IV. GENERAL INFORMATION**

### **ELEMENTARY SCHOOL ORGANIZATION**

The New Hampton Elementary School is organized into Preschool - Fourth Grades. A hearing impaired program is available for qualified students and is sponsored by the local district for students in New Hampton and surrounding school districts. Programs are available for students with a wide range of learning disabilities for both resident and nonresident students. Students are organized into classrooms so that each represents a cross section of ability and interests.

All classes are established by the principal, in conjunction with the teaching staff, to ensure full usage of staff and to benefit the educational program of all students. Parent requests for specific teachers cannot be accommodated.

Teachers are assigned to grade levels in accordance with the enrollment in each of the grades. Currently, we have the following projected enrollments for next year:

Preschool	105	2nd Grade	70
Kindergarten	61	3rd Grade	80
1st Grade	62	4th Grade	52

### **ELEMENTARY TIME SCHEDULE**

- STUDENTS EATING BREAKFAST AT SCHOOL WILL FIND THE NORTH CENTRAL DOORS OPEN FOR THEIR ENTRY AT 7:45.
- STUDENTS NOT EATING BREAKFAST AT SCHOOL ARE NOT TO BE ON THE SCHOOL GROUNDS PRIOR TO 8:05 AND SHOULD REPORT TO THEIR CLASSROOM BETWEEN 8:05 AND 8:20.
- PARENTS ARE RESPONSIBLE FOR ANY INJURY, WHICH MAY OCCUR PRIOR TO 8:05 A.M. OR AFTER 3:30 P.M.

<b>A Day at New Hampton Elementary</b>	
7:45	North Central Doors open to students eating breakfast only
8:05	All students may enter building.
8:20	K-4 Classes begin.
8:20 – 11:00	TLC AM Classes
10:00 - 10:15	Kindergarten, First & Second grade recess.
10:20 - 10:35	Third & Fourth grade recess.
10:50 - 11:40	Staggered lunch dismissal beginning with primary grades.
11:35 - 12:10	First & Second grade noon recess.
11:45 - 12:25	Third & Fourth grade noon recess.
12:15 - 12:40	Kindergarten noon recess.
12:20 - 3:15	TLC PM Classes
2:00 - 2:15	Kindergarten, First & Second grade recess.
2:15 - 2:30	Third & Fourth grade recess.
3:20	Bus students are dismissed when the buses arrive.
3:25	Town students dismissed after buses leave.

## **SCHOOL ENTRANCE AGE**

All students entering kindergarten in the New Hampton Community School District must have reached their fifth birthday in the year of entrance on or before September 15th. The state requires that a birth certificate be on file at school to verify a child's age.

## **ATTENDANCE**

Students are expected to attend school and be on time to classes. Instructional time lost is never regained fully. ***The child who is tardy or is the chronic absentee will soon lose interest in school, feel a disconnect, and will lag behind in his/her work.*** Irregular attendance not only disturbs the non-attending student's education, but it also disrupts the progress of the teacher in presenting the material and the learning progress of the regular attending student.

Therefore, the New Hampton Community School District will follow the **Compulsory Attendance** requirements for those in the four-year-old preschool and K – 4 students established by the state of Iowa. Iowa Code allows the local school district to set the number of days a student must attend school. The New Hampton Board Policy Code 501.1 states, ***“Students are to be in regular attendance for an instructional period of 180 days, according to the school calendar. Students absent from school or class without a valid excuse will be in violation of this policy and could be considered truant. When a student is truant, the student's name will be turned in to the principal and school district's truancy officer to ensure the student's attendance at school.”*** Administration has the final call in determining whether an absence is excused or unexcused.

The following are examples of **Excused Absences**:

1. Personal illness.
2. Family emergency.
3. Recognized religious observances.
4. Other reasons justifiable from an educational stand point.

The following are examples of **Unexcused Absences**:

1. Shopping trips.
2. Oversleeping.
3. Missing the bus.
4. Hunting

Students who know they will be absent must bring a written excuse signed by a parent letting the school know of an up coming absence. ***If advance notification of a student's absence is not possible, parents must notify the elementary office at 394-5858 on the day of the absence prior to 9:00 a.m.*** If the office does not receive notification by 9:00 a.m., the school will make an inquiry call.

## **SCHOOL TELEPHONE/CELL PHONES**

Students or teachers will NOT be called from class to answer the telephone except in the case of an emergency. Messages will be delivered to the classroom or can be left on the teacher's voice mail. Please make arrangements for your child prior to the start of school, or call before 1:00 p.m. Messages will get to the appropriate place, provided we have ample time to deal with them.

Students are to get permission and a phone pass from their teacher before coming to the office to use the telephone. Arrangements should be made before arriving at school regarding plans to stay overnight with a friend or to go to a friend's house after school. Students are not allowed to

use cell phones at New Hampton Elementary. The school will not be responsible for lost, stolen, or damaged cell phones. If a student brings a cell phone to school, it will remain off and in the student's backpack for the entire day or it will be taken by the teacher and given to the principal. The principal will notify the parent to pick it up from school.

### **SCHOOL SECURITY**

**During the school day, all outside doors will be locked except the entrance by the office until 3:15 p.m. All people entering the building must come through the security system at the north doors and then STOP at the office and sign in with their destination. A visitor badge must be picked up in the office and be visible while in the building.**

Classes dismiss in three stages. Bus students are dismissed beginning at 3:20, followed by the town students at 3:25. **Everyone's safety is vital.** Please use the street parking area on South Broadway to drop students off in the morning or the drop-off area on Main Street. No child or adult should walk between buses or cross any street other than at the crosswalks for their own safety.

### **FEE SCHEDULE**

You may inquire at the elementary office for information regarding student fees including book rent, technology fee, and the cost of the athletic pass for the year. Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the principal's office for a waiver form. This waiver does not carry over from year to year and must be completed annually.

A textbook fine schedule is issued to replace damaged or lost books. This schedule is as follows:

- a. Books used for one year - 90% of replacement cost.
- b. Books used for a second year - 70% of replacement cost.
- c. Books used for a third year - 50% of replacement cost.
- d. Books used for a fourth year - 30% of replacement cost.

For books that can be used again, the maximum charge will be \$10.00, and the minimum will be \$2.00

### **SCHOOL MEALS**

Meal money will be given to the student's teacher upon arrival in the morning. The teacher will send any money from his/her class to the kitchen by 9:00. Any money brought after 8:30 a.m. should be taken to the office and will be deposited the following day. Each student will have an account established and will be issued a meal card with a bar code to identify their account. Each time the student eats breakfast, lunch or purchases a milk, the account will be debited the amount of that item. When the student's account is below \$5.00, a notice will be printed and sent home with the child. Students who do not have enough in their account for a meal may eat. If a meal card is lost or damaged, the student must bring \$2.00 to the office to cover the replacement cost. That cost cannot be deducted from a meal account.

We request that all students eat lunch at school. Ala carte items are available at breakfast in place of or in addition to the meal served. Only the meal served qualifies under the free/reduced guidelines. You may inquire at the office for the cost of breakfast, lunch and daily milk.

LUNCH SCHEDULE:

Kindergarten	10:50 a.m.
1st Grade	11:05 a.m.
2nd Grade	11:12 a.m.
3rd Grade	11:20 a.m.
4th Grade	11:30 a.m.
TLC	11:40 a.m.

NEGATIVE MEAL ACCOUNT PROCEDURE

When a child is \$5.00 overdue, a note will be sent with the child and the parents will be called. When a child is \$10.00 overdue, a note will be sent home to the parents and parents will be called. When a child is \$15.00 overdue, the parent will be called and informed their child will no longer receive a regular meal; they will receive milk and a bread/butter or peanut butter sandwich. Parents will have to contact the superintendent's office to make arrangements to have the account paid.

RECOMMENDED SCHOOL ATTIRE

There is a strong connection between academic performance, student appearance and student conduct. Inappropriate student appearance may cause 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 that 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 evil-appearing death images, obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays. No head coverings are to be worn in the school building by students, except for special school activities. Under certain circumstances or during certain classes or activities a more strict dress code may be appropriate, and students must comply with the stricter requirement. Apparel must cover the shoulders and not expose the midriff or back. All undergarments must be covered for both girls and boys. ***The principal makes the final determination of the appropriateness of the student's appearance.*** Students inappropriately dressed are required to change their clothing.

Flip-flops tend to cause a child to do just that on the stairs at school. When wearing sandals, we would prefer children choose a sandal that has an ankle strap to insure safety on the stairways.

BOOTS AND OVERSHOES

All students are required to wear boots or overshoes when wet and snowy conditions exist on the playground. It is a good idea to have an extra pair of pants at school during winter months.



### **BALLOONS AND FLOWERS**

No balloons or flowers will be delivered to classrooms. Students will be notified of the delivery and may pick it up at the office when school is dismissed.

### **PARTY INVITATIONS**

No invitations to a child's birthday party or any personal events will be handled through the classroom.

### **PERSONAL BELONGINGS**

Valuable toys or belongings should not be brought to school (trading cards, electronic games or devices). The school is not responsible for lost or stolen items.

### **LOST AND FOUND**

Articles that are found should be taken to the school office. Please label everything you bring to school. Items found within the building will be placed in the cafeteria. Valuable items (jewelry, money, electronics, etc.) should be taken to the office and may be claimed there.

### **BOOKS AND EQUIPMENT**

Each student is responsible for the good care and return of all books and equipment that he/she receives from school. Payment must be made for lost or damaged books and equipment

### **TEACHER TRAINING/PROFESSIONAL DEVELOPMENT**

During the year, late starts and other professional development days have been scheduled and are identified on the school calendar. These learning opportunities for teachers are essential to our district. During these times teachers are engaged in learning new theory, strategies, and techniques to employ in their classrooms in order to keep up with the latest teaching and learning research. We ask that students and teachers honor the fact that teachers are continually learning so that students will have the best and latest instruction in the classrooms of New Hampton Elementary. The district has structured a one-hour early out every Wednesday this year for professional development for teachers. Teachers will also meet in professional learning communities (PLC's) an additional hour each week to meet their learning needs.

### **KIDS WITH CLASS CLUB (Grade 4)**

Students in the fourth grade use a behavior management program called "Kids With Class". This program provides activities and rewards for students who have demonstrated proper behavior and good study skills. Students are in the club unless their behavior warrants their removal. In cases where the removal from the club has become extended, the teacher will notify the parents and discuss ways to possibly prevent the problem from occurring again. Removal from the club results in the loss of participation in one activity. This procedure does not eliminate the use of detention, etc. for serious infractions. Procedures will be explained to parents during Orientation for Families (OFF) before school starts in the fall.

### **KIDS IN CHARGE (Grade 4)**

Students in the fourth grade will develop leadership skills through their involvement in Kids in Charge (KIC). The KIC group is facilitated by the principal, counselor, and the fourth grade teachers. Each fourth grade student will be assigned to a quarter or a section of time in which they will be able to serve. The group will develop leadership activities in the elementary school

such as delivering a morning message, escorting younger students to the auditorium for assemblies, and participating in other leadership opportunities that arise.

### **AREA EDUCATION AGENCY SERVICES (AEA)**

Our school district is part of the Area 1 Educational Agency. We have the following personnel in our building on a regularly scheduled basis:

Speech Clinician	Audiologist
Psychologist	Social Worker
Vision Impaired Teacher	Hearing Impaired Teacher
Occupational Therapist	

Other services are available as needed through the AEA offices in Elkader or Dubuque. **The New Hampton Field Office phone number is 394-2162.**

## **SECTION V. EXPECTATIONS OF STUDENTS**

### **HOMEWORK OBJECTIVES AND RESPONSIBILITIES**

#### **Introduction**

Homework is an important part of a student's learning experience. It provides opportunities for students to practice skills and improve their understanding. It also provides additional time for students to complete work, conduct follow-up studies, and develop good study habits.

#### **Homework Objectives**

At New Hampton Elementary, teachers assign homework to achieve the following objectives:

- Provide independent practice of learned concepts and/or skills.
- Assist students in developing good independent work/study habits.
- Promote student responsibility, time management, and self-discipline.
- Encourage independent research skills.
- Promote positive interaction between students and parents.

#### **Homework Responsibilities:**

In order to promote homework as an extension of the classroom experiences, the following guidelines have been developed to assist those working with students.

#### **Student Responsibilities**

- Record, complete and return assigned work on time. (If a parent brings in a homework assignment after school begins, it will be placed in the teacher's mailbox. Instructional time will not be interrupted to have the student come to the office.)
- Assume responsibility for completing work when absent from school.
- Establish a time and location at home to complete homework assignments.
- Communicate homework assignments with the supervision of parents/guardians.
- Strive to complete work to the best of his/her ability.

#### **Parent/Guardian Responsibilities**

- Work with the student to develop an appropriate time and location to complete homework and to develop daily homework routine.
- Provide an environment conducive to the completion of homework.
- Encourage and motivates students but does not do the student's homework.
- Communicate with the teacher if concerns arise.
- Hold student accountable for completing all homework.

### **Teacher Responsibilities**

- Provide meaningful tasks with a specific purpose that support work introduced during class time.
- Allow time in class for students to write down the assignment in an appropriate assignment notebook in order to develop organizational skills.
- Acknowledge the activities and responsibilities of students outside of school and accept that extenuating circumstances could arise that prevent students from completing the work.
- Communicate with parents if concerns arise.
- Monitor homework assignments and provide feedback to students.
- Coordinate homework with other teachers/teams to avoid excessive homework on particular nights.

### **Counselor Responsibilities**

- Provide support groups when necessary to assist students in developing good study habits and effective time management practices.
- Assist the building support team in monitoring students in need of assistance.
- Help the students establish realistic goals and provide the necessary support.
- Offer study-skills group for selected students when needed.

### **Principal Responsibilities**

- Communicate and monitor the schools' homework guidelines.
- Individualize the guidelines according to the needs of the student and/or school.
- Provide leadership for building a support team to assist students, when needed.

### **BEHAVIORAL EXPECTATIONS OF ELEMENTARY STUDENTS:**

Children learn best in an atmosphere of order where expectations are clearly defined, firm, fair, and consistent. All students have a right to a school environment which is conducive to learning. The most effective techniques for teaching responsible, acceptable behavior include the following;

1. **Expectations** which are clearly defined, communicated, and modeled.
2. **Positive Reinforcement** of acceptable behavior.
3. **Consequences** for unacceptable behavior.

### **EXPECTATIONS IN SPECIFIC AREAS AT NEW HAMPTON ELEMENTARY:**

#### **In All Areas of New Hampton Elementary:**

##### ***Students will:***

- \*Show **RESPECT** for others
- \*Be **RESPONSIBLE** for their actions.
- \*Be **FAIR** by doing what is right and expected.
- \*Be a **CARING** friend.
- \*Be a good **CITIZEN**
- \*Be **TRUSTWORTHY**

## **Expectations in the Cafeteria:**

Students will:

- Use acceptable table manners (eat quietly and quickly, eat their own lunch, chew with mouth closed, use utensils and napkins appropriately, speak positively, use inside voices, and stay seated with feet on the floor and elbows off the table.)
- Say “please” and “thank you” at the appropriate times.
- Listen carefully and follow the directions of the cooks and servers.
- Eat their own food and not share with neighbors.
- When finished eating, get up quietly and look for a clear path to dump their tray.
- Return to their seats immediately and wait quietly until it is time to line up.

## **Expectations in the Hallway**

*Students will:*

- Be quiet – Others are working.
- Walk at all times.
- Go directly to assigned area.
- Stay in line and to the right.
- Keep your hands and feet to yourself.
- Return to the classroom quickly.
- Keep hallways clean and free of litter.

## **Expectations in the Restroom**

*Students will:*

- Walk quietly and quickly to the restroom.
- Use the toilet appropriately and flush.
- Wash hands using soap and dry thoroughly.
- Return quietly and quickly to the classroom.

## **Expectations on the Playground**

*When on the playground, students are expected to:*

- Stay outside unless given permission by the supervisor to go back into the building.
- Remain within the fences on the playground unless given permission to leave by the supervisor on duty. (Retrieving a ball, etc.)
- Stay away from the bike racks, dumpster, green electrical boxes during recess.
- Settle differences with others by using the Conflict Managers.
- Line up quickly when the bell rings using line basics (Line Basics: face the front, keep hands and feet to self, no talking)
- Respond quickly to the Give Me Five attention signal of the supervisor (Give Me Five Procedure: hold hand up, mouth is quiet, hands are at your side, feet are on the floor, ears are listening and eyes are watching)
- Play tag on the open areas only.
- Play on the large playground with kick balls and use them away from the playground equipment or buildings.
- Use picnic tables responsibly and respectfully by sitting on the benches and using table tops for placing materials needed to draw, color, or read.

- Show school pride by picking up litter and debris on the playground.
- Leave the playground area when school is dismissed.

***When on the playground, students are not allowed to:***

- Interfere in games played by other students.
- Climb on the fences or swing set/basketball poles.
- Pick up rocks or wood chips.
- Slide on the ice.
- Throw snow or play on the snow piles tagged with colored flags.
- Play soccer, dodge ball, tackle or touch football.
- Use bad language.
- Fight with others.
- Play games which are physically unsafe or aggressive in nature (e.g.: jump on each other's backs, Power Rangers, karate, human pyramids, kickboxing, wrestling, etc.)
- Perform gymnastics moves (e.g.: Cartwheels, somersaults, splits, etc.)
- Jump off any playground equipment.
- Chew gum or eat candy on the playground, unless it is a planned school function.
- Play kickback on grass.

**PLAYGROUND EQUIPMENT RULES**

**Gliders on Both Playgrounds -**

- Go one way by starting on the end toward the building.
- When you reach the other end, return the handle bar to the next person waiting their turn.
- Go across the glider on your own power.

**Jungle Gym activity center with slides -**

- Wait at the top of the **slide** until the person ahead of you reaches the bottom and moves out of the way.
- Go down the **slide** seated on bottom, feet first and move away quickly making room for the next person waiting their turn.
- Climbing up **slides** or hanging on the sides is unsafe.
- Putting snow on the **slides** causes problems.
- The bars on the outside of the **Jungle Gym** are designed for chin ups.
- When crossing the round **red pogo climber**, start on the outside end and walk across toward the main part of the Jungle Gym.

**Swings -**

- Stay away from the swings while they are in use.
- Do not climb up the poles of the swing set.
- Swing straight seated on their bottom.
- Swing on your own power.

NO GO CARTS, SKATEBOARDS OR MOPEDS ARE TO BE ON THE PLAYGROUND AT ANY TIME. STUDENTS ARE ASKED TO STAY OFF FLAGGED SNOW PILES AND AWAY FROM WATER PUDDLES.

**K-4 CONDUCT POLICY:**

All student behavior at the New Hampton Community School is based on respect and consideration for the rights of others.

This school is authorized by the Code of Iowa to use whatever reasonable means are necessary to insure the orderly process of education. Students have a responsibility to know and respect rules and regulations of the school. Students have the further responsibility to behave in a manner appropriate to good citizenship everywhere. In elementary aged students, this responsibility must be shared with the parents. In incidents where behavior is a concern, parents will be notified at the earliest opportunity to provide them with the information necessary to assist the school in bringing about a more appropriate behavior. **Board of Education Policies No. 502.1**

ALL STUDENTS will be expected to follow all school rules.

### **Expectations:**

#### Student Responsibilities

- Follow classroom and school expectations.
- Participate in learning activities.
- Complete all work on time.
- Respect the rights, feelings, and property of everyone.
- Settle conflicts in a nonviolent way.
- Be courteous, responsible, and act in a safe manner.
- Follow the directions of all staff members, guests, and substitutes.

### **K-4 Conduct Policy - Steps**

1. First Step - Stop the behavior immediately. Corrective teaching offered.
2. Second Step - Problem-solving conference with student and staff. Corrective teaching offered and a Behavior/Office Referral Form filled out. This form will serve as documentation. This form goes home for parent signature and is returned to the teacher.
3. Third Step - An INDIVIDUAL BEHAVIOR CONTRACT (developed to meet the needs of the behavior). This form will serve as documentation. This form goes home for parent signature and is returned to the teacher.
4. Fourth Step - Parents contacted and a conference set up. At this conference, the student, parents, and teacher will set strategies for bringing about acceptable behavior. This INDIVIDUAL BEHAVIOR PLAN will be signed by all those in attendance.
5. Fifth Step - The parents will be contacted to meet with the principal, referring teacher, and the Child Assistance Team (CAT). The group will choose strategies to bring about the acceptable behavior.

**\*Special Note** - If behavior continues and is disruptive to the learning climate, student will be removed immediately and escorted to a prearranged location. This will be followed by the actions of the fifth step.

**\*When a student is instructionally out of control**, an immediate office referral will result. There are staff members trained in Crisis Prevention Intervention (CPI) and physical removal of the student will occur as needed. Parents will be notified if and when CPI is used on a student.

**\*An isolated incidence of a serious nature** such as a physical act that could endanger the health and safety of others, stealing, vandalism, swearing and/or assaulting a teacher, or possession of an illegal substance or weapon will result in a conference with the principal, possibly a law officer, and immediate consequences (student contacting parents, in-school suspension, out of school suspension or a consequence that would fit the incident).

### **Serious Offenses (Board Policy 503.1)**

1. Harassment or bullying of student or staff
2. Damage or Destruction of Private Property
3. Damage, Destruction or Stealing of School District owned Property
4. Assault on a School District Employee
5. Physical or Verbal Abuse of a Student or Other Person Not Employed by the School District
6. Possession or handling of a weapon or firearm or any “look alike”.
7. Possession of Tobacco, Alcohol, or Drugs or any “look alike” substance.
8. Repeated School Violations: Purposely disregarding school rules or the direction of authorized school personnel or substitute personnel.
9. Alleged serious misconduct by any student of any of the above described acts shall be dealt with as prescribed in the Administrative Procedure and Rules applicable to Board Policy 503.1
10. Disruption of School

### **Disciplinary Measures\***

1. Verbal intervention and correct behavior practice
2. Appropriate apologies or clean up.
3. Loss of privilege.
4. Extended learning and correct behavior practice
5. Behavior Improvement Plan implemented
6. Conference with parent
7. Detention.
8. In-school suspension.
7. Out-of-school suspension.
8. Expulsion

### **\*THE SEVERITY OF ANY OFFENSE MAY WARRANT THE IMMEDIATE USE OF ANY OF THESE MEASURES.**

In the case of detention being held from dismissal time to a time arranged at 4:00 p.m. or after, parents are responsible for providing transportation home from school at the arranged time.

### **SUSPENSIONS OR EXPULSIONS**

The following shall be considered serious student misconduct (**Board Policy Code No. 503.1**):

1. Disruption of school: A student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the substantial and material disruption or obstruction of any lawful mission, process or function of the school. Neither, shall the student engage in such conduct for the purpose of causing the mission, process, or function of the school if such a disruption or obstruction is reasonably certain to result. Neither shall the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process, or function of the school if a substantial and material disruption or obstruction is reasonably certain to result from the student's urging. While this list is not intended to be exclusive the following acts (when done for the purpose of causing a substantial and material disruption or obstruction of any lawful mission, process or function of the school) illustrate the kinds and types of offenses encompassed here:

- (a) Setting fire to or damaging any school building or property.
  - (b) Causing to discharge, displaying or threatening use of firearms, explosives, or other weapons on any district owned property.
  - (c) Prevention of or attempting to prevent the convening or continued functioning of any school, class, or activity or of any lawful meeting or assembly on the school campus.
  - (d) Continuously or intentionally making noise or acting in a manner so as to interfere with the teacher's ability to conduct class or perform any other professional duties.
2. **Damage or Destruction of Private Property:** A student shall not intentionally cause or attempt to cause damage to private property on or off of the school grounds during a school activity, function or event. Neither shall a student at any time intentionally cause or attempt to cause damage to any private property owned by any employee of the school district whether it be on or off the school grounds.
  3. **Damage, Destruction or Stealing of School District Owned Property:** A student shall not intentionally cause or attempt to cause damage to school property or steal or attempt to steal school property.
  4. **Assault on a School District Employee:** A student shall not intentionally cause or attempt to cause physical injury to a school district employee. Nor shall any student attempt to harass or intimidate any school district employee as a result of the employee's relationship with the school. Neither self-defense, nor action taken in the reasonable belief that the action was necessary to defend or protect another person, shall be considered an "intentional act".
  5. **Physical Abuse of a Student or Other Person Not Employed by the School District:** A student shall not intentionally cause or attempt to cause serious bodily injury to any person:
    - (a) On the school grounds during and immediately before and immediately after school hours.
    - (b) On the school grounds at any other time when the school is being used by a school group.
    - (c) Off the school grounds at a school activity, function or event, or
    - (d) In any building, area, or vehicle owned or leased or borrowed by the school district.

Neither self-defense nor action taken in the reasonable belief that action was necessary to defend or protect another person, shall be considered an "intentional act."

6. **Weapons and Dangerous Instruments:** A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon or any "look alike" weapon or firearm:
  - (a) On the school grounds during and immediately before and immediately after school hours.
  - (b) On the school grounds at any other time when the school is being used by a school group.
  - (c) Off the school grounds at a school activity, function or event, or
  - (d) In any building, area, or vehicle owned or leased or borrowed by the school district.

This rule does not apply to normal school supplies like pens, pencils or compasses, but it does apply to any firearms, any explosives (including firecrackers), any knife (other than



a small penknife), dagger, razor, stiletto, switchblade knife, cigarette lighter and other dangerous objects of no reasonable use to the student at school or on the school grounds.

Any student who threatens another person on school property or at a school event with a dangerous weapon or an object that resembles a dangerous weapon, or who displays any object in such a manner as reasonably to place another person in fear for his or her safety shall be subject to discipline including possible suspension or recommendation for expulsion.

Parents of students found to possess a weapon or dangerous objects on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials.

7. Narcotics, Alcoholic Beverages, Tobacco and Stimulant Drugs: No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor or unlawfully manufacture, distribute, dispense, possess or use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance as defined in schedule I through V or section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F. R. 1300.11 through 1300.15, before, during, or after school hours at school or in any other school district location as defined below. In addition, no student shall possess, use or distribute tobacco products (or "look alike" substances that appear to be tobacco) nor shall any student possess, use, or distribute any "look alike" substance that appears to be alcohol or any of the substances defined above in this section, or possess, use, or distribute drug paraphernalia. (Use of a drug authorized by a medical prescription form and signed by a registered physician shall not be considered a violation of this rule. All drugs are to be dispensed from the nurse's office under his/her supervision.

"School district location" means in a school building or on school premises; in a vehicle owned, leased or borrowed by the school district, or in other school approved vehicles used to transport students to and from school or school activities; off school property at school sponsored or school approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district. Or otherwise:

- (a) On the school grounds during and immediately before and immediately after school hours.
  - (b) On the school grounds at any other time when the school is being used by a school group.
  - (c) Off the school grounds at a school activity, function or event, or
  - (d) In any building, area, or vehicle owned or leased or borrowed by the school district.
8. Repeated School Violations: A student shall not repeatedly fail to comply with the directions of teachers, student teachers, substitute teachers, teacher aides, principals or other authorized school district personnel during any period of time when the student is properly under the authority of school personnel.

Consequences:

1. Out-of-school suspensions - Student and parent(s) will meet with the grade level teacher(s), school counselor, AEA personnel if necessary, and the principal to discuss the issue and write a behavior contract.
2. Student may be required to appear before the school board for determination of consequences before returning to school.
3. The New Hampton City Police will be notified immediately and do whatever is necessary when a student is in possession of, using or selling alcoholic beverages, dangerous drugs, tobacco, or local substances.
4. The New Hampton City Police will be notified immediately and do whatever is necessary when a student assaults another student or staff member.

### **SEARCH AND SEIZURE**

School authorities may without a search warrant, search a student, and/or personal effects student lockers, desks, work areas, or student automobiles based on a reasonable suspicion under the circumstances and in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may also seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include but are not limited to nonprescription controlled substances, such as marijuana, cocaine, amphetamines, barbiturates apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Possession of such items will be grounds for disciplinary action and may be grounds for reporting to local law enforcement authorities.

### **SECTION VI. HEALTH AND SAFETY**

#### **HEALTH SERVICES**

- **Picking Up Sick Children:** A nurse is on duty in the district during school hours for the benefit of the students. If your child becomes sick during the day, and the nurse or office determines that he/she needs to go home, you will be contacted and asked to pick up your child.
- **Emergency Forms:** At the beginning of each school year, parents must provide emergency information 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. Please make sure the emergency information is up-to-date and contains individuals who can be easily reached in time of emergency.
- **Excuse for Absence:** Students who have been absent must bring a note to the teacher and office upon his/her return to school if the school has not been notified of the students' absence. The note must state the reason for the absence and be signed by the parent. If the parent has called the office to inform the school of the reason for the student's absence, the office will notify the teacher. A written doctor's excuse is required if a student misses five days of school.
- **Medicines:** If a child's health is such that he/she is unable to participate in the normal school program and is under medical prescriptions or other like need, that child should remain home from school. If medication is necessary, but the child is to participate in the regular school program, the school policy concerning medication at school as stated below must be followed:
  1. A licensed medical or osteopathic physician or dentist must prescribe the medication.

2. A medication permission form must be signed by the parent/guardian and will include information on the dosage and why the medication is being given.
3. The medicine shall be maintained in the original prescription container which shall be labeled with: (a) name of pupil, (b) name of medication, (c) directions for use, (d) name of physician or dentist, (e) name and address of pharmacy, and (f) date of prescription.
4. The medication, while at school, shall be kept in the nurse's office. When required, refrigeration will be provided.
5. A written record will be kept on any medication(s) given at school. This record will include the pupil's name, the name of the medication, the amount of medication to be given, and the time at which it is to be given. After the medication is given, the person dispensing the medication will initial the medication sheet with his/her initials. The record shall be kept each time the medication is given at school, on the appropriate "Medication List" form.
6. If a student has a prescribed inhalant medication, a written permission form must be given to the nurse by the parent prior to its use in school. The inhaler must have the appropriate pharmacy label on it with the name of the child.
7. At the end of the school year, or at the end of a dispensing time, any remaining medication shall be returned to the pupil's parents or destroyed. This action, if medication is destroyed, should be noted on the pupil's health record. No Tylenol or ibuprofen will be dispensed at school unless a written permission note from the parent is on file in the school office which will be dispensing the Tylenol or ibuprofen. These over-the-counter medications must be in the original container (medication that is not properly labeled. cannot be given) The note from the parent must be dated and signed by the parent, and written directions for giving enclosed. These prescriptions must be renewed at the beginning of each school year, and all previous prescription consents will be destroyed at the end of each school year.

- **Immunization Certificates:** Students, who are enrolling in the district for the first time, 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 and school nurse. Exemptions from this immunization requirement will be allowed only for medical or religious reasons. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt from this requirement. [Parents are encouraged to have their children receive periodic physical examinations.]
- **Communicable Diseases:** Students with a communicable disease will be allowed to attend school as long as they are physically able to do so and so long as their presence does not create a substantial risk that others will catch the disease. The term "communicable disease" means an infectious or contagious disease spread from person or animal to person. Once the administration, in conjunction with the school nurse, decides that the student's condition poses a health threat to other students, the student will be excluded from school for the duration of the period of contagion. In order to prevent the spread of communicable diseases, parents should use their good judgment in keeping sick

children home from school. When the administration has knowledge of the presence of a communicable disease, the State Department of Health will be notified.

- **Illness and Injury:** In the event of an accident at school, the school shall attempt to notify the parents according to the information on the emergency form. Parents will be asked to complete an emergency medical form providing necessary information to be used in the case of an illness or injury. In case neither parent nor emergency contacts can be reached, school authorities will attempt to take the necessary steps to assure the welfare of the child. Injuries shall be reported within 24 hours and a “Preliminary Accident Report” will be filed in the health service’s office.
- **School Insurance:** Low cost accidental and dental policies will be offered as a service by the school. Complete details of this insurance, its coverage and cost, will be given each student. You are encouraged to consider this opportunity. It is the student’s responsibility to report all injuries for which a claim is to be made to the nurse promptly. The school is only performing a service for the student and is in no way responsible for the collection of claims.
- **Fevers and Illness:** If a child has a fever equal to or greater than 100° F, vomiting, or diarrhea, the child shall remain out of school for 24 hours until the child has a temperature less than 100° F without a fever-reducing medicine. The child must also be able to tolerate food without the diarrhea and/or vomiting recurring. The school nurse will send a student home if he/she has returned prior to 24 hours.
- **Head Lice:** Head lice are not considered a disease. Students are not routinely screened for head lice. Students will not be sent home for head lice. It is very important to stress to your children not to share hats or combs. It is also important that you check your child’s head frequently (weekly) at home. Please assume that head lice are always present in the community.
- **Conjunctivitis (Pink Eye):** Children with eye infections that cause redness, crusting of the eye or drainage from the eye are to see their health care providers and must be under treatment for twenty-four hours before returning to school. If the eye is stuck shut in the morning, the child needs to see a health care provider before coming to school. If the child is experiencing drainage or the eye hurts, please keep them home until that is resolved.

### **WEATHER REMINDERS**

- Students with short sleeve shirts may go without coats when the temperature/wind chill is 60 degrees or above.
- Students with long sleeve shirts may go without coats when the temperature/wind chill is 55 degrees or above.
- Boots need to be worn when there is snow on the playground. (Those without boots will stand by the wall.)

**Red card** - Wear Boots

**Yellow card** - No Boots except on the snowy areas

**Green card** - No Boots

- Use the New Hampton Weather Net to determine temperature and wind chill.
- There will be inside recess when it is raining, and the temperature or wind chill factor is 0 degrees or below.

Students are expected to be dressed for the weather. If students are in need of gloves, snow pants, hats, or boots, they may check the lost and found, with the school counselor or with the nurse.

The office will make the decision for going outside at noon recess, A.M. and P.M. recesses will be decided by the staff on duty.

### **KEEPING CHILDREN IN FROM RECESS AND/OR SPECIAL CLASSES**

Parents may request in writing that their child be excused from PE or recess up to two days due to illness or injury. Beyond that period of time, a physician's excuse will be necessary. The classroom teacher has the responsibility to see that adequate supervision is being provided for any student kept from recess. Those students staying in from recess must be supervised by a certified teacher. The classroom teacher will allow every student to participate in specific area classes unless it has been discussed with the principal or meets the guidelines above. (Specific area classes are Music, Art, Physical Education, and Library.)

### **CROSSING GUARDS**

Before and after school, crossing guards are located at the intersections of Linn and Hamilton and Linn and Main for student safety. Students are to cross the street at the intersections respecting the directions given by the crossing guard.

### **BICYCLES AT SCHOOL**

Bicycle racks are located on the playground and bikes must be parked there. If you ride a bicycle to school, please walk your bicycle to the racks once you reach the school grounds. Bicycles are not to be ridden during any recess on the playground at any time during the school day or immediately before or after school.

PLEASE HELP YOUR CHILD PLAN A ROUTE TO SCHOOL THAT AVOIDS MAJOR TRAFFIC. REMIND THEM OF THE SAFETY RULES.

Parents are encouraged to walk their child to the school building, during the summer, using the route you wish them to take during the school year. Encourage students to refrain from leaving this route unless they are directed to do so by you or the school.

### **LEAVING SCHOOL BEFORE DISMISSAL**

The school is in a difficult situation when the parent requests that their child leave school and walk to an appointment. We must first be concerned about the safety of the student.

**If it is absolutely necessary that a student leave school before the regular dismissal time, he/she must be picked up and signed out at the elementary office. A parent or authorized adult must report to the elementary office to sign the child out of school.** (A sign-out sheet will be located on the office counter.) The office will then notify the student's teacher that you are there to pick up your child at the office. If the student returns to the school before dismissal time, the student must report to the office before returning to his/her room. A written note or phone call in advance is helpful to the teacher. In case of an emergency, permission to leave may be received by the student from the principal.

IN CASES WHERE CUSTODY HAS BEEN ISSUED BY A COURT, OR THERE EXISTS A SPLIT PHYSICAL AND/OR LEGAL CUSTODY, PLEASE MAKE SURE THAT YOU HAVE MADE A COPY OF THE COURT ORDER AVAILABLE TO THE SCHOOL

The intent of this procedure is not to inconvenience the parent, but to ensure that students have appropriate supervision when leaving school before the regular dismissal time.

### **FIRE AND TORNADO DRILLS**

Fire and tornado drills will be held four times throughout the year. Your teacher will discuss the procedure to be used for each of these drills. Signs are posted in each of the classrooms. Emergency drills must be taken seriously. During the drill, students must move quietly to their designated area. Instruction for your child's safety may be given at any time during the drill.

The following signals should be recognized:

- FIRE DRILL: A CONTINUOUS SERIES OF SHORT BLASTS AND FLASHING STROBE LIGHT
- TORNADO DRILL: A CONTINUOUS HIGH/LOW SOUND FROM THE INTERCOM

### **SECTION VII. PARENT INFORMATION**

#### **REPORT CARDS AND PARENT/TEACHER CONFERENCES**

Report cards are given out at the end of each nine week period. Parent/teacher conferences in the elementary school are held at the end of the first nine weeks and during the third quarter. However, anytime a question arises, please feel free to call and set up a conference - it's always better to discuss concerns as they happen.

#### **PARENT INVOLVEMENT**

The parent teacher organization at New Hampton Elementary School is named "Boosters for Elementary Kids" (B.E.K). The mission of Boosters for Elementary Kids is to provide the students and staff of the New Hampton Community Elementary School with additional parental support for academic and enrichment programs. Become a member today. Contact the elementary office at 641-394-5858.

**Parent Advisory Council:** The Parent Advisory Council meets every other month on a Monday at noon in the elementary office to discuss NHE issues and issues of parental interest. Currently, the council includes parents of students from a variety of programs and grade levels and of various geographic locations within the district. If you are interested in being a part of this council or would like to submit an issue for discussion, call the office at 641-394-5858.

#### **SCHOOL VISITS**

Students are not allowed to have friends visit the school during school hours unless arranged by the principal and teacher. Parents are welcomed and urged to visit school. (Parent visitations are discouraged during the first two weeks of school and the last week of the school year.) **All visitors must stop in the office when entering the building.** We suggest a call to the teacher before you plan your visitation to check on class schedules, field trips, or other activities. We urge you to not bring your preschool children to visit school. They are most often a distraction to you and the pupils in the class. If you are planning on eating lunch at school, please notify the elementary office before 9:00 a.m. Lunch tickets must be purchased in the office before going to the cafeteria. Invitations will be extended to parents on special occasions for programs and assemblies.

## **PROMOTION AND RETENTION**

If a question arises as to the academic or social growth of your child, you will be contacted. This contact will be made as early in the year as possible, to give parents the opportunity to explore ways in which to assist your child's development. You will be advised of the procedure that is used for determining the appropriate placement of a student, and if any testing is required, a referral would need to be started at that time. Retention is based on the results of the testing and on the progress observed by the classroom teacher. In all cases the cooperation of the parent is encouraged, but, placement will be made according to district policy which places the responsibility for correct placement entirely in the hands of the district.

## **STUDENT EDUCATIONAL RECORDS**

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest, are allowed to access a student's records without the parent's permission. Parents may access, request amendments to and copy their child's records during regular office hours. Parents may also file a complaint with the United States Department of Education if they feel their rights regarding their child's records have been violated. 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 superintendent's office.

Student directory information is released without parental permission unless the parent asks the school district not to release it. Parents must notify the school district at the beginning of the school year if they do not want the school district to release directory information. Directory information includes name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, degrees and awards received, most recent educational institution attended, year in school, dates of attendance, and heights and weights of athletes.

## **OPEN ENROLLMENT**

Parents/guardians considering the use of the open enrollment option to enroll their children in another public school district may pick up appropriate forms in the office of the superintendent. The following dates must be followed:

**January 1-** Last date of the year preceding the year for regular open enrollment request.  
Last date for open enrollment requests for entering kindergarten students and those students falling under the "good cause" definition for the current school year will be the third week of September.

Parents/guardians of open enrolled students whose incomes fall below 60% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend. For further details, contact the superintendent, at (641) 394-2134.

## **SECTION VIII. BUS BEHAVIORAL EXPECTATIONS FOR SAFETY**

The New Hampton School District expects student behavior on the bus to be orderly and follow school district procedures for riding the bus. The safety of all students is very important and it

requires everyone's cooperation. The driver must pay attention to his/her driving responsibilities at all times. Anything that distracts the driver from the road endangers the safety of all riders.

**There are four basic expectations of all students who ride the bus. They are:**

1. Sit down and remain seated.
2. Keep your feet and hands to yourself.
3. Use a quiet voice.
4. No throwing of anything.

**In addition, the students should observe these additional rules listed below:**

1. Students are under the total authority of the bus driver.
2. All school rules, regulations, and policies apply on the school bus.
3. Students are to be at their pick-up point on time.
4. If a student must cross the roadway, he/she should pass IN FRONT of the bus, no closer than 10 feet, looking both directions, and proceed only on the signal from the driver.
5. Students should refrain from talking to the driver while the bus is in motion and there should be NO NOISE while the bus is crossing railroad tracks.
6. Keep hands, arms, legs and objects to yourself and in the bus.
7. No pushing, shoving or fighting.
8. No swearing, using rude gestures, teasing others, or talking loud.
9. Keep all harmful objects (drugs, tobacco, alcohol, and weapons) off the bus.
10. Keep bus aisles clear.
11. No damaging of the bus and PLEASE help keep your bus clean.
12. No eating of food or drinking without the permission of the bus driver.
13. Be courteous to everyone.
14. Buses are equipped with a video/audio monitoring system. **See Board Policy Code No. 712.2R2.**

Consequences for students not meeting the expected behavior by the bus driver or school district procedures: Consequences will depend upon the severity and number of times the student has been reprimanded or disciplined.

**BUS DRIVER:**

1. Warning to student
2. Conference with student
3. Assigned seat
4. Call parents
5. Inform Transportation Director of student's behavior

**TRANSPORTATION DIRECTOR AND BUILDING PRINCIPAL:**

1. Parents notified and suspension from the school bus for three (3) days.
2. Conference with parents and suspension from the school bus for five (5) days.
3. Conference with parents and suspension from the school bus for the remainder of the school year.
4. The severity of the violation may warrant suspension longer than five (5) days or for as long as the remainder of the school year.

**Information Regarding Riding the Bus**



1. Please inform the route bus driver when you are not riding, or have another student who boards the bus before you, tell the driver you are not riding.
2. Bus drivers will discharge students only at the regular stop or at school, unless proper authorization is given. This authorization will be issued only by a written note or by a phone call given to the office (394-5858) or Transportation Director (394-5065) to issue a written bus pass to the student(s).
3. Bus routes are established by the student's residence and bus passes cannot be issued unless on an established route.

### **Board Policy Code No. 712.2R2**

#### **USE OF VIDEO CAMERAS ON SCHOOL BUSES REGULATION**

The board supports the use of video cameras on school buses as a means to monitor and maintain a safe environment for students and employees. The video cameras may be used on buses used for transportation to and from school, field trips, curricular events and extracurricular events. The contents of the videotapes may be used as evidence in a student disciplinary proceeding.

The content of the videotapes is a student record subject to board policy and administrative regulations regarding confidential student records. Only those persons with a legitimate educational purpose may view the videotapes. In most instances, those individuals with a legitimate educational purpose may be the superintendent, building principal, transportation director, bus driver, and special education staffing team. A videotape recorded during a school sponsored trip, such as an athletic event, may also be accessible to the sponsor or coach of the activity. If the content of the videotape becomes the subject of a student disciplinary proceeding, it may be treated like other evidence in the proceeding.

#### **Notice**

The school district will annually provide the following notice to students and parents:

The New Hampton Community School District Board of Directors has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior to maintain order of 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 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.

The following notice will also be placed on all school buses equipped with a video camera:  
"This bus is equipped with a video/audio monitoring system."

#### **Review of Videotapes**

The school district shall review videotapes randomly and when necessary as a result of an incident reported by a bus driver or student. The videotapes may be recirculated for erasure after ten days.

Viewing of videotapes is limited to the individuals having a legitimate educational purpose. A written log will be kept of those individuals viewing the videotapes stating the time, name of individual viewing and the date the videotape was viewed.

### **Video Monitoring System**

Video cameras will be rotated randomly on school district buses. Determination of how video cameras will be used and which school buses will be equipped with video equipment will be made by the superintendent in consultation with the building principals and transportation director.

### **Student Conduct**

Students are prohibited from tampering with the video cameras on the school buses. Students found in violation of this regulation shall be disciplined in accordance with the school district discipline policy and Good Conduct Rule and shall reimburse the school district for any repairs or replacement necessary as a result of the tampering. Approved 7/17/97

## **SECTION IX. TECHNOLOGY RESOURCES**

### **WEB BASED STUDENT SYSTEM**

The New Hampton Community School district has adopted PowerSchool as its web based student system. The address to the web based student system where parents can check grades, attendance, and lunch transactions is <https://ps.new-hampton.k12.ia.us/guardian>. Login names and passwords can be obtained during parent registration or by emailing the PowerSchool Administrator, Mary Frese at [m\\_frese@new-hampton.k12.ia.us](mailto:m_frese@new-hampton.k12.ia.us). Due to the structure of the system only one parent account will be assigned per child. Parents will need to share that one account. Parents must have a valid email address and current demographic data in PowerSchool. If you use the Parent portal please contact the principal's secretary to keep your email address and demographic data updated.

### **ONLINE RESOURCES**

The following online resources are provided by Keystone AEA for teachers and students in AEA 1 to use at school or at home.

- AccuWeather.com: Data source for worldwide weather information.
- AP Multimedia Archive: Database contains thousands of photos and graphics.
- Atomic Learning: Online training/tutorials for computer software. Got a technology question? Ask AL
- Clip Art: A collection of searchable clip art, graphics, images and fonts that may be used in newsletters and assignments.
- EBSCO: Online database with K-12 and professional level journals and images.
- Iowa AEA Online: This link contains access to some of the same online products listed above PLUS useful information/resources for educators, parents and students using these products.
- PD 360: Forty-six digitized Video Journal of Education programs, broken into hundreds of fully indexed and searchable segments, on all the most pertinent topics presented by the most respected experts and over 1,000 real classroom examples. Use same building level login you use for the other Online Resources.
- SIRS Researcher: Online periodical database with articles on social, scientific, health, historic, business, economic, political, and global issues for secondary students.

- Discovery Education Streaming: Video clips that can be downloaded or streamed and can be searched by keyword or subject and grade. Also includes an image library.
- World Book: Online encyclopedia that includes articles, maps, pictures, animations and sounds.

From the New Hampton District website ([www.new-hampton.k12.ia.us](http://www.new-hampton.k12.ia.us)) go to ONLINE RESOURCES. The Elementary students and staff user name = Keystone031 and Password – Keystone.

### **INSTRUCTIONAL COMPUTING**

The New Hampton Community School District provides instructional computing opportunities for students. Access to the Internet may be available for students. Some students may have a computer file and programs to which he/she has been given access. These students should not share their password with anyone else. Students are not permitted to gain access to the instructional computing system's setup, programs, or operation. The following are not permitted: viewing, sending, downloading, or displaying harassing, insulting, or attacking others; damaging computers, computer systems or computer networks; violating copyright laws; using another's password; trespassing in another's folder, work or files; intentionally wasting limited resources; or online/internet gaming. Violations may result in loss of access to the instructional computing system, as well as disciplinary and legal actions.

The lab will be open to students under the supervision of an instructor. Disks from home may be used ONLY if approved by the Technology Coordinator. Printing is to be approved by the supervising teacher for school use only. The instructional computing work area is for students and staff. Any disruption in this work area will result in loss of privileges and other possible disciplinary actions.

### **ACCEPTABLE USE OF INTERNET RESOURCES**

Internet/network access is available to students and staff of the New Hampton Community School District (NHCS D) in order to provide users with access to information services that cannot be easily found in any other way. The Internet offers access to information and online resources from a wide variety of sources. The school district provides network use for Internet access, content software, and file sharing. The primary purpose in providing access to the Internet/network is to support and enhance the district's educational program through electronic communications, sharing information resources, and technology integration.

Because of the breadth, scope, and unregulated nature of the Internet, not all materials on the Internet are appropriate for educational uses. The constantly evolving nature of the Internet makes it virtually impossible to predict and control what users may access. The School District makes no guarantees regarding the accuracy of the information accessed through the use of the Internet or the NHCS D network. Although students will be under teacher supervision while on the Internet/network, it is not possible to constantly monitor what individual users are accessing. Some students might encounter information that may not be of educational value. The use of the Internet/network carries responsibilities for every user.

Users may not access material that is inappropriate in an educational setting or engage in any electronic discussion that contains subject matter that is inappropriate in an educational setting. The following are examples of material or subject matter that is considered inappropriate in an educational setting. This is not intended to be an exhaustive list:

1. Material that is threatening, harassing, obscene, vulgar or sexually explicit.
2. Material that is discriminatory based on age, races, creed, color, genders, national origin, religion or disability.
3. Material which is otherwise in violation of local, school district, state, or federal rules, regulations and law.

If users have specific questions about whether material or subject matter is appropriate to an educational setting, he/she should consult the supervising teacher in advance of accessing it, downloading it or sending it. Any conduct that is prohibited by law would be considered in violation of this policy.

Student use of Internet/network permission must be granted annually. Before students may use the Internet/network, students in grades 4-12 must sign the Internet Permission Form. If the student is under 18 years of age, a parent or guardian must also sign the form. The permission form will be kept on file in the building to which the student is assigned. (Code 605.4F1) If Internet Cards are issued in the building to which the student is assigned, the student must display his/her Internet card while using the Internet. A student may not use another student's Internet card. The student is responsible for replacing lost/damaged cards at the designated fee.

The district's terminals may not be used to access personal e-mail accounts. Real-time conference features such as talk/chat/Internet Relay Chat may not be used without the approval and direct supervision of a teacher. These features may be used only when required by the supervising teacher during class to deliver course content. Students may not disclose any personal information about themselves or others over the Internet. Users may not create or maintain personal web pages on the Internet. Commercial use and personal financial gain is prohibited.

The user should understand that the network is not a private entity. The technology staff performs routine backup, updates, system, user and machine maintenance and virus protection on a daily basis. During the course of these duties all forms of network files may be viewed.

Users may not download files from the Internet or other media without permission from the supervising teacher. Downloading is defined as saving, loading or printing the file on any district owned media or printer. Files may be defined, but are not limited to, graphics, text, and audio formats.

Students may not download programs from the Internet/network and/or other media. Students may not upload programs to the Internet/network. A program is defined as an executable file. Code No. 605.4

The user should understand that he/she assumes the entire risk as to the accuracy and/or validity of information obtained or received through the use of the network. The user agrees to hold harmless NHCS D for any damages including direct, indirect, consequential or incidental, that the NHCS D user or any other party may suffer. This includes but is not limited to loss of data resulting from delays, non-delivery, or service interruptions as a result of NHCS D or the user.

The school district is not responsible for any user's mistakes or negligent acts. If a user accesses any services, or causes any damage, which incur a fee, the user/parent/guardian will be responsible for those costs.

All users must follow current copyright (Code 708.3), license agreements, trademark and similar legal regulations when using material found on the Internet. Plagiarism from any resource is prohibited. Plagiarism is defined as "to take (ideas, writings, etc.) from (another) and pass them off as one's own. (Webster's New World Dictionary, 3rd College Edition, 1988)

Students who violate the provisions of this policy are liable for the disciplinary penalties found in the Administrative Regulations for Dealing with Student Misconduct. In addition, users who violate the provisions of this policy may lose the privilege of using the Internet/network for a period of time. (Code 605.6E2)

Legal Reference: Iowa Code § 279.8(1995).

Cross-Reference: 502 Student Rights and Responsibilities  
506 Student Records  
605 Instructional Materials

Approved 05-13-02

Reviewed \_\_\_\_\_

**In order for students in grades K-12 to obtain Internet privileges *Internet Permission Form* must be signed and returned to the building principal's office for each student. The *Internet Permission Form* and the Board Policy, *Acceptable Use of Internet Resources*, (Code 605.4), are included at the end of this student handbook. Additional forms are available from the building principal's office.**

Please review the Board Policy, *Acceptable Use of Internet Resources*, (Code 605.4) and the *Internet Permission Form* with your child. Supervised use of the Internet will be granted only to those students in grades K-12 whose parent/guardian has signed and returned the *Internet Permission Form*. Student signature is required to indicate that the student has reviewed the Board Policy, *Acceptable Use of Internet Resources*, (Code 605.4), and the *Internet Permission Form* with their parent/guardian. Access will be denied if the *Internet Permission Form* is not signed by both parties and returned to the building principal's office, where they will be kept on file. If you have questions or concerns please call your building administrator.

## **SNACK POLICY OF NEW HAMPTON ELEMENTARY**

The New Hampton Elementary policy for bringing treats for birthdays or scheduled parties has changed beginning in August of the 2011-12 school year. We are asking that all treats be pre-packaged so that we may see the ingredients listed. This is to ensure that if we have a student with food allergies we are being diligent about their nutritional needs. The policy in the student handbook is as follows: If students wish to bring treats for birthdays or scheduled parties, you are asked to choose healthy snacks in order to promote student wellness. All treats must be pre-packaged with the ingredient list on it so that staff may review it due to allergy concerns.

*Here are some suggested snacks that you could purchase pre-packaged that would have the ingredients listed:*

Raw vegetables with low-fat dressing or yogurt dip  
Fresh fruit  
100% fruit juices  
Tray of cheese  
Dried fruit, such as raisins, banana chips, etc.  
Trail mix  
Granola bars  
Jello cups or squares  
Low-fat pudding cups  
Yogurt cups and Yoplait Go-Gurt  
Air-popped popcorn  
Low-fat muffins, mini muffins  
Angel food cake  
Low-fat crackers, such as animal crackers, graham crackers, goldfish, Cheezits, etc.  
Baked chips  
Low-fat string cheese  
Pretzels  
Beef jerky  
Fruit Roll-ups and fruit snacks  
Pepperidge Farms 100% whole wheat mini bagels  
100 calorie packs  
Nutrigrain bars  
Flavored applesauce cups  
Fruit cups  
Rice cakes  
Beef sticks  
Mini muffins  
Chex mix  
Dry cereal  
Graham cracker sticks to dip in yogurt cups  
Cubed cheese in individual packs

Snacks can be individually packaged from the store or they can send an unopened box or bag of crackers, cereal, etc and it can be divided out at school into individual servings.

*Other treats and prizes that could be brought instead of food:*

Pencils  
Erasers  
Stickers  
Bookmarks

**Snacks at School**

Snacks served during the school day will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and healthy beverages conforming to this policy. The staff of New Hampton Elementary will assess if and when to offer snacks based on timing of meals, children's nutritional needs, children's ages and other considerations.

THESE FORMS MUST BE COMPLETED BY PARENTS OF STUDENTS IN GRADES K-12 AND RETURNED TO THE CLASSROOM TEACHER. THEY MAY ALSO BE COMPLETED ONLINE AND SUBMITTED.

## **INTERNET/NETWORK PERMISSION FORM**

### ***For Parent or Guardian, if the student is under 18***

As the parent/guardian of \_\_\_\_\_, I have read the New Hampton School Board policy on the Acceptable Use of Internet Resources (Board Policy 605.4). I have discussed this policy with my child. I understand the district is taking precautions to restrict access to educationally inappropriate material by means of this policy and filtering software. I acknowledge that it is impossible to restrict access to all potentially inappropriate material and I will not hold the New Hampton Community School District responsible for inappropriate materials acquired through the Internet.

\_\_\_ I grant my child Internet/Network access.

\_\_\_ I do not wish to grant my child Internet/Network access.

I understand that I may change my permission at anytime by requesting a new Internet/Network Permission Form.

Please Print

Parent or Guardian Name: \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_

Date:

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

### ***For Students***

(Students in grades PK-3 are granted permission to use the Internet by their parents indicating their child will adhere to the policy. Any student in grades 4-12 must sign below indicating that he/she has also read the policy and understands the provisions.)

I have read the New Hampton School Board policy on the Acceptable Use of Internet/Network Resources (Board Policy 605.4) and agree to follow the provisions. I understand that violation(s) of the provisions of this policy will result in the assignment of disciplinary consequences. I will support the New Hampton Community School District's efforts to implement appropriate use of media and information technologies.

Please Print

Student Name: \_\_\_\_\_

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

Date of birth:

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

*Please return to building principal's office.*

Code No. 506.3F1

**PARENTAL PERMISSION FOR STUDENT PHOTOGRAPHS**

As the parent/guardian of \_\_\_\_\_, I grant permission for all photographs/videos taken of my child during school hours and/or school sponsored events to be used by the New Hampton Community School district solely for educational, publicity or advertising purposes for the New Hampton Community School District.

Parent/Guardian Name: \_\_\_\_\_ (Please print)

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

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

Address: \_\_\_\_\_

Legal Reference:

Cross Reference: Code No. 506.3

**PARENT PERMISSION FOR STUDENT FIELD TRIPS AND EXCURSIONS**

Name of Student \_\_\_\_\_

Grade: \_\_\_\_\_

Phone Number where parent can be contacted: \_\_\_\_\_

Home: \_\_\_\_\_ Work: \_\_\_\_\_

In lieu of signing a permission form for every school trip or excursion, I hereby give permission for the above named student to take part in all field trips, activity trips, or excursions for the 2012 - 13 school year.

It is my understanding that all of the above trips will be scheduled by the district, and will have teacher and parent chaperones.

It is also my understanding that I will be informed about any and all trips or excursions that take my student out of class and that any out of the school district travel will require a separate permission form for my approval.

I give my approval \_\_\_\_\_  
Signature of Parent/Guardian Date



**RETURN THIS PAGE THE FIRST WEEK OF SCHOOL  
TO YOUR CLASSROOM TEACHER**

Student's name: \_\_\_\_\_

Teacher's name: \_\_\_\_\_

**PARENT VERIFICATION OF HAVING REVIEWED THE HANDBOOK**

I have had an opportunity to review the policies contained in the Parent and Student Handbook, and have discussed them with my child. I understand that these are guiding principles under which the New Hampton Elementary School will operate. If I have questions about any of the guidelines contained in this handbook, I will contact my child's teacher, or the elementary principal's office.

Parent's Signature:

Date:

\_\_\_\_\_

\_\_\_\_\_



