

**New Hampton Middle School
2013-2014**

Student Name _____

Student Advisor _____ **Locker #** _____

ADMINISTRATION
Susan Anderson, Principal
Lisa Aegerter, Middle School Secretary
Brad Schmitt, Middle School Athletic Director

MIDDLE SCHOOL FACULTY

Middle School Telephone Number: 641-394-2259
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NHCS Web Site: www.new-hampton.k12.ia.us
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NHMS Student Handbook

The school has provided a planner to all students at New Hampton Middle School. One of its purposes is to facilitate communication between home and school. Teachers will regularly have students keep track of assignments and long-term projects in their planners. This will help students be better organized, plan ahead, and help with their study skills. Teachers will also use the planner to write notes home. Planners must stay intact for the entire year. There are two planner pass pages: one for first semester, one for second semester. Students will not be issued more pages once those are filled. Parents, please check the planner on a regular basis (if the planner is lost, a new one may be purchased from the office for \$6.00). Contact teachers as soon as you have a question.

This handbook and school district policies, rules, and regulations, are in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district, while on school owned and/or school operated buses or vehicles or chartered buses, while attending or engaged in school activities, and while away from school grounds in that misconduct directly impacts the good order, efficient management, and welfare of the school district or involved student and staffs. School district policies, rules, and regulations are in effect 365 days. A violation of a school district policy, rule, or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies, rules, or regulations. Students who fail to abide by the school district's policies, rules and regulations will be disciplined for conduct which:

- * Disrupts or interferes with the education program;
- * Disrupts the orderly and efficient operation of the school district or school activity;
- * Disrupts the rights of other students to obtain their education or to participate in school activities; interrupts the maintenance of a disciplined atmosphere

Disciplinary measures include, but are not limited to, loss of privileges, removal from the classroom, detention, suspension, probation, involvement of local law enforcement, and/or expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics and fine arts performances. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record. The school reserves and retains the right to modify, eliminate, or establish school district policies, rules, and regulations as circumstances warrant, including those contained in this handbook.

Students, parents, and faculty are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact 641-394-2259 for information about the current enforcement of the policies and/or rules or regulations of the school district.

All New Hampton Middle School students must have the opportunity to learn and be respected. If at any time, any student is not following classroom expectations and/or interrupts the learning of others or disrupts the teacher's ability to teach, he/she will be told to go to the office. Any student, who is asked to leave the classroom because expectations were not being followed, will have an automatic detention to be served after school.

GENERAL GUIDELINES

- Students will conduct themselves in an appropriate manner. Students are expected to show at all times, respect for authority, fellow students, school property, and property of others. School rules apply at all school functions including but not limited to athletic games and concerts.
- Students will not bully others. A student is being bullied if he/she is exposed, repeatedly, and over time, to negative actions on the part of one or more students. Bullying implies an imbalance of power or strength. The student who is bullied has difficulty-defending him/herself.
- Students are expected to show school spirit by supporting school activities and demonstrating positive sportsmanship whether winning or losing.
- Gum chewing is not allowed at New Hampton Middle School.
- Inappropriate language or expression, in any form, is not acceptable.
- Inappropriate physical contact, in any manner, is not acceptable.
- Stealing or taking others things is not acceptable.
- Planners must stay intact for the entire school year. Additional "pass" pages will not be issued.
- Running in the hallway is not allowed.
- Students are expected to follow all federal, state, and local laws and the rules, regulations, and directives of the district.
- Students are expected to refrain from possessing, using, or distributing tobacco/nicotine products, beer, wine, alcoholic beverages, controlled substances not validly prescribed, and substances which are look-alikes for such products.
- Students are expected to come prepared for class, demonstrate good study habits and responsibility for his/her behavior

In All Areas: NHMS Safe School Rules

- We will not bully others.
- We will help students who are bullied.
- We will include students who are left out.
- We will tell an adult at school and at home if we know that somebody is being bullied.

Assemblies

- Students will sit and listen in an appropriate manner.
- Students will use appropriate responses to show their appreciation of the activities.
- Students will enter and exit the assembly area in a quiet manner
- Students will keep their feet on the floor.
- Assemblies are a privilege and may be taken away.

Bus

- Students will follow the instructions and directions of the bus driver at all times.
- Students will help keep the bus and the area of the bus stop clean.
- Bus drivers will not allow any student on a different bus without a bus pass.
- Bus issues need to be reported to the Bus Driver first.

Football Games

- It is strongly suggested that all children be accompanied by an adult while attending football games. Student safety and consideration for other spectators is of utmost importance.
- Students will view the game from the bleachers or designated areas.
- The behaviors expected of children while at school apply to all NHCS events.
- Balls and other play equipment should not be brought to the game.
- Students shall remain on the home side.
- Students cannot follow rules will be asked to leave the game. Admission will not be refunded.

Hallways

- Students will walk on the right side of the stairs and keep the hands/feet/body to themselves.
- Students will use the shortest route to the destination.
- Students will not loiter or congregate in restrooms, hallways, or by lockers.
- Students will use their planners to designate where they should be.
- iPods/cell phones/etc. are not allowed while transitioning between class periods.

Office

- Students will be in the office only with permission from the instructor.
- Students will return to the classroom if the office personnel is not there.
- Permission is needed to use the office phone.

Study Hall

- Bring ALL study materials to study hall. Come to study hall prepared to work.
- After attendance is taken, students will be allowed to sign out to another area following these guidelines:
 - A. If students want to see a teacher, have a signed pass from that teacher BEFORE study hall begins. Those students with pre-signed passes will be given permission to be signed out.
 - B. Students may sign out to the library to check out a book or do research.
- Students must return to the study hall at least five minutes before the end of the period. Anyone who abused sign-out privileges may lose this privilege.
- Students are not allowed to go to their lockers
- Only one student at a time may check out for the restroom.
- Students may not go anywhere if they do not have their planner.
- Quiet study time continues until the end of the period.
- Students may work together only after receiving permission from the study hall supervisor. At most, two groups will be allowed to work together as long as they are quiet and not disrupting the study hall. Students may lose this privilege if they are disruptive.

Cafeteria Rules

- Demonstrate good manners, common courtesy, and appropriate behavior.
- Once a student sits down at a table, he/she should remain there until finished. There should be no jumping from table to table.
- No pop is allowed during lunchtime unless special arrangements have been made with the building principal.
- Assist in keeping our cafeteria clean.
- Students who eat breakfast will remain in the cafeteria until school begins.
- All food will be eaten in the cafeteria and not taken outside of the cafeteria.
- Hot lunch students are not allowed to exchange food with salad bar students

Activity Time Rules

- All students are to go outside unless your teacher gives you permission to stay in. Students should not go outside until a monitor is on duty.
- All students are to remain within the fences on the playground. No student is to leave the playground without permission from the teacher. Do not climb or lean on the fence
- Only safe games (activities where physical injury will be unlikely) will be allowed on the playground and played according to PE Rules.
- Students must get permission from the duty teacher to see the nurse or go into the building for any reason.
- Students will show respect to fellow students and staff and report bullying, illegal, violent, abusive, or threatening behaviors to the supervisor.
- Students will line up quickly and orderly when activity time is over and enter the building in the same manner.
- Boots are not required unless you play on grassy areas or snow piled areas.
- No snowball throwing is allowed or intentional sliding on a slick surface.
- No equipment from home except what has been approved by the recess monitors is to be brought to school. (No baseballs, bats, football, softballs, hacky sacks, Frisbee, or super balls, etc.)
- When temperature is an issue, the office will make the final decision. Students are expected to dress responsibly for the weather. Middle school students will go outside for activity time each week. Please make sure your child is dressed appropriately when they are sent to school. We will go outside during the winter months. Coats are required when the temperature is below 55 degrees. Long sleeves are required when it is below 60 degrees.
- Arguments over games will result in the supervisors ending the game for the day.
- Students will be required to stay in from activity time for numerous reasons including but not limited to the following: late homework, failing grades, disciplinary reasons, intervention, etc.

ATTENDANCE AND ABSENCES

Report an Absence:

In order to provide for the safety of students, **parents are expected to telephone the school when your son or daughter is absent.** It is requested that calls to the school be made between 7:30 a.m. and 9:00 a.m. If a student is absent and a call has not been received by 9:00 a.m., the school office will call the parent. This policy is to insure that both home and school know the student's location. A student shall be considered unexcused if the parent (guardian) does not notify the principal's office prior to the absence or prior to **9:00 A.M.** on the date of the absence. If the office is not called or reached on the day of the absence, a written excuse will be required when the student returns to school. Failure to do this constitutes an unexcused absence or if a student does not bring an excuse by the third day after returning to school, the student will have detention each day until the note is brought or the office receives a call from the parent/guardian. We would appreciate knowing about a prolonged absence. If the nurse can be of assistance, please let us know.

ATTENDANCE POLICY

In order to receive the maximum benefit from the instructional program, New Hampton Community School students are expected to attend school on a regular basis and be on time. Irregular attendance and tardiness both hinder the student's own studies and interfere with the progress of those students who are regular and prompt in their attendance. There is a strong correlation between student success and attendance. It is the firm belief of the New Hampton Community School District that students who attend school regularly will show greater academic success than those students who are habitually absent. Besides disrupting the student's educational program, absences cause teachers to spend valuable class time to bring the absent students to a current status. The interaction between the classroom teacher and the student is something that can never be duplicated with make-up work. The district believes the responsibility for attendance rests with the parents and the students. We encourage those responsible to make good decisions about school attendance. To assist with those decisions, the New Hampton Community School District has developed the following policy to encourage good attendance.

I. Compulsory Attendance

a. The state of Iowa's compulsory attendance law states that students who are under 16 years of age are required to attend school on a regular basis until the end of the school year in which they turn 16. Students who drop out of school before the age of 18 will lose their driver's license until they turn 18.

II. Excused Absences

a. The district recognizes that student absences are sometimes necessary. Therefore, the following absences from school will be considered excused:

- i. Personal illness or accident
 - ii. Death of serious illness/injury in the immediate family or household and/or emergency at home vital to the family welfare.
 - iii. The funeral of a relative or close friend.
 - iv. Medical or dental appointments that cannot be made other than during school time, and for which verification of the appointment is presented before the absences. Students are urged to schedule these on weekends, before and after school, or during study hall times.
 - v. Court appearances.
 - vi. Family vacations, which have been given prior administrative approval.
- All schoolwork is due before leaving for the vacation and will be considered late if handed in afterwards.

Please Note: Even though a student's absence may be excused, it will still affect the student's education. Every effort should be made by the students and parents to minimize the number of excused absences. The school retains the right to determine which absences are considered excused and unexcused.

III. Excessive Absences

- a. It is the belief of the New Hampton Community School District that an absence from school, whether excused or unexcused, is a day of lost instructional time.
- b. When a student misses 4 days in a semester, the counselor will meet with the student to ascertain the reasons for the absences and contact the parents to stress the importance of regular attendance.
- c. When a student misses 6 days in a semester, the principal will contact the parents to discuss the reasons for the absences and to discuss the importance of regular attendance and the possible consequences of not improving it.
- d. When a student misses 8 days in a semester, a letter will be sent to the parents informing them of the status of their child and that the situation will be turned over to the county attorney if two more absences occur in the semester.
- e. When a student misses the 10th day in a semester, a letter will be sent to the parent and the matter will be turned over to the county attorney for further review.
- f. The administration reserves the right to consider each situation individually and make exceptions as the situation warrants. For example, if a student is hospitalized or a serious family emergency arises.

Excused Absences:

If the student is going to be gone due to medical, dental, vacation, or other reasons, the office must be given a note or have received a phone call prior to or the day of the absence. Failure to do this will result in the absence of being considered unexcused. To participate in a practice or school activity a student must be in attendance by noon.

Unexcused Absences Guidelines:

Any absence from school or a class, including a tardy, which are not approved by the school principal, shall be unexcused absences. Students are subject to disciplinary action for unexcused absences. The administrator shall make contact with the student and/or the student's parents. A formal letter will be sent to the County Attorney and to the parent/guardian documenting excessive unexcused absences. The County Attorney's Office will make the final decision in regard to mediation and/or prosecution.

Any of the following shall be deemed an unexcused absence:

1. Failure to report to school without consent of the building principal
2. Leaving the school building or grounds without first obtaining permission from the office.
3. Failure to report to a class, assigned study hall, or other areas without permission from the office, faculty member or nurse.
4. Leaving any assigned area without permission of the person in charge.

Make-Up Work For Excused Absences

Students are responsible for arranging to make up schoolwork and are required to make up the work within the time allowed. The first day a student has been absent, he/she will be allowed two days in which to get the work completed. Each day after the initial day, the student will be allowed one day to complete his/her work. This time can only be extended by special arrangement between parents and the school. It is the student's responsibility to check with the teachers for make-up assignments. Students who miss their regular classes due to school sponsored activities (band lesson) and/or any other extracurricular activities will be responsible to complete work. Students can meet with teachers prior to first period, at the end of the day, or between classes to find out what work was missed. Students who know they are going to be absent prior to an absence should make arrangements with teachers in advance to make up schoolwork. Teachers, at their discretion, may expect some work completed prior to the scheduled absence and may require some work (for example, tests) to be completed after returning from the absence

Office Hours:

Office personnel are available in the school office from 7:30 to 4:00 each day. The middle school's phone number is 641-394-2259. The fax number is 641-394-2662

School Day:

The New Hampton Middle School day begins at 8:00 A.M. and dismisses at 3:22 P.M for bus students. Supervision is not provided outside prior to 8:00 A.M. Parents/guardians are responsible for their child's welfare prior to the school day. If, for any reason, students arrive late to school or must leave early from school, they must report to the office for a pass to a class or permission to leave.

Tardiness:

Students are expected to be to all classes on time. Teachers will record tardiness. Disciplinary action will be taken for a student a student receiving more than three tardies per quarter. Habitual tardiness may result in counseling, parent conference, and/or further administrative action that may include loss of activity time, detention, in-school suspension or other disciplinary action.

Entering and Leaving the Building

Students arriving before 8:00 A.M. are expected to remain outside the building unless they have a pass signed by a teacher or have received permission from the office. If a student wants to seek assistance from a teacher, he/she must report to the office first and get a pass before going to the teacher's classroom. Teachers are available from 7:45 to 8:00 A.M. Students eating breakfast enter through the north doors at 7:45 A.M. and report directly to the cafeteria. During inclement weather, students must enter at the central office doors and remain in the front hallway. Students are to leave the building by 3:30 P.M. unless they have a specific purpose for staying and are under faculty supervision. No one is to leave the building or school grounds during school hours without first making arrangements through the office.

Students who need to leave the school during the school day must receive permission from and check out from the office and have a note signed by the student's parents (guardians), have their parents (guardian) telephone the office, or have their parents (guardians) pick them up. Students are not released to anyone other than their parents (guardians) during the school day unless the office has a note signed by the student's parents (guardians). If a student is to walk to a designated area of school grounds, the office must receive a signed note from the parent (guardian) giving permission.

Breakfast/Lunch

Breakfast and lunch are served in school everyday. Money is to be given to the lunch program directly during your morning entry time. Please note that whatever amount is brought in must be deposited in account - no change is given. You may also use the PowerSchool login to check your student accounts. Every student should eat hot lunch, salad bar, or a sack lunch. If you bring cold lunch from home and would like to drink milk with it, you may purchase a carton and have it deducted from your meal account. If you lose or damage your card, you have must obtain a new card. Second lunch cards cost \$2.00. Adult guests must purchase a single lunch ticket from the principal's office before eating lunch. Standard breakfast pricing is \$1.20 for students; student lunch price \$1.95; adult lunch price \$3.20. Prices are subject to change.

Daily Announcements

Announcements will be read each morning. Students will listen and be responsible for this information. Any announcement that will be in the bulletin must be in the middle school office by 8:00 am.

Messages

Messages may be left at the office and will be delivered to students either at lunch or during A/A time. Messages must be delivered **prior to 3:00 pm** for students.

School Telephone

The telephone in the office may be used in some circumstances. Students are expected to provide a \$.25 for long distance calls.

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. Messages will get to the appropriate place, provided we have ample time to deal with them. 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.

Gifts & Fundraising

No collections are to be made in the building for any purpose without approval through school administration. Students participating in any school or non-school sponsored fundraiser may not contact school employees during the school hours of 7:30 a.m. to 4:30 p.m.

Movies

Notes will be sent home with students to notify parents of any PG movies being shown. In the event of PG 13 movie, a parental permission slip will be sent home with students to be turned into the corresponding teacher.

Invitations/Balloon/Flower Delivery

We ask that party invitations, balloons, flowers and other special deliveries are not made to students at school during the school day. These items may be distracting in the classroom; may cause hurt feelings, and they may also be difficult for students to manage when trying to take them home.

School Visits

Parents are welcome and urged to visit school. As part of our school safety plan, we ask that all visitors report to the office when arriving, sign in and pick up a visitor's badge. It is a good idea to notify the principal in advance, if possible. Younger brothers and sisters are not allowed to visit school unless accompanied by their parents. Students who wish to bring a friend to school, must get permission from the principal at least one day in advance of the visit.

Field Trips

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones, and guides with respect and courtesy.

Academic Classes/Schedule Changes

All students will take the following required classes during the year: reading, mathematics, science, language arts, social studies, art, physical education, music, and exploratory classes. In addition, students have the opportunity to participate in chorus and band. Students will follow the schedule they receive at the beginning of the year unless otherwise arranged. In the case of chorus or band, students will remain in the course for an entire semester. Any course changes must be made by 3:30 pm on the second day into the new quarter.

Dress Code

There is research that supports a connection between academic performance, students' appearance and students' conduct. Inappropriate student appearance may cause a disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds.

Students' dress should be such that no midriff skin or undergarments are exposed at any time. Tops should have a neckline that is modest. Skirts and shorts should be long enough that when the student is standing they come to the tip of the thumb at their side. Halter tops and tops with spaghetti straps are not considered appropriate for school wear. Straps of any kind should follow the rule of an adult two-finger width. Students will not wear a top that exposes their bra/sports bra.

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco; clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, anything having an inappropriate double meaning. Clothing promoting alcohol, drugs, violence, or gangs is not allowed. Pupils may be asked to return to home to make necessary changes in their appearance or attire or be provided an option by the school. Any student may not wear hats, ball caps, and handkerchief style bandanas inside the school unless a special event in the classroom is taking place and is approved by the teacher. Any accessories deemed unsafe (such as chains) will not be permitted. Facial paint and facial covering are not permitted. The principal makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed will be required to change their clothing.

Book bags And Lockers

Students may use book bags to carry books back and forth from home to school. Book bags will not be allowed in classrooms. Book bags must fit in the locker. Students may hang items in the inside of their locker only; items may be hung with magnets only; tape, stickers, etc. are not allowed. Students are notified and reminded that the locker assigned to them may be used to store coats, cold lunches, books, notebooks, and papers pertaining to school only. No other student has permission at any time to get into another student's locker. Lockers are not to be set so that they open immediately by students. Perishables must not be left in lockers overnight. It is highly recommended that personal items such as cameras, watches, money, cell-phone, computer, electronics, etc. be left at home for safekeeping and not to be kept in lockers. If you do so, you bring them at your own risk – the school is not responsible for lost, stolen, or damaged articles. We also ask that students do not bring items to trade, sell, exchange, etc to school. School authorities reserve the right to inspect lockers for cleanliness and unauthorized contents at any time. Items in violation of school district policies, rules or regulations found in student lockers are confiscated. Illegal items may be given to law enforcement officials.

Students using the older lockers without combination locks may borrow padlocks from the middle school office. These borrowed padlocks are to be returned at the end of the school year. Any padlock on a locker without the middle school office's approval will be removed. All other lockers have combination locks. If padlocks from home are used, the office must have the combination or an extra key.

Water bottles and Beverages

Plain unflavored water is the only beverage that is allowed in middle school areas. In addition, it must be in a reasonably sized bottle that is clear and allows the contents to be easily seen. Water bottles are not allowed in the library or computer labs at any time.

Textbooks/Library Books

Any textbook/library book that shows any unnecessary amount of wear, damage or writing on the cover or pages may result in a fine. For books that can be used again, the maximum charge will be \$10.00, and the minimum will be \$1.00. Report any lost books to the office: or if you find a book, turn it in to the office.

The following schedule will be used for assessing the cost of a lost textbook or a textbook damaged beyond reasonable re-use:

- a. Books used for one year - $4/5$'s (80%) of replacement cost.
- b. Books used for a second year - $3/5$'s (60%) of replacement cost.
- c. Books used for a third year - $2/5$'s (40%) of replacement cost.
- d. Books used for a fourth year - $1/5$ (20%) of replacement cost.

If students have checked out books from a particular teacher and they have lost them, they will be required to reimburse the teacher.

Cheating

Cheating on assignments, tests, and/or quizzes will not be tolerated at the New Hampton Middle School. Students caught cheating may face the following consequences: "zero" score, detention, and/or parent notified.

Grading System

All middle school teachers will use the following uniform system of marking.

A 93 - 100	B- 80 - 82	D+ 67 - 69
A- 90 - 92	C+ 77 - 79	D 63 - 66
B+ 87 - 89	C 73 - 76	D- 60 - 62
B 83 - 86	C- 70 - 72	F 59 and below

Academic Honor Roll

There will be an academic honor roll at the end of each quarter. The following academic criteria must be met:

1. No F's in core subject areas: Math, Science, Social Studies/American History, Reading, and Language Arts
3. No incompletes
4. A 3.0 academic grade point average.

Academic Eligibility for Extended Activities / Student Leadership Council

For each 9-week grading period students are offered incentives and extra opportunities to be leaders for NHMS. Students must have passing grades in all of their classes in order to be eligible to participate in these extra activities/leadership activities. If a student is not passing, they will receive intervention from the appropriate staff member

Midterm/ Report Cards

Reports are mailed to parents of students who are failing or doing unsatisfying work at the middle of a grading period. It is the student's responsibility to check with any teacher regarding the cause(s) for the unsatisfying report. Report cards will be handed out to students ASAP after the end of each nine-week quarter. Students who receive a failing grade at the end of the quarter will be asked to attend Saturday school after the conclusion of the quarter. Students and parents can track student progress at any time on PowerSchool. Summer school may be a recommendation/requirement for some students.

Homework Expectations

The New Hampton Middle School promotes a “No Zero” policy for all assigned work and assessments. All staff members will support and implement academic instruction and programs will provide opportunities for all students to demonstrate mastery. The “No Zero” policy will promote concepts and goals associated with Advisor/ Advisee time that are established in our educational learning community. The overall goal of the “No Zero” policy is to define the expectation that zero’s are no longer acceptable in any class offered at New Hampton Middle School. All staff and students will be held accountable for working together to accomplish this common goal and promote positive results for everyone.

No Zero Guidelines

- 1) All students will be required to complete every assignment and assessment.
- 2) If a student fails to complete an assigned task, then the following steps will be implemented:

Day 1:

- The student will be responsible to fill out a “No Assignment” form and hand it into the classroom teacher.
- The staff member will communicate with the student to discuss assignment completion option:
(teacher will send parent email notification)
- The student will complete the task by him/herself and hand-in by the beginning of the period of the next day.
- The student and teacher will arrange a time before/after school or during A/A to get the assigned task completed.
- If the student fails to complete the assigned tasks by the beginning of the period of the next day, the Day 2 steps will be implemented.

Day 2

- The “No Assignment” notification form will be handed to the designated staff member with the following procedures being implemented:
 - Assignment completion goes to 60% credit
 - The student will be assigned to after school homework assistance until the assigned task has been completed (with no extra curricular participation). Student will notify parents. Transportation arrangements following are the students’ responsibility.

At the middle school level, a tracking system will be implemented to monitor each individual student’s academic performance records. Once a student receives 5 late assignments in a quarter, a meeting will take place between the building administrator and the student. At the conclusion of the meeting, a parent phone will be made to notify the parent of assignment completion concern. If the student continues to accumulate late assignments; then a parent, student, administrator meeting will be arranged to discuss a plan of action. The student may be assigned to the after school homework assistance program for the remainder of the quarter. Students may lose activity time due to late homework assignments as well as end of the quarter activities.

After School Program

The after school program is for identified at-risk students who need assistance with homework completion and skill development. Identified students are welcome to stay and get homework completed. It is open Monday-Friday until 4:00. Transportation must be arranged by the student. Students who have received “late homework” slips will be required to stay until the late homework and daily homework is completed.

Saturday School

At the conclusion of each quarter, any student failing one of the core content areas will need to serve Saturday school from 8:00-11:00. Work will be provided from the teacher for the student to successfully complete. If a student fails to attend Saturday school they will then need to make up those hours in after school detention.

Student Conduct

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

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

Students are expected to treat other students with respect. This includes but is not limited to refraining from abusive or offensive name-calling, the use of obscenity, vulgarity, or profanity while on school property or at school events. Students are prohibited from fighting, pushing, scuffling with others while at school or school events. Bullying or harassment is prohibited. Students shall conduct themselves in a safe and non-disruptive manner. Excessive noise prohibited. The public display of affection is considered inappropriate.

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the

school district or school activity; conduct which disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, loss of activity, removal from the classroom, detention, suspension, probation, involvement of local law enforcement and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics and fine arts performances.

Disciplinary Measures

1. Verbal intervention and correct behavior practice.
2. Appropriate apologies or clean up.
3. Loss of privileges/ activities
4. Removal from class.
4. Detention.
5. In-school suspension.
6. Out-of-school suspension.
7. Expulsion

Removal from Class

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

Detention

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

Middle School Detention Procedures

The student will be serving a thirty-minute detention from 3:30 to 4:00 P.M. Detention will supersede all other school activities. All detentions will be supervised by a teacher or paraprofessional and are scheduled on Monday-Friday. Teachers have the prerogative to make arrangements for students to come to their rooms before or after school or during the school day for academic or disciplinary reasons. Students will have the opportunity to serve the detention the day of the offense or the next day. Failure to serve the detention within the two-day period of time may result in an additional day of detention assigned. Students should bring schoolwork to complete during the detention period. Transportation arrangements following a detention are the students' responsibility. At the start of each nine-week quarter, each student will begin with a "clean slate". Middle school detentions may also result in the loss of particular school privileges.

1st Detention: after school 30 mins.

2nd Detention: after school two days 30 mins, loss of an activity

3rd Detention: week after school 30 mins each day, loss of an activity

Subsequent detentions will require a meeting between the building principal, student, and parents to determine appropriate action.

Suspension

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

Expulsion

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

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

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

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

GUIDE TO DUE PROCESS AND EFFECTIVE DISCIPLINE

1. Students are to receive due process under the 14th Amendment of the Constitution.
2. Students may be isolated and your specific behavioral problems will be investigated.
3. We will sort out the facts in the sequence they occurred and confer with those involved.

4. We will identify responsibilities for specific behaviors.
5. Students will point out ways in which he/she could have avoided the problem.
6. We will let the student tell us if he/she understands the need for him/her to limit your unacceptable behaviors.
7. We may include other staff members and inform the student of our decisions.
8. We will notify the student's parents and any teachers who are affected.
9. We expect improvement and anticipate enjoyable future contacts with the student.

Electronic/Technology Devices

Cell phones that are brought to school are to be put in the student's locker before school and left in the locker until school is out. Cell phones will be taken if they are found not in the locker during school hours. Cell phones, iPods, and iPads must be shut off between the start of the school day, 8:00 A.M., to the end of the school day, 3:22 P.M. Cell phones, iPods, and iPads may not be used on field trips unless specifically stated by the teachers. If necessary for a health-related issue, parents/guardians may obtain this permission for a student at the principal's office. If any student is found text messaging or using his/her cell phone, iPod, and/or iPad during the day, the device will be brought to the office, and parents will be called. For a determined period of time the device will either remain at home or be brought to the office at the beginning of the day and picked up at the end of the day. During emergencies, absolutely NO TEXT MESSAGING is allowed. If electronic/technological devices are being used to discover the extent of the emergency, then emergency personnel may not be able to use the phone lines. Electronic/Technological devices may be used in the classroom with teacher permission. Students/visitors are not allowed to take pictures with a recording device.

When students are not feeling well, they should report to the nurse's office. Students should not text or call parents via their cell phone. The office will call parents and make them aware of their child's health. Using their cell phone to call home without coming to the office first is in violation of cell phone use during school hours. Cell phones must be shut off and no text messaging is allowed during school hours.

Unacceptable uses of any technological device during the school day/school functions includes but is not limited to the following:

- using the device during the day without the teacher's permission,
- taking pictures in the locker room and/or restroom,
- taking any picture of another person for the purpose of ridiculing the other person,
- cheating and/or
- harassing another person.

Lost and Found

Articles that are found should be taken to the Middle School office. If you have lost something, please report it to the office as soon as possible. Unclaimed items will be placed on the north wall in the cafeteria. Items will be taken to a local business at semester.

Bicycles, Mopeds, Skateboards, etc.

Bicycles should be parked in the bicycle racks. Your bike should remain there until you go home after school. Bicycles are not to be ridden on the sidewalk or grounds while buses are loading, unloading, and school is in session. No skateboards, roller blades, and motorized scooters will be allowed on school property while buses are unloading, and during school hours for safety reasons and because of property damage. The school takes no responsibility or liability for lost or stolen items.

Late Starts or Early dismissals due to weather

During periods of extreme heat, mornings with heavy fog or inclement weather, we encourage parents to listen to the following stations for school announcements regarding early dismissals or late starts: KCZE 95.1 FM (New Hampton), KWWL-TV Channel 7 (Waterloo), and KIMT-TV Channel 3 (Mason City). It is also important to note that the TV stations often will not carry school announcements during the daytime unless they receive an announcement prior to their noon news program. Thus, TV stations are not always the most reliable source of school announcements when it involves an early dismissal for heat, inclement weather, etc.

Open night

Wednesday evening has been reserved for open night. No activities should be scheduled after 5:30 p.m. on any Wednesday during the regular school year. Some conflicts will arise during the school year, which will be dealt with as they occur.

Visitors

Adult visitors are always welcome to visit classes, eat lunch with a student and confer with administrative and staff members. Pupils, who bring a visitor (same grade level as the host student) other than parents, should obtain a visitor's card from the principal's office. This card is good for one day only and is to be returned to the office when the visitor leaves the building. The visitor's host student should make arrangements for the visitor and provide the administration with at least a one (1) day's notice. Visitors are expected to follow the same rules as the students.

Guidelines for Library/Media Center

The library is available to the middle school students for receiving research information and for checking out materials.

Guidelines:

1. Teachers wanting to use the library as a class or for student projects must make arrangements with the librarian.
2. Students coming to the library must have their student planner with the time student left study hall, and teacher's initials. Students without passes will be sent back to study hall or the classroom.
3. Students will show respect and obey rules while in the library.
4. Students from scheduled classes have priority over computers in the library.
5. Internet use in the library is for research for schoolwork only - NO PERSONAL USE/ NO GAMES. Students coming in from study halls or classrooms will require a red Internet Pass from their teacher stating they need to use the internet for classroom use and what topics they are researching. Also, Internet use will only be allowed when there is library staff or a teacher available to supervise use. IF THE LIBRARY STAFF IS BUSY WITH SCHEDULED CLASSES, STUDENTS WILL NOT BE ALLOWED TO USE COMPUTERS UNTIL THE STAFF IS AVAILABLE.
6. Lost books should be reported to the librarian. Replacements cost will be assessed only at the end of the school year.

Guidance and Counseling

The guidance and counseling program at New Hampton Middle School has been developed to serve the student in many ways. A counseling service is present to enable students to discuss individually and confidentially any situation that might help them to adjust to the work and activities of the school. Make use of this service whenever the need arises. The guidance office is located on the third floor, room 316.

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. Pulling a fire alarm is a serious offense and will result in a disciplinary action either by the school or State Fire Marshall.

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

Lockdown

In the event of a school lockdown, no one is allowed to enter or leave the school building.

ANTI-BULLYING/HARASSMENT POLICY

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.

Consequences include, but are not limited to, parent notification, warning, detention, suspension, and/or police notification.

BUS BEHAVIOR 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 off the bus; such as drugs, tobacco, alcohol, and weapons.
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.

BUS DRIVER DISCIPLINE:

1. Warning to student
2. Assigned seat/ Call to parents by the bus driver or transportation director.
4. Transportation Director and Building Principal referral for disciplinary purposes

Transportation Director and Building Principal Referral:

1. Parents notified and student will receive a detention for bus behavior.
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.

CONSEQUENCES WILL DEPEND UPON THE SEVERITY AND NUMBER OF TIMES THE STUDENT HAS BEEN DISCIPLINED. THE SEVERITY OF ANY VIOLATION MAY WARRANT IMMEDIATE SUSPENSION FROM THE SCHOOL BUS FOR AN UNSPECIFIED NUMBER OF DAYS.

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 phone call to the Transportation Director at 394-5065 or by written parental permission given to the appropriate principal's office for a bus pass to be written for the student(s).
3. Bus routes are established by the student's residence and bus passes cannot be issued unless on an established route.

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.

Student Records (Videotape)

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.

DISTRICT POLICIES

Human Growth and Development District Policy

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.

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 central administration 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.

Legal Status Of Student

If a legal status, such as the student's name or the student's custodial arrangement should change during the school year, the parent or guardian must notify the school district. The school district needs to know when these changes occur to ensure

that the school district has a current student record.

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. Certain actions by the school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property. 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. Additional information is presented in School Board Policy 503.5.

Abuse of Student by School Employee District Policy

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

Waiver of Student Fees

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 superintendents' office for a waiver form. This waiver does not carry over from year to year and must be completed annually.

Student Exercise of Free Expression District Policy

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.

Multicultural and Gender Fair Education

Enrolled students have an equal opportunity for a quality public education without discrimination, regardless of their race, creed, sex, marital status, gender identity, sexual orientation, 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, 710 W. Main St., and New Hampton. 641-394-2144; k.odonnell@new-hampton.k12.ia.us

Homeless Children/Youth District Policy 501.16

Chapter 33 of Iowa Administrative Code defines "Homeless child or youth" as a child or youth from the age of 3 years through 21 years 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 person 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 accommodation; 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 paragraph "1" through "3" above.

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

Equal Educational Opportunity Policy District Policy

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 non discrimination 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, 710 West Main Street, New Hampton, IA 50659, (641) 394-2114, ext. 2030.

Compliances and Grievances

It is the goal of the district to resolve students' complaints and grievances at the lowest level. Students are encouraged to address problems to the student's teachers for resolution of the complaint. If the complaint cannot be resolved by the teacher, the students may discuss this matter with the principal within ten (10) days. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within ten (10) days after speaking with the principal. Various appeals processes are provided in various sections of this handbook and in school board policy. Consult with the principal's office if questions/complaints/grievances need to be addressed.

Interrogation by Outside Agency

As a general rule, students may not be interrogated by individuals from outside of the school district. If an individual, such as a law enforcement officer wishes to interrogate a student, the request must come through the administrative office. Such a request will be granted only when, in the discretion of the administration, such action is in the best interest of the student's welfare, when the request is made by a child abuse investigator, or when such interrogation request is supported by a court order. Prior to allowing the interrogation, the administrator shall attempt to contact the parent or guardian of the child and inform them of the request and ask if they wish to be present. Miranda Rights will be read to a student a police officer prior to questioning.

Illegal Items in School or in Students' Possession/Selling of items

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco/nicotine, tobacco/nicotine products or look-a-like substances. Weapons are not allowed on school grounds or at school activities with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Parents of students found in violation of this policy will be contacted, disciplinary action by the school will be taken, and the students may be reported to law enforcement officials. Students are also not allowed to bring personal items to sell or distribute at school.

Search and Seizure

School authorities may, without a search warrant, search a student, and/or personal effects, student lockers, desks or 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.

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

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

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

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

Care of School Property

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

Firearm Prohibition

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

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

or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

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.

HEALTH SERVICES

A full-time nurse is on duty in our district during school hours for the benefit of the students. If a student becomes ill during the school day, he/she must report to the nurse or his/her designee before leaving school. The student's parents will be notified as soon as possible. Please make sure that emergency information is up-to-date at registration and contains individuals who can be reached in case of an emergency. PLEASE notify the nurse or the school office each time a phone number changes, so someone can always be reached in case of an emergency. No student will be sent home or taken home without a responsible adult being notified.

Doctor's certificates excusing students from the physical part of education will be kept on file in the health services office. They will be interpreted to mean all activities including intramural, athletics, cheerleading, etc., unless the certificate specifies otherwise.

School Policy Concerning Medication

No medication will be dispensed without written parental consent. All medication must be sent in the original container labeled with the child's name and clear instructions for its use. Medication at school will be taken and stored in the nurse's office. This must be accompanied by a signed permission slip. The school nurse or his/her designee will be responsible for dispensing the medication to the student.

Please ask the pharmacist to divide the prescription into two bottles, one for home and one for school. The pharmacies are very willing to do this, and it eliminates the need for your child to transport medicine back and forth every day.

Please note, antibiotics that are prescribed three times a day may be given, morning, after school and at bedtime. Administration at these times helps maintain a therapeutic blood level throughout a 24-hour period and eliminates the need for the student to take the medication at school.

Tylenol and Ibuprofen

Students may be given Tylenol or Ibuprofen for headaches or other minor aches and pains at the discretion of the school nurse or his/her designee provided they have written parental permission on file in the nurse's office. Verbal permission may be obtained by telephone but must be followed by written permission within 24 hours.

Health and Immunization Certificates

Students who wish to participate in school-sponsored athletics in 7th & 8th grades shall have a physical examination by a licensed physician and provide proof of such an examination to the principal's office. This certificate of health will be kept on file at the building in which the child is attending. Students enrolling for the first time in the district shall also submit a certificate of immunization against Hib, hepatitis B, and varicella. 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.

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. Students should be kept home for a temperature >100°F, for 24 hours antibiotics with strep throat and conjunctivitis (pinkeye), and until tolerating solid food after having vomiting and diarrhea.

Physical Education

A doctor's excuse is required when a student is not able to participate in physical education class. Students re-enter class on the date stated on the doctor's excuse. To enter class at any earlier or later date, a note from the doctor is needed. An excuse form can be obtained from the office.

Illness and Injury

If a student becomes seriously ill or is injured at school, the student's parents will be notified as soon as possible. Emergency or minor first aid will be administered if a person competent to do so is available. In any event, seriously ill or injured students will be turned over to the care of the students' parents or qualified medical personnel as quickly as possible. Parents will be asked to complete an emergency medical form providing necessary information to be used in the case of an illness or injury. Injuries shall be reported within 24 hours and a "Preliminary Accident Report" will be 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

GOOD CONDUCT CODE - EXTRACURRICULAR ELIGIBILITY POLICY

I. PHILOSOPHY

A. Benefits of Extracurricular Activities: The Board of Education believes the extracurricular program (grades 7-12) provides the opportunity for significant benefits for participants. The Board actively supports our extracurricular program and encourages as many students as possible to participate.

The Board believes extracurricular activities provide students with the opportunity to:

1. Compete and associate with students from other schools.
2. Develop skills not found in curriculum.
3. Gain contentment from leisure time.
4. Achieve recognition and develop a positive self-image.
5. Develop desirable attributes and good citizenship.
6. Broaden perspectives and outlooks.
7. Participate in group activities and become a part of a team.

Individuals may also benefit in other ways. Emphasis is placed on the word opportunity because the Board believes only students can transform this opportunity into reality. The school can make programs available but only students can take full advantage of these activities.

B. Extracurricular are a Privilege, Not a Right: The Board emphasizes that extracurricular activities are a privilege for students, not a right. The school expects that certain standards of behavior and conduct will be observed. Students earn the privilege to participate, in part, by following the standards of behavior.

Students Represent the School: All participants must recognize they represent the community, school and their peers, as well as, themselves, and therefore have a wider set of obligations that should be met. Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year whether away from or at school.

In addition, we expect students to demonstrate a positive and respectful demeanor toward fellow participants, sponsors, officials, and the public; a sense of teamwork and respect for the importance of the group; responsibility for meeting the obligations of participation in the various activities; pride in self, school, and peers; and, respect for the property and rights

of others. Students who participate in activities serve as role models for peers and younger students; therefore, their attitudes and actions have an important impact on others.

Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate.

II. ACADEMIC ELIGIBILITY

Any activities or events which do not take place during the school day and in which students make a choice to participate or attend shall be considered extracurricular. When students enter 7th grade for the first time they are automatically eligible to participate in athletic activities. Middle school students must receive passing grades in their scheduled courses.

For each 9-week grading period the following steps will be used to determine academic eligibility. After three weeks, grades will be assessed. Any student failing at that time, will be notified by the teacher that they are on the academic eligibility-warning list. The student has three weeks to raise their grade to passing. At six weeks, if the student has not raised the grade, they will be ineligible until the grade is passing. The teacher will notify the parents, office and/or coach of ineligibility. If at the end of the quarter a student is failing, they will be ineligible automatically until the grade is passing. Grades will be assessed at 3-week increments, first they will be placed on the warning list, then the academic ineligible list until passing. A student does not revert back to the warning step, unless they have successfully completed a 3-week eligible increment. The student will be eligible again when the teacher notifies the student, parent, office, coach/activities director, and the principal that the student is passing his/her class. Teachers will turn a grade printout into the principal's office for students with failing grades with a failing notice letter. The office will send a letter home to parents notifying them of their son/daughters ineligibility. Students will be removed from the ineligible list when they have obtained a passing grade(s).

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

If a student receives an in-school suspension on the day of the game, said student will not compete in the game.

III. ACTIVITIES COVERED BY THIS POLICY

A. Athletics (includes all support staff) and cheerleading.

B. Music – 7/8 Choir, 7/8 Band, 7/8 Jazz Band, Jazz Band, Swing Choir (Main Street West), Pep Band, music contests, festivals, etc. If a student is required to perform as part of a grade (e.g. band or chorus), and the student violates the Good Conduct Rule provisions, the student may either be allowed to participate or be withheld from participation at the discretion of the activity sponsor but without any impact on the student's grade for the course.

C. Speech and Drama

D. School Organizations/Clubs/Honorary and Elected Offices (in which the student may represent the school) - Student Senate, class officers, National Honor Society, F.F. A. Lettermen, Letterettes, Chieftain, Yearbook, BAC, AFS, SADD, Homecoming King/Queen court, etc.

E. Flag and Dance Teams

F. Academic Decathlons, Odyssey of the Mind Competitions, and Destination Imagination (any activity where the student represents the school district outside the classroom -- history day competitions, etc.) If a student is required to perform as part of a grade, and the student violates the Good Conduct Rule provisions, the student may either be allowed to participate or be withheld from participation at the discretion of the activity sponsor but without any impact on the student's grade for the course.

IV. STANDARDS OF BEHAVIOR

A. The extracurricular program will not tolerate at school, school-related events, on school property or property maintained by the school or elsewhere during or outside of the school year, any behavior, which violates the Standards of Behavior, outlined below.

The student shall not:

1. possess (see item D below), use, or distribute tobacco/nicotine products (or "look alike" substances that appear to be tobacco);

2. sell, distribute, dispense, acquire, possess (see item D below), use, consume or be under the influence of any alcoholic beverage, malt beverage, fortified wine, or any other intoxicating liquor, or any "look alike" substance that appears to be alcohol (non-alcoholic beer, etc.) - "use" includes having the odor of alcohol on one's breath: (Note: The minimal ingestion of alcohol in connection with a religious ceremony is exempt from the "use/consume" provision. Further, according to Iowa law if your parent or guardian serves you alcohol in a private home with their knowledge, presence and consent, then this "use/consume" of alcohol is permitted. While this conduct is not considered a violation of this policy, if you then go out into public after consumption of any alcoholic beverage and/or drive with a blood alcohol of .02 or above, these are violations of this policy.)

3. unlawfully manufacture, sell, distribute, dispense, acquire, possess, consume 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 of 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, and/or any “look alike” substances, and any drug paraphernalia. (Use of a drug authorized by a medical prescription from a registered physician for the individual in possession shall not be considered a violation of this rule.);

4. engage in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor traffic offenses, hunting, and fishing violations) regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);

5. inappropriate or offensive conduct such as fighting, insubordination (talking back or refusing to cooperate with authorities, hate crimes, hazing or harassment of others);

6. commit any act, which is a suspendable offense under the current guidelines for student conduct.

B. Violation of any of the above may result in loss of eligibility.

C. This policy is in effect 24 hours per day - all year long.

D. Possession. A student shall be deemed to be in “possession” in accordance with legal definitions and also, will be widely interpreted to include attendance at a function or party where the student is aware that drugs or alcohol are being illegally consumed by minors and the student does not immediately leave the function.

E. Violations of Local, State, or Federal Law may result in more serious penalties as follows:

1. Aggravated misdemeanor offenses may cause the student to be treated as a second violation even if this is the student’s first violation of the good conduct code.

2. Felony offenses may cause the student to be treated as a third violation even if this is the student’s first violation of the good conduct code.

V. VIOLATIONS AND PENALTIES

A. A finding that a violation has occurred is not dependent upon the outcome of any juvenile or criminal proceedings. Indication that a violation has occurred will be governed by a “preponderance of evidence”: (1) a “preponderance of evidence” requires less substantiation than either “substantial evidence that a violation has occurred” or “proof beyond a reasonable doubt that a violation has occurred”, and (2) a “preponderance of evidence” also means over 50% of the believable evidence.

B. Violations of the Standards of Behavior as described in Section IV above will result in suspension of the privilege to participate for a period of time or number of events as prescribed in the following options. (All costs involved with any counseling, educational training, etc. will be the responsibility of the student/parent/guardian.)

- (1) Option A - Volunteer Provision. A student who violated the good conduct code and both reports the specific conduct and admits that the conduct is in fact a violation of this policy, within four calendar days of its occurrence to a school official (sponsor, coach, etc.) may take advantage of this provision. To do so, he/she must additionally follow up with a written statement of confirmation submitted to the activities director.
 - (a) 1st Violation - the student will be declared ineligible for 40% of the regular season competition for students involved in athletics and cheerleading and/or 2 events for all other categories. This period of ineligibility can be reduced to 20% of the regular season competition for students involved in athletics and cheerleading and/or 1 event for all other categories if the student performs and completes such activities or projects as directed and scheduled by the administrator. Such projects can include assignment to an educational/counseling group.
 - (b) 2nd Violation - within a 12-month period from the date of the first violation - the student will be declared ineligible for 12 months from the time of the violation. The length of this period of ineligibility can be reduced to 40% of the regular season competition for students involved in athletics and cheerleading and/or 2 events for all other categories if the student performs and completes such activities or projects as directed and scheduled by the administrator. Such projects can include assignment to an educational/counseling group.
 - (c) 3rd Violation - within a 12-month period from the date of the first violation - the student will be declared ineligible for 12 months from the date of the third violation, OR, after a one-month period, the student may make application to the administrator to consider possible reinstatement to eligibility. If the administrator rejects the first application for eligibility reinstatement, the student may reapply a month later and his/her application may be reevaluated by the administrator. Any reinstatement could not occur sooner than would under a second violation.
- (1) Option B - Honesty Provision. If the student is contacted by a school official about a good conduct violation and the student is honest and cooperative about the incident, the following options will apply.
 - (a) 1st Violation - the student will be declared ineligible for 60% of the regular season competition for students involved in athletics and cheerleading and/or 3 events for all other categories. This period of ineligibility can be reduced to 40% of the regular season competition for students involved in athletics and cheerleading and/or 2 events for all other categories if the student performs and completes such activities or projects as directed and scheduled by the administrator. Such projects can include assignment to an educational/counseling group.
 - (b) 2nd Violation within a 12-month period from the date of the first violation - the student will be declared ineligible for 12 months from the time of the violation. The length of this period of ineligibility can be

reduced to 60% of the regular season competition for students involved in athletics and cheerleading and/or 4 events for all other categories if the student performs and completes such activities or projects as directed and scheduled by the administrator. Such projects can include assignment to an educational/ counseling group.

- (c) 3rd Violation - within a 12-month period from the date of the first violation - the student will be declared ineligible for 12 months from the date of the third violation, OR, after a one-month period, the student may make application to the administrator to consider possible reinstatement to eligibility. If the administrator rejects the first application for eligibility reinstatement, the student may reapply a month later and his/her application may be reevaluated by the administrator. Any reinstatement could not occur sooner than would under a second violation.
- (1) Option C - Substantial Provision. If the student who does not admit to a good conduct violation but who is found to have violated the policy by an administrator.
 - (a) 1st Violation - the student will be declared ineligible for 60% of the regular season competition for students involved in athletics and cheerleading and/or 3 events for all other categories.
 - (b) 2nd Violation within a 12-month period from the date of the first violation - the student will be declared ineligible for 12 months from the time of the violation.
 - (c) 3rd Violation - within a 12-month period from the date of the second violation - the student will be declared ineligible for 12 months from the date of the violation
 - (d) Students losing eligibility under this option may make application to the administrator for reduction of ineligibility after at least one month from the assignment of the penalty. Any reinstatement of eligibility could not be sooner than would occur under Option A above.

VI. PROCEDURES FOR ASSIGNING PENALTIES

- A. The appropriate administrator can become aware of violations by:
 - 1. student self-report (within 120 days of the alleged violation);
 - 2. report by school district personnel or students (within 120 days of the alleged violation);
 - 3. notification from law enforcement officials, juvenile court services, or any other court processes (within 12 months of the alleged violation);
 - 4. signed and sworn testimony of one or more citizens of the community prepared (within 30 days of the alleged violation);
 - 5. as a result of other investigations (including second hand reports) conducted by school administrators (within 120 days of the alleged violation).
- B. Students who are charged with violation of Standards of Behavior will be informed of the alleged violation. The student will be given an opportunity to present any defense he/she thinks relevant.
- C. The appropriate administrator will assign the penalties in the event of a violation.
- D. If the student is not currently participating in an activity within any category, the student will be ineligible in the next related activity in which he/she participates. Any student not involved for twelve months in a category would be eligible. If a student enters an activity in he/she has not previously participated and begins and/or continues a period of ineligibility, the student must participate at a level expected of all other participants. If the student does not faithfully participate at a level deemed appropriate by the coach/sponsor, the coach/sponsor shall have the authority to suspend the student from the activity involved. If a student does not satisfactorily complete the activity, he/she will be deemed to be ineligible with the same penalty applied to the next activity in which the student chooses to participate.
- E. A student who is declared ineligible will not be allowed to enter an activity already in progress, if the first activity or interscholastic event has been held.
- F. If a student is involved in one athletic/cheerleading activity and one non-athletic activity, the penalty will be applied to both activities in which the student is participating. If a student is in more than one non-athletic activity, the directors/sponsors of those activities and the administration shall meet to combine consequences for those activities. Generally, in combining consequences, the directors/sponsors and the administration will consider the option under which the student would be ineligible in determining the number of events missed, and unless it is otherwise determined, students will suffer a period of ineligibility in each non-athletic activity in which the student participates. The directors/sponsors may consider the amount of time between the offense and when the period of ineligibility would be completed when making these determinations.
- G. If a violation occurs while one penalty is being served, the next sanction will be imposed upon completion of the first sanction.
- H. Violations that occur in the seventh and eighth grade will not accrue to the high school. High school violations will begin occurring in the summer before entering the ninth grade and shall include the summer following graduation for seniors.
- I. Students who are not eligible for activities must continue to practice and complete the season in good standing in order to fulfill the period of ineligibility.
- J. When determining the number of competitions or events to be missed, the administrator will round off fractions to the nearest whole number using the standard rules for rounding numbers. If a period of ineligibility extends

- beyond the regular season, ineligibility will extend to include tournament games.
- K. Regaining 1st Violation Status. If a violation of the extracurricular policy occurs, students regain eligibility by serving the consequence(s) assigned. However, students who do not seek to reduce the period of ineligibility by completing activities or projects as assigned by the administrator will not be able to regain 1st violation status by merely remaining outside of the extracurricular program for a twelve month period. The next violation would be treated as the second or third violation even if the violation occurred after a twelve-month violation-free period.

VII. APPEALS

A student who is dissatisfied with the penalties assigned for a violation of this policy may appeal the decision. To appeal, the student must submit a written request to the superintendent within five days of the assignment of the penalty. The penalty will be in effect pending the superintendent's decision. The request for the hearing must include the student's basis for his/her objection(s) to the decision. A conference shall be held for each appeal. The student shall be allowed to present any defense he/she thinks relevant. The student's parent(s) or guardian(s) may be present during the appeal hearing. Students and parents may be represented by legal counsel. The superintendent shall state his/her decision in writing. Following the decision, the student and/or his parent(s) or guardian(s), if dissatisfied, must file with the superintendent a written request for a Board of Education hearing within five days of notification of the superintendent's decision. The request for a hearing must include a statement of the basis for the objection to the superintendent's decisions. The penalty will remain in effect pending the outcome of the meeting with the Board.

VII. ATTENDANCE AT SCHOOL ON DAY OF ACTIVITY OR PRACTICE SESSION

Each student must be in school the last half of the day in order to participate in an activity or practice session. The second half of the day begins at 12:00 pm. Any exceptions to this regulation are at the discretion of the principal.

IX. TRANSFERS

Students who transfer to the New Hampton Community School District and are in good standing with their previous school district shall be eligible for all activities within the guidelines of the state associations (e.g. athletics, music, speech, etc.) Any student declared ineligible under the prior school's Good Conduct Rule, and then without having completed the full period of ineligibility at that school transfer to New Hampton High School, will not be eligible for interscholastic competition or any other extracurricular activity/performance at New Hampton High School, until the period of ineligibility has been completed. Once that time period of ineligibility has been completed, the student is then immediately eligible for interscholastic competition at New Hampton High School as far as any Good Conduct Rule is concerned.

TECHNOLOGY RESOURCES

PowerSchool Parent/Student Portal and School Website

You may access the district website at www.new-hampton.k12.ia.us. Students and parents are encouraged to monitor the student's grades throughout the school year using the PowerSchool program. The website also contains information for each building in the district, including staff email addresses, student information on PowerSchool, activities calendar, lunch menu, and links to educational sites. To gain access to the parent portal of PowerSchool, please call Mary Frese at (641) 394-2259 ext. 1131

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, deleting, 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) 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 NHCSD 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 and subject to disciplinary action.

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. 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.

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 NHCSD for any damages including direct, indirect, consequential or incidental, that the NHCSD 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 NHCSD 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).38
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 Resource, (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.

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) go to ONLINE RESOURCES. The middle students and staff user name = kaea206 password: kaea01

Free Pass # 1

Name: _____ Homeroom: _____ Date: _____

Class: _____ Instructor: _____

Assignment:

Free Pass # 2

Name: _____ Homeroom: _____ Date: _____

Class: _____ Instructor: _____

Assignment:
