

New Hampton Middle School
2012-2013

STUDENT NAME _____

STUDENT ADVISOR _____ LOCKER # _____

ADMINISTRATION

Susan Anderson, Principal
Becky Martin, Middle School Secretary

MIDDLE SCHOOL FACULTY AND STAFF

ZoAnn Bear	Lexie Kennelly	Donna Schmeidel
Barbara Boos	Jason Kesten	Brad Schmitt
Kristie Brincks	Jeanette Laures	Ashley Sievers
Linda Burgart	Tisha Macon	Erin Snyder
Sherry Cannon	Jeff Monteith	Angela Staron
Suzanne Duneman	Cynthia Moore	Stefanie Thronson
Nancy Edgar	Kim Olson	Linda Tiemessen
Mary Frese	Jeannie Pfaffle	Joanne Wickham
Eric Huff	Jason Rude	Danielle Wolfe

Middle School Telephone Number: 641-394-2259
Middle School FAX Number: 641-394-2662
NHCS D Web Site: www.new-hampton.k12.ia.us

MISSION STATEMENT

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

TABLE OF CONTENTS

Nondiscrimination Policy	
New Hampton Comm. School District Calendar	1
What's Special At the Middle School?	2
Class Schedules	3-4
General Practices & Procedures	
Jurisdictional Statement.....	5
Coming to School	5
Arrival at School.....	5
School Day	5
Lunch Period.....	5
Attendance - Absence.....	6
Grading	6
Student Failures	6
Cheating	7
Fire & Tornado Drills.....	7
Announcements	7
Books.....	7
Lockers.....	7
Valuables	7
School Attire	7
Lost & Found.....	8
Telephones & Cell Phones	8
Bicycles, Mopeds & Skateboards.....	8
Late Starts or Early Dismissals Due to Weather.....	8
Open Night	8
Field Trips.....	8
Care of School Property	8
Illegal Items Found in School or in Students' Possession	8
Search & Seizure	8
Interrogation by Outside Agency	9
School Visits.....	9
Health Services.....	9
School Policy Concerning Medication	9
Health and Immunization Certificates.....	9
Communicable Diseases	9
Assembly Programs.....	10
Guidelines for Using the Library/ Media Center.....	10
Library Procedures for Checking Out Books.....	10
Instructional Computing	10
Internet Appropriate Use (Code No. 605.6)	10-11
Recording Devices	11
Recommended Web Sites.....	11
Homework & Homework Policy.....	11
Educational Records	11-12
Open Enrollment.....	12
Equal Educational Opportunity Policy.....	12
Human Growth and Development.....	12
Multicultural & Gender Fair Education	12
Homeless Children/Youth	12
Waiver of Student Fees.....	12

Student Exercise of Free Expression	13
Abuse of Student by School Employee	13
Corporal Punishment & Physical Restraint.....	13
Anti-Bullying/ Harassment Policy (Code No 103.(E5).....	13-17
Student Conduct (Board Policy No. 503.1)	17-18
Good Conduct Code - Extracurricular Eligibility Policy (Code No. 503.4)	18-22
Firearms Prohibition – Weapons (Code No. 502.8) & School Safety.....	22
Guidelines For Student Behavior & Discipline Procedures	
New Hampton Middle School Behavior Policy	23
Detention Procedures.....	23
Late Assignment Warning (LAW)	23
Classroom Guidelines.....	23
Gum	24
Study Halls	24
Hallways.....	24
Closed Campus	24
Lunch Room.....	24
Open Gym.....	24
Playground - 5th & 6th grades.....	25
Assemblies	25
Student Sent to the Principal	25
Student Suspension (Code No 503.1R1	25-26
Expulsions (Code No 503.2)	26
Guide to Due Process & Effective Discipline.....	27
Rules Governing Student Behavior at School Dances.....	27
Bus Behavior Expectations for Safety	27-28
Use of Video Camera on School Buses Regulation	28
Model of Works Cited	29
Sign & Return Pages 31 & 32 to your advisor by 8/24.	
Student Handbook Form/Parental Permission for Student Photographs (Code 506.3F1)	31
Internet Access Permission Letter to Parents (Code No 606.6E1)	32

NONDISCRIMINATION POLICY

Students, parents, employees and others doing business with or performing services for the New Hampton Community School District are hereby notified that the New Hampton Community School District does not discriminate in admission or access to, or treatment in, its programs and activities on the basis of but 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. Nor does the school district discern on the basis of these categories in its hiring and employment practices. Any person having inquiries concerning the school district’s compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504 and Iowa Code § 280.3 is directed to contact: Kelly O'Donnell, 710 W. Main St., New Hampton, IA 50659, 641-394-2144 or k_odonnell@new-hampton.k12.ia.us who has been designated by the school district to coordinate the school district’s efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504 and Iowa Code § 280.3

THIS

PAGE

LEFT

BLANK

INTENTIONALLY

NEW HAMPTON COMMUNITY SCHOOL DISTRICT CALENDAR FOR
SCHOOL YEAR 2012-2013

August 10	New Teacher Workshop
August 13-15	Professional Development
August 16	First Day of School, Gr. 5-12
September 3	Labor Day - NO SCHOOL
September 26	Two-Hour Late Start/ Professional Development
October 17	Two-Hour Late Start/ Professional Development
October 17	End 1st Quarter
October 30	Early Dismissal at 1:10 for Parent-Teacher Conferences 1:45-4:00, 4:45-8:00
November 1	Early Dismissal at 1:10 for Parent-Teacher Conferences 1:45-4:00, 4:45-8:00
November 2	NO SCHOOL
November 21-23	Thanksgiving Vacation - NO SCHOOL
December 5	Two-Hour Late Start/ Professional Development
December 21	End 2nd Quarter. End 1st Semester. One hour early dismissal
December 22- Jan. 2	Winter Break - NO SCHOOL
January 3	Professional Development - NO SCHOOL
January 4	Teacher Work Day – NO SCHOOL
January 7	Begin 2 nd Second Semester
January 21	NEIC Music Festival - NO SCHOOL ENTIRE DISTRICT
February 13	Two-Hour Late Start/ Professional Development
February 26	Early Dismissal at 1:10 for Parent-Teacher Conferences 1:45-4:00, 4:45-8:00
February 28	Early Dismissal at 1:10 for Parent-Teacher Conferences 1:45-4:00, 4:45-8:00
March 1	NO SCHOOL
March 8	End 3rd Quarter
March 13	Two-Hour Late Start/ Professional Development
March 29-April 1	Spring Break - NO SCHOOL
April 10	Two-Hour Late Start/ Professional Development
May 17	End 4th Quarter. End 2nd Semester. One hour early dismissal
May 20	Teacher Workday

Makeup Days: Beginning May 20, 2013 until 180 student days are completed.

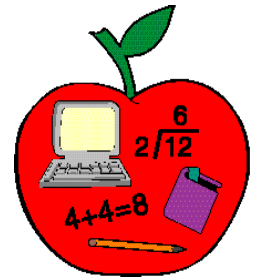
WHAT'S SPECIAL AT THE MIDDLE SCHOOL?

Educational Excellence

- All-School Student Council
- Partners In Education
- Advisor/Advisee Program
- Exploratories
- Career Fair
- DARE
- Technology
- Weathernet
- Mix-It-Up at Lunch
- Renaissance Faire
- Project ET
- Peer Helper
- Flight Day
- Character Counts Program
- Student-led Conferences
- Chickasaw Savings Bank
- Snack Shack
- Wellness Walks
- Farm Safety Day
- Rocket Day
- Poetry Alive
- Olweus Bullying Prevention Program

Academics

Extended Learning Program (ELP)
Empowerment Program
Mock Trial
Eighth grade trip to Washington, D.C.
Faces in History
Reading Strategies/ Second Chance Reading/Fusion
MAP computer assessments/ Iowa Assessment
After School & Summer School Programs



Fine Arts

- Marching/ Jazz/ Concert Band
- Mixed Chorus
- Drama
- Spirit Keynote Express
- Middle School Musical
- Winter & Spring Concerts



Athletics

- Cross-Country
- Football
- Volleyball
- Basketball
- Wrestling
- Track
- Golf
- Cheerleading
- Dance



CLASS SCHEDULES
Grades 5-8

Homeroom	8:20-8:26	
1st Pd.	8:30-9:08	
2nd Pd.	9:12-9:50	
3rd Pd.	9:54-10:32	
4th Pd.	10:36-11:14	
5th pd.	11:18-12:00	
Lunch	12:00-12:15	(5th & 6th gr.)
Open Gym	12:15-12:30	(5th & 6th gr.)
Recess	12:30-12:45	(5th & 6th gr.)
Free Reading (5th pd. class)	12:00-12:15	(7th & 8th gr.)
Lunch	12:15-12:45	(7th & 8th gr.)
Free Reading (6th pd. class)	12:49-1:09	(5th & 6th gr.)
St. Hall (6th pd. class)	1:30-1:50	(7th & 8th gr.)
6th Pd.	12:49-1:50	
7th Pd.	1:54-2:35	
8th Pd.	2:39-3:22	

Two-Hour Late Schedule - SCHEDULED - INSERVICE

3rd Pd.	10:20-10:35	
4th Pd.	10:39-10:54	
1st Pd.	10:58-11:13	
2nd Pd.	11:17-11:32	
5th Pd.	11:36-12:00	
Lunch	12:00-12:15	(5th & 6th gr.)
Open Gym	12:15-12:30	(5th & 6th gr.)
Recess	12:30-12:45	(5th & 6th gr.)
Free Reading (5th pd. class)	12:00-12:15	(7th & 8th gr.)
Lunch	12:15-12:45	(7th & 8th gr.)
6th Pd.	12:49-1:24	
A/A	1:28-2:04	
7th Pd.	2:07-2:43	
8th Pd.	2:47-3:22	

One-Hour Late Schedule

1st Pd.	9:20-9:50	
2nd Pd.	9:54-10:24	
3rd Pd.	10:28-10:47	
4th Pd.	10:51-11:14	
5th Pd.	11:18-12:00	
Lunch	12:00-12:15	(5th & 6th gr.)
Open Gym	12:15-12:30	(5th & 6th gr.)
Recess	12:30-12:45	(5th & 6th gr.)
Free Reading (5th pd. class)	12:00-12:15	(7th & 8th gr.)
Lunch	12:15-12:45	(7th & 8th gr.)
Free Reading (6th pd. class)	12:49-1:09	(5th & 6th gr.)
St. Hall (6th pd. class)	1:30-1:50	(7th & 8th gr.)
6th Pd.	1:09-1:50	
7th Pd.	1:54-2:35	
8th Pd.	2:39-3:22	

Two-Hour Late Schedule - DUE TO WEATHER

3rd Pd.	10:20-10:35	
4th Pd.	10:39-10:54	
1st Pd.	10:58-11:13	
2nd Pd.	11:17-11:32	
5th Pd.	11:36-12:00	(5th & 6th gr.)
5th Pd.	11:36-12:15	(7th & 8th gr.)
Lunch	12:00-12:15	(5th & 6th gr.)
Open Gym	12:15-12:30	(5th & 6th gr.)
Recess	12:30-12:45	(5th & 6th gr.)
Lunch	12:15-12:45	(7th & 8th gr.)
Free Reading (6th pd. class)	12:49-1:09	(5th & 6th gr.)
St. Hall (6th pd. class)	12:49-1:09	(7th & 8th gr.)
6th Pd.	12:49-1:50	
7th Pd.	1:54-2:35	
8th Pd.	2:39-3:22	

GENERAL PRACTICES AND PROCEDURES

JUSTIDITIONAL STATEMENT

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. 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.

COMING TO SCHOOL

New Hampton Middle Schoolers come from every part of town and rural areas and are seen by hundreds of adults each day. These people tend to evaluate all middle schoolers by the actions and attitudes they see exhibited. Below are some guides of positive conduct when in route to and from school:

1. Be courteous to adults you meet. They are taxpayers helping to pay for your education.
2. Respect others by sharing the sidewalk. Stay on the sidewalk and off people's lawns.
3. Follow safety rules when riding a bicycle.
4. Watch for moving traffic and cross streets at crosswalks.
5. Refrain from throwing objects at each other and at cars.



ARRIVAL AT SCHOOL

Unless special activities or arranged help from a middle school teacher is scheduled, students should not be in the building before 8:05 A.M. or after 3:22 P.M. Students who are eating breakfast at school may, however, enter the building at 7:45 A.M. and report directly to the cafeteria. Students eating school breakfast must remain in the cafeteria until 8:05 A.M. After 8:05 A.M., students should take care of any business in the office or the classrooms and go to their homeroom. Students not involved in activities or not receiving help from a teacher should leave the building immediately after the last period. Those remaining after the last period, for any reason, should be in a definite designated area with the sponsoring teacher present. Students should never attend any practice, rehearsal, meeting, etc., after school, in the evening or weekends unless the sponsor teacher is present.

SCHOOL DAY

1. Students should start to their homerooms before 8:16 a.m.
2. School begins at 8:20 A.M. with the first bell ringing at 8:16 a.m. The second bell rings at 8:20 A.M. as the homeroom tardy bell. The last bell of the day rings at 3:22 P.M.
3. Use the north entrances.
4. At 8:05 a.m. you may go to your lockers, restrooms, take lunch money to the kitchen, etc.
5. No one is to leave the building or school grounds during school hours without first making arrangements through the office.
6. Students must have their student planners with them to be in the halls when classes are in session.

LUNCH PERIOD

The Middle School has a closed lunch period. This means that no student will be permitted to leave the school grounds during this time unless written application is made by parents to the principal's office. This application is for the student to eat at home only. Students must return within the allotted time for their lunch period.

Noon Procedures

1. When students are dismissed for lunch, they must go to the cafeteria. All students are expected to eat a hot lunch, salad bar or sack lunch. Parents may be notified when a student is not eating regular noon meals. Pop is not allowed during lunch.
2. Fifth & sixth grade students will be dismissed from the cafeteria at 12:15 for open gym/outdoor recess. Seventh and eighth grade students will be dismissed from the cafeteria at 12:30 p.m. to go to the gym or their book locker areas.
3. The boys' & girls' restrooms near the auditorium are off limits before 12:30 p.m.
4. Students must have a written pass from the instructor to be in the vocal or band room during the noon hour.
5. No students are allowed in the lower elementary wing unless they have a pass.
6. Students going to the gym - 5th & 6th graders will be dismissed from the lunch room at 12:15 p.m. to go to the gym. 7th & 8th graders will be dismissed from the lunch room at 12:30 p.m. to go to the gym or their locker areas. Students going to the gym must remain in the gym until the 12:45 bell rings.
7. During the middle school noon hour, grades K-4 are having classes. Please keep this in mind when passing in the hallways to the third floor or the gymnasium and when asked to quiet down in the lunchroom or in the hallways.
8. Students are not to use the middle stairway near the elevator during lunch / activity time. 7th & 8th grade students will only use the northwest stairway.

ATTENDANCE - ABSENCE

1. Compulsory Attendance for the state of Iowa is in the "Code of Iowa", which allows school districts to set the number of days a student must attend school. The New Hampton Board Policy Code 501.3 states, "Students shall attend school the number of days school is in session in accordance with the school calendar. Students of compulsory attendance age shall attend school a minimum of 175 days." For further details and exemptions to the compulsory attendance, refer to Board Policy 501.3.
2. Steps to follow when absent:
 - a. Parent/guardian should call the school office by 9:00 a.m. each day the student misses giving the reason for the student's absence. If the office is not called the day of the absence, a written excuse will be required when the student returns to school. Detention will be assigned for each day a written excuse or phone call is not received in the principal's office after an absence. PLEASE NOTE: The office is responsible for recording student attendance. Please be sure all notes and phone calls are directed to the Middle School Principal's office. A doctor's statement may be required for an extended illness.
 - b. Frequent or extended absences from P.E. may require a doctor's statement.
 - c. A daily assignment sheet will be available in the office after 2:30. Parents may request a copy of the assignment sheet and collect student books and materials from their student's locker after 2:30 p.m. The north-central doors are open until 6:30 p.m. Monday through Friday.
 - d. Students who know they will be absent in the future for funerals, doctor's appointments, trips, etc., should present written excuses at the middle school office prior to their absence. You will be expected to make up the work for each class missed before you go or at the approval of your teacher.
3. Tardiness
 - a. Anytime a student arrives to school late for homeroom or anytime throughout the school day, he/she must go to the middle school office with an excuse to obtain a blue pass. Detention will be assigned for tardiness without a written excuse.
 - b. Tardiness to any class will result in detention unless the student has a blue slip stating the reason for being tardy.
4. Check-Out Procedures:
 - a. To be excused from school during the school day, you must have a written excuse or there has been a call from your parent requesting permission to excuse you. Students must come to the office before 8:20 a.m. to obtain their blue slip to be excused from the classroom.
 - b. Anytime a student leaves the building, they must come to the middle school office to sign out and, if returning, must report to the office to sign in.
 - c. Students becoming ill during the school day, must be excused by the nurse and parents will be notified with arrangements for leaving school.
5. An excused absence is one for which the parent has requested in writing or by phone that a student be excused for a stated purpose and that has been approved by the principal. Excused absences include, but are not limited to: illness, family emergency, recognized religious observances, and school activities. Students are allowed two days for every one day missed to make up assignments. Not completing make-up work may result in a zero for that work not made up or an "incomplete" grade.
6. An unexcused absence is an absence without the consent of the parent or for reasons not acceptable to the school as justifying the absence. Any unexcused absence will be regarded as truancy and can be reported to the Truancy Officer. Time missed from school will be made up after school.
7. Attendance at School on Day of Activity or Practice Session – Each student must be in school the last half of the day, arriving by 12:00 noon, in order to participate in an activity or practice session. Any exceptions to this regulation are at the discretion of the principal.

GRADING

Students at New Hampton Middle School are graded by: daily assignments, tests, quizzes, lab work, journals, activities, projects, oral presentations, discussions, participation, plays, etc. Quarter and semester grades are based on total points earned, with extra credit being offered in some classes. At the discretion of the individual teachers, students have the option of retesting certain objectives. Mid-term Progress Reports will be given to all students during the fifth week of each quarter.

Grading Scale & Grade Point Average					
Grade	%	Point Value	Grade	%	Point Value
A	93-100	4.00	C-	70-72.99	1.67
A-	90-92.99	3.67	D+	67-69.99	1.33
B+	87-89.99	3.33	D	63-66.99	1.00
B	83-86.99	3.00	D-	60-62.99	0.67
B-	80-82.99	2.67	F	0-59.99	0.00
C+	77-79.99	2.33	EX	Excused	
C	73-76.99	2.00	INC	Incomplete	

STUDENT FAILURES

When a student fails a semester class, the grade-level team will meet to determine the status of the student. Consideration of how the student will meet the class outcomes may be: repeat the class, correspondent course of independent study, tutoring, make-up assignments, summer school or an alternative plan, such as retention.

CHEATING

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, copying from other sources or similar cheating is not tolerated. In addition to the discipline outlined in this handbook, discipline may include the loss of class credit for the assignment in which cheating has occurred.

FIRE AND TORNADO DRILLS

Fire and tornado drills will be held at regular intervals throughout the school year. Your teacher will discuss the procedure you are to follow and signs are posted in every room as to the procedures to take. Emergency drills must be taken seriously. Instructions for your safety may be given any time during the drill.

The following signals should be recognized:

FIRE DRILL: A long continuous blast through the bell system with strobe lights flashing intermittently.

TORNADO DRILL: Continuous high / low tones over the intercom system.

ANNOUNCEMENTS

The daily bulletin will be read by the 5th & 6th grade teachers each day at the end of 2nd period and by the 7th & 8th grade teachers at the beginning of third period and posted on the office bulletin board. It is the students' responsibility to be accountable for the announcements in the bulletin each school day. Any announcement that will be in the bulletin must be in the middle school office by 8:30 A.M.

BOOKS

Textbooks and other materials are issued by teachers during the school year. Students are responsible for the condition of these materials. Book covers will be used to cover your textbooks. At the conclusion of the course or unit books and materials are collected by the teacher. Fines may be assessed for damage or lost books and materials.

LOCKERS

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

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.

A student's locker can be searched whenever an administrator or teacher has a reasonable suspicion that a criminal offense or a school district policy, rule or regulation bearing on school order has been violated and the administrator or teacher has a reasonable belief that the search will produce evidence of the violation. 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.

Locker maintenance inspections are conducted periodically throughout the school year. These inspections are generally for the purpose of ensuring that lockers are clean and well kept.

VALUABLES

You are asked not to bring large amounts of money or items of great value to school. If you do so, you bring them at your own risk - the school is not responsible for lost or stolen articles. We ask that you take the following precautions:

1. Items for use in class, authorized by a teacher, or any large amount of money for use after school, should be left in the main office for safekeeping until class time or after school.
2. Jot down and leave at home a description and any serial number you might have for calculators, etc. which you bring to school.
3. Mark your clothing, if possible. Use laundry marking ink.

SCHOOL ATTIRE

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

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco; from wearing shoes with cleats except for outdoor athletic practices; and from wearing clothing displaying or promoting obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays. No head coverings are to be worn in the school building by students, except for special school activities. Under certain circumstances or during certain classes or activities a more strict dress code may be appropriate, and students must comply with the stricter requirement. Apparel must cover the shoulders and breast area and not expose the midriff, back, or buttocks area. All undergarments must be covered for both girls and boys. Students will be required to remove all body piercings before participating in P.E. classes due to safety reasons. Please plan accordingly. The principal makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing.

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.

TELEPHONES & CELL PHONES

Students will not be called from class to answer the telephone except in case of an emergency. Messages will be given to students between class periods and during the noon break. Students are to ask permission from the office from 8:05 to 8:20 a.m. and from 12:05 to 12:45 p.m. before using the telephone in the office. If students wish to use the phone at any other time of the day, they must get permission from the teacher whose class they are in at that time, and use their student planner when reporting to the office. Students are not to use the telephones in the classrooms. For any long distance calls, please ask for assistance from the secretary and be prepared to pay 25¢ per long distance call, including to cell phone numbers. Cell phones are to be turned off during the school day. 1st violation – Phone turned in to the office. Student may retrieve it from the office after school. 2nd violation – Parent must retrieve the phone from the office. 3rd violation – Principal, parent & student meeting with action & discipline plan. Permission from the office is needed to use a cell phone during the school day in the office. Students making calls, taking pictures with their cell phones, or texting will be disciplined if permission is not granted from the office. Students taking pictures with a recording device in a restricted area may receive in-school or out-of-school suspension. The incident may be turned over to law enforcement.



BICYCLES, MOPEDS & SKATEBOARDS

Bicycles should be parked in the bicycle racks. Your bike should remain there until you go home after school. Only those who go home for lunch are permitted to use the bicycles at noon. 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.

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), KOEL 950 AM (Oelwein), KAUS 100 FM (Austin, Minnesota), 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.

FIELD TRIPS

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

While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones and guides with respect and courtesy. Prior to attending a field trip, an annual permission form must be signed by a parent/guardian.

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.

ILLEGAL ITEMS FOUND IN SCHOOL OR IN STUDENTS' POSSESSION

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products or look-a-like substances. Weapons are not allowed on school grounds or at school activities 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.

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.

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 a police officer prior to questioning.

SCHOOL VISITS

Parents are welcome and urged to visit school. 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.

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.

All school insurance for students will be handled through the health services office. Direct any inquiries regarding insurance to the health services office. The health services office serves as a first-aid station for major and minor injuries.

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. Students enrolling from out of state are required to provide proof of dental exam on an official form.

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 $>100^{\circ}\text{F}$, for 24 hours antibiotics with strep throat and conjunctivitis (pinkeye), and until tolerating solid food after having vomiting and diarrhea.

ASSEMBLY PROGRAMS

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

GUIDELINES FOR USING THE 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. No more than two from a room at a time may leave.
3. Students will be allowed 10 minutes for checking out books and then return to their room with time written in the planner when they left the library.
4. Students needing more time than 10 minutes should have the teacher requiring the research work make arrangements in advance for the students.
5. Students will show respect and obey rules while in the library.
6. Students from scheduled classes have priority over computers in the library to use the card catalog.
7. Internet use in the library is for research for school work 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.
8. Books may be checked out for one 6-day cycle at a time and are expected to be turned in on time. When a book becomes past due, the student's library privileges are limited until the book is returned. After one month, the over-due book goes on the "Lost" list and the student is responsible for the cost of replacement, if not returned.



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 set-up, programs, or operation. The following are not permitted: viewing, sending, downloading, or displaying harassing, insulting, or attacking others; damaging computers, computer systems, or computer networks; violating copyright laws; using another's password; trespassing in another's folder, work, or files; online/Internet gaming; or intentionally wasting limited resources. 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.

Code No. 605.6

INTERNET - APPROPRIATE USE

Because technology is a vital part of the school district curriculum and the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means. Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses will not be issued to students. If a student already has an electronic mail address, the student will not be permitted to use the address to send and receive mail at school.

The Internet can provide a vast collection of educational resources for students and employees. It is a global network which makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that may not be of educational value. Student Internet records and access records are confidential records treated like other student records. Students Internet activities will be monitored by the school district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. The school district will use technology protection measure to protect students from inappropriate access.

Employees and students will be instructed on the appropriate use of the Internet. Parents will be required to sign a permission form to allow their students to access the Internet. Students will sign a form acknowledging they have read and understand the Internet Acceptable Use policy and

regulations, that they will comply with the policy and regulations and understand the consequences for violation of the policy or regulations.

Legal References: Iowa Code § 279.8 (2005).

Cross References: 502 Student Rights and Responsibilities
506 Student Records
605.5 Media Centers

Approved October 2005 Reviewed _____ Revised _____

RECORDING DEVICES

No recording devices will be allowed in restrooms, locker rooms, or other designated areas due to privacy concerns. Students who violate this expectation will be reported to the building principal and possibly authorities based on the nature of the violation.

Internet Resources You Can Use Anywhere

provided by Keystone Area Education Agency #1, Elkader.

Go to: <http://www.aea1.k12.ia.us> Select "Online Resources"

User name: keystone206 Password: keystone

AccuWeather: Worldwide weather information.

AP Multimedia Archive: Photos/graphics 1840s to present

Atomic Learning: Computer program tutorial movies

ClipArt.com: Graphics, photos & fonts

DE streaming: Educational videos, clips & images

DE Science: Science videos & virtual labs

EBSCO – Magazine/newspaper articles & images

PD 360: Professional development videos/clips

SIRS Researcher: Info & analysis on today's hot issues

SoundzAbound: Copyright free music/sounds

World Book: Digital encyclopedia, with Spanish version



Questions? Contact your school's media specialist or Norma Thiese, nthiese@aea1.k12.ia.us or call Keystone AEA#1 at 800-632-5918.

<https://ps.new-hampton.k12.ia.us> To access your student's grades, attendance, lunch account balance, and much more.

Contact Mary Frese, Technology Director, at M_Frese@new-hampton.k12.ia.us for assistance.

HOMEWORK AND HOMEWORK POLICY

Homework is the extension of the class work to be studied which relates directly to the mastery of a subject. Homework is a vital part of the learning process. Students must assume responsibility for their class work, just as they will assume job responsibility in the future.

Students and their parents/guardians have a responsibility for the student's mastery of the subject matter. The learning process is a joint effort. Listed below are some pointers on how parents can help their students study:

1. Showing a positive attitude toward education.
2. Taking an interest in your student's school work.
3. Help your student find his/her best study time.
4. Make sure to stress a regular time for study each day. Some kids "forget" they have homework, but not if they know there's going to be an established study time each day.
5. Try to keep books and other materials that reinforce learning around the house. Examples include newspapers and news magazines, crossword puzzles, and word games.
6. Once in a while, your student will ask a question you can't answer. Don't be afraid to say, "I don't know. Where can we look that up?" By doing so, you're teaching your child an even more important lesson - that learning never stops.
7. Monitoring your child's study habits.
8. Exercising patience as you encourage your child.
9. Please review the Homework Policy that your child will be bringing home the first week of classes. The packet will include: team member's names, subjects taught and room numbers, expectations, standards, goals, methods of instruction, means of assessment, units to be covered, and a parent/ student sign-off section.

EDUCATIONAL RECORDS

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

school district's policy on student records or the procedure for filing a complaint, contact the board secretary, in the 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.

OPEN ENROLLMENT

Parents/guardians considering the use of the open enrollment option to enroll their children in another public school district may pick up appropriate forms in the office of the superintendent. A parent/ guardian must file an open enrollment application on or before January 1 of the school year preceding the school year for which open enrollment is requested.

Parents/ guardians of open enrolled students whose incomes fall below 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend. For further details, contact the superintendent, at (641) 394-2134.

EQUAL EDUCATIONAL OPPORTUNITY POLICY

The New Hampton Community School District does not discriminate 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 in its educational program, activities, or employment policies or practices as required by Title VI of the Civil Rights Act, Title IX of the 1972 Educational Amendments, and Section 504 of the Federal Rehabilitation Act of 1973. The grievance policy and procedures are available from the educational equity coordinator who is Kelly O'Donnell, 710 W. Main St., New Hampton. 641-394-2144; k_odonnell@new-hampton.k12.ia.us

HUMAN GROWTH AND DEVELOPMENT

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

MULTICULTURAL AND GENDER FAIR EDUCATION

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., New Hampton. 641-394-2144; k_odonnell@new-hampton.k12.ia.us

HOMELESS CHILDREN/YOUTH

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 persons due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or camping grounds due to the lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement.

2. A child or youth who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

3. A child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting; or

4. A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs "1" through "3" above. The high school guidance counselor, Michelle Kipp, will serve as the district's liaison for homeless children and youth and may be reached 641-394-2144; m_kipp@new-hampton.k12.ia.us

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 principal's 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

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

ABUSE OF STUDENT BY SCHOOL EMPLOYEE

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.

CORPORAL PUNISHMENT AND PHYSICAL RESTRAINT

School Board Policy 502.7 addresses the issue of corporal punishment and physical restraint. Corporal punishment may not be used to discipline students. However, reasonable physical force may be used when the use of such force is deemed essential by a reasonable person for the purpose of self-defense, the preservation of order, to quell a disturbance threatening others, to protect school district property, or for the protection of others located on the school district property. Additional information is presented in School Board Policy 503.5.

Code No. 103.(E5)

Page 1 of 3

ANTI-BULLYING/HARASSMENT POLICY

Harassment and bullying of students and employees are against federal, state and local policy, and are not to be tolerated in the school district. The board is committed to providing all students, school employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designated to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, 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 reference, political belief, socioeconomic status, or familial status. Harassment against employees and/or volunteers based upon the employee's or volunteer's race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

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

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

When looking at the totality of the circumstances, harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student/school employee/volunteer which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

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

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or similar means. "Electronic" includes, but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Approved June 2006

Reviewed October 2007

Revised January 2008

Code No. 103.(E5)

Page 2 of 3

ANTI-BULLYING/HARASSMENT POLICY

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

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

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

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's/school employee's/volunteer's education or benefits; or
- Submission to or rejection of the conduct by a student/school employee/volunteer is used as the basis for academic or other school-based decisions affecting that student/school employee/volunteer; or
- The conduct has the purpose or effect of substantially interfering with the student's/school employee's/volunteer's academic or school performance by creating an intimidating, hostile, or offensive education/work environment.

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

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

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

Should a parent mention a situation to an employee, even though the parent or student doesn't want "anything done" it may be investigated. That parent or student has just put the district on notice that there is an individual who may be violating the anti-bullying/harassment policy. However, conversations with school counselors are confidential unless there is clear and eminent danger or a confidentiality waiver has been signed.

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

Code No. 103.(E5)

Page 3 of 3

disciplinary action by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to disciplinary action, including suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to disciplinary action, including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be disciplinary action, including exclusion from school grounds.

Bystanders who witness bullying and harassing behaviors or hear bullying and harassing remarks/statements have the responsibility to confront and/or verbally report such to the liaison, building principal or superintendent. The liaison, building principal, or superintendent has the authority to initiate a bullying and harassment investigation in the absence of the written report.

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

It is also the responsibility of the superintendent, in conjunction with the Liaison and principals, to develop procedures regarding this

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

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

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

and a copy shall be made available to any person at the central administrative office located in the high school building.

Legal Reference: Meritor Savings Bank v. Vinson, 477 U.S. 57 (1986).
Hall v. Gus Const. Co., 842 F.2d 1010 (8th Cir. 1988).
Lynch v. City of Des Moines, 454 N.W.2d 827 (Iowa 1990).
42 U.S.C. §§ 2000e et seq. (1994).
29 C.F.R. Pt. 1604.11 (2002).
Iowa Code ch. 216 (2005).
281 I.A.C. 12.3(6).

Cross Reference: 102 Equal Educational Opportunity
 401.1 Equal Employment Opportunity
 401.4 Employee Complaints
 402.3 Abuse of Students by School District Employees
 404 Employee Conduct and Appearance
 502.12 Student-to-Student Harassment
 503 Student Discipline

Page 1 of 2

ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES

Individuals who feel they have been harassed or bullied should:

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

Complaint Procedure

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

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

Investigation Procedure

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

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

Resolution of the Complaint

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

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

Code No. 103.(E5)

Page 2 of 2

Points to Remember in the Investigation

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

Conflicts

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

**ANTI-BULLYING/HARASSMENT POLICY
STUDENT HANDBOOK PROVISION**

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;
 - What the person said or did, either at the time or later;
 - 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 or 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 suggestion of or demand for sexual involvement, accompanied by implied or explicit threats.

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

- Verbal, physical, or written harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, job, etc.; and
- Demeaning jokes, stories or activities.

Forms are available in the middle school office or teacher work room.

Code No. 503.1

Page 1 of 2

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

A student who commits an assault against an employee on school district property or on property within the jurisdiction of the school district; while on school-owned or school-operated chartered vehicles; while attending or engaged in school district activities will be suspended by the principal or superintendent. Notice of the suspension is sent to the board president. The board will review the suspension to determine whether to impose further sanctions against the student which may include expulsion. Assault for purposes of this section of this policy is defined as:

- an act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or
- any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or
- intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

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

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 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.

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

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

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

Following the suspension of a special education student, an informal evaluation of the student's placement 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.

Approved October 2005 Reviewed April 2008 Revised June 2008

Legal Reference: No Child Left Behind, Title IV, Sec. 4115, P.L. 107-110 (2002).
Goss v. Lopez, 419 U.S. 565 (1975).
Brands v. Sheldon Community School District, 671 F. Supp. 627 (N.D. Iowa 1987).
Sims v. Colfax Comm. School Dist., 307 F. Supp. 485 (Iowa 1970).
Bunger v. Iowa High School Athletic Assn., 197 N.W.2d 555 (Iowa 1972).
Board of Directors of Ind. School Dist. of Waterloo v. Green, 259 Iowa 1260, 147 N.W.2d 854 (1967).
Iowa Code §§ 279.8; 282.4, .5; 708.1 (2005).

Cross Reference: 501 Student Attendance
502 Student Rights and Responsibilities
504 Student Activities
603.3 Special Education
904.5.1 Distribution of Materials

GOOD CONDUCT CODE - EXTRACURRICULAR ELIGIBILITY POLICY

Code No. 503.4

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. Extracurriculars 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

To be eligible for an activity, students participating must

- be enrolled or dual-enrolled in school;
- have earned passing grades in at least four full credit classes the previous semester;

- be earning passing grades in at least four full credit classes in the current semester;
- for students in athletics, music, or speech activities, be under 20 years of age;
- for students in athletics, music, or speech activities, be enrolled in high school for eight semesters or less;
- for students in athletics, have not been a member of a college squad nor trained with a college squad, nor participated in a college contest nor engaged in that sport professionally;
- have met all transfer requirements, if the student is a transfer student, or be eligible under state law and regulations if the student is an open enrollment student;
- each student must satisfy the eligibility requirements of the appropriate sanctioning organization (e.g. the Iowa High School Athletic Association the Iowa Girls' High School Athletic Union, etc.)

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.

III. **ACTIVITIES COVERED BY THIS POLICY**

- A. Athletics (includes all support staff) and cheerleading.
- B. Music - 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 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. 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.

FIREARMS PROHIBITION

Students who bring firearms 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.

Code No. 502.8

WEAPONS

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.

Parents of students found to possess weapons, dangerous objects or look-a-likes on school property are notified of the incident. Possession or confiscation of weapons or dangerous objects will be reported to law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

Students bringing firearms to school or knowingly possessing firearms at school will be expelled for not less than one year. The superintendent has the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials are exempt from this policy. The principal may allow authorized persons to display weapons, other dangerous objects or look-a-likes for educational purposes. Such a display will also be exempt from this policy. It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Legal Reference: No Child Left Behind, Title IV, Sec. 4141, P.L. 107-110 (2002).
Improving America's Schools Act of 1994, P.L. 103-382.18 U.S.C. § 921 (1994).
McClain v. Lafayette County Bd. of Education, 673 F.2d 106 (5th Cir. 1982).
Iowa Code §§ 279.8; 280.21B; 724 (1997). 281 I.A.C. 12.3(6)

Cross Reference: 502 Student Rights and Responsibilities
503 Student Discipline
507 Student Health and Well-Being

Approved October 2005

Reviewed April 2008

Revised June 2008

SCHOOL SAFETY

Students do not have permission to invade each others space. Such acts (ex. hitting, pushing, shooing, intentionally poking, etc.) are safety issues and students will receive automatic ½ day in-school suspension and the loss of the next middle school activity.

**GUIDELINES FOR
STUDENT BEHAVIOR
AND DISCIPLINE
PROCEDURES**

New Hampton Middle School Behavior Policy

Student achievement is a priority at New Hampton Middle School. The learning environment has been organized to facilitate and support successful teaching and learning. Good conduct facilitates learning.

In order to insure a safe and nurturing learning environment for all students, the New Hampton Middle School have has developed a conduct plan. The goal of this plan is to encourage each student in a positive learning environment. This plan will enable students to hold the office of "citizen" in an encouraging, teaching environment. This is enable them to transfer and use these same skills in other communities of which they are a part. Good conduct builds on a program of effective instruction and classroom management.

Expectations: Each student will be expected to exercise the rights and responsibilities of a citizen in a middle school setting.

SCHOOL CITIZEN'S RIGHT

Each student will develop his/her talents and capabilities to the fullest.

SCHOOL CITIZEN'S RESPONSIBILITIES

Each student will be expected to follow all school rules as stated in the conduct plan:

1. Comes prepared for class;
2. Demonstrates good study habits and responsibility for his/her behavior;
3. Listens attentively;
4. Uses courteous and respectful language;
5. Shows respect for staff, peers, and school property;
6. Exhibits good attendance;
7. Follows individual classroom and "Student Handbook" procedures.

MIDDLE SCHOOL DETENTION PROCEDURES

1. Detentions are given to help develop students who are responsible and respectful.
2. Transportation arrangements following a detention are the responsibility of the student and parent.
3. Parents will be notified by mail for each infraction written on a disciplinary form which results in detention minutes.
4. Detention will supersede all other school activities.
5. A student who intentionally misses detention will be given an additional detention.
6. 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.
7. At the start of each nine-week quarter, each student will begin with a "clean slate".
8. Consequences:
 - 1st End of lunch line for one week and limited activity time.
 - 2nd End of lunch line for two weeks and limited activity time.
 - 3rd Detention to be served from 12:15-12:45 on Wednesdays, if possible.
 - 4th Detention to be served from 3:30-4:00 after school on Wednesdays and loss of the next middle school activity.
 - 5th Saturday School as scheduled each month.

LATE ASSIGNMENT WARNING (L.A.W.)

The main purpose of late assignment warning is to help students with their academic studies and develop strategies to ensure that assignments are completed for the outcomes of the course and to the teachers' expectations. We are also asking parents to help students with late work at home. Late assignment warnings will be given to students who are not doing their assignments. Late Homework Policies will be distributed to students at the start of the school year.

CLASSROOM GUIDELINES

All teachers have plans for their classrooms. All classrooms have several guidelines in common:

1. Follow directions the first time they are given and stay on task.
2. Bring needed supplies to class and be ready to begin on time.
3. Get permission before speaking; do not interrupt others and cause disruptions.
4. Complete assignments on time.
5. Do not leave class without permission.

Each classroom may have additional guidelines, which will be shared at the beginning of each school year.

GUM

No gum chewing will be allowed in the school building from 8 a.m. to 3:30 p.m. Students involved in activities must be given permission from

the supervisor to chew gum at before or after school activities.

STUDY HALLS

- 1. Only one student at a time may check out for the restroom.
- 2. Only two students at a time may check out to the library with a pass from the teacher.
- 3. Only two students at a time may be working together.
- 4. 7th & 8th grade students may not leave study hall to go to their lockers.

HALLWAYS

- 1. Stay on the right side of the hallways and stairs when moving around the building, walking at normal pace.
- 2. Be aware that students are in class and the noise level should be kept at a minimum so classes are not disrupted.
- 3. Keep hallways clear for passing, free from profanity and littering, free from gum and food, and upholding the Character Counts pillars.
- 4. Locker vandalism and practical jokes are not allowed.

CLOSED CAMPUS

- 1. The New Hampton Middle School has a closed campus. This means once a student is on school grounds, they are not allowed to leave the school grounds unless they have a written note from home and it is approved by the office.
- 2. Bus students cannot leave the school grounds after arriving to school without a written note from home and only after getting permission from the principal's office.

LUNCH ROOM

- 1. Every student should eat hot lunch, salad bar, or a sack lunch.
- 2. Once a student sits down at a table, he/she should remain there until finished. There should be no jumping from table to table.
- 3. Lunchtime is a convenient time for talking with friends, but this is not the time for loud talking or yelling. Use of profanity verbally or written will not be tolerated.
- 4. There should be no exchange of food except at your own table.
- 5. Please take your time while eating. Use good table manners at all times.
- 6. Clean up the table area around you after you finish eating.
- 7. Stay in the lunch lines without pushing or shoving. Also, no running to or in the cafeteria. Please keep the noise down in the hallway.
- 8. NO money will be accepted in the lunch room. All lunch money MUST BE turned in to the kitchen by 8:20 A.M. each day to be deposited that day. Lunch money may be turned in to the kitchen until 1:00 P.M. to be deposited the following day.
- 9. Do not take food from the cafeteria area.
- 10. Food from hot lunch trays is not to be given to non-eaters, salad bar eaters or those with sack lunches.
- 11. Students eating a sack lunch will eat in the lunch room and may purchase a carton of milk.
- 12. 7th & 8th grade students must exit the cafeteria through the north doorway to go to lockers and must exit the south doors to go to open gym.
- 13. Lunch notices will be given to middle school students on Thursdays or Fridays when their account balance reaches \$4.50 or below.
- 14. If you lose or damage your card, you have 10 days to obtain a new card or you will be assigned to noon detention until a new card is purchased. Second lunch cards cost \$2.00. The cost will be \$5.00 for each lunch card made after the second card.

15. LUNCH AND BREAKFAST PRICES : SUBJECT TO CHANGE

K-8 First lunch - \$1.75	Second lunch - \$2.15	
K-8 First breakfast - \$ 1.10	Second breakfast - \$ 1.10	Milk - 35¢
9-12 First lunch - \$1.85	Second lunch - \$2.25	
9-12 First breakfast - \$ 1.10	Second breakfast - \$ 1.10	Milk - 35¢
Adult guests Lunch - \$2.35		

- 16. Adult guests must purchase a single lunch ticket from the principal's office before eating lunch.
- 17. No pop is allowed during lunch time unless special arrangements have been made with the building principal.

OPEN GYM

- 1. Follow directions the first time they are given.
- 2. Use equipment properly.
- 3. Keep noise at acceptable level.
- 4. Stay in authorized areas.
- 5. Refrain from physically and/or verbally bothering others.
- 6. Refrain from fighting and using profanity.
- 7. Use of profanity verbally or written will not be tolerated.
- 8. Gym shoes only are worn on the gym floor and they must be tied.

CONSEQUENCES

- 1st warning – One week out
- 2nd warning – Two weeks out
- 3rd warning – Out for rest of the quarter

PLAYGROUND - 5th & 6th graders

The following rules will be in effect during the school year:

1. All students are to go outside unless your teacher gives you permission to stay in. 5th & 6th graders will have open gym from 12:15-12:30 and outside recess from 12:30-12:45.
2. All students are to remain within the fences on the playground. No student is to leave the playground without permission from the teacher.
3. There is NO fighting or swearing on the playground.
4. There is NO snowball throwing.
5. There are to be NO soccer games or tackle football played on the playground.
6. Students are not to jump up and ride on each others backs.
7. 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.)
8. Students are not to interfere with a kick ball game by running around in the area where the game is being played. Do not throw balls at the building and do not bounce balls in the building.
9. Students are to keep their coats on during recess and noon unless the supervisor on duty decides that it is warm enough to take them off. Students should have mittens and warm hats to wear when needed.
10. Guidelines for student dress during recess: All students should dress appropriately for the weather. Students with short-sleeved shirts may go without coats when the temperature is at least 60 degrees. The temperature will be read using the Weathernet by the head recess monitor.
11. Students are asked to stay off flagged snow piles and away from water puddles.
12. Kick Ball & Touch Football Rules will be determined at the discretion of the playground supervisors.
13. Students shall line up immediately when the bell rings.
14. Arguments over games will result in the supervisors ending the game for the day.



ASSEMBLIES

1. Sit in assigned seats and remain seated until dismissed.
2. Show proper respect and courtesy for presenters by not talking, whistling, throwing objects, etc.
3. Gum and candy are not allowed.
4. Keep feet on the floor.

STUDENT SENT TO THE PRINCIPAL

Examples of infractions that may result in the student being sent to the principal:

1. Disruption of class.
2. Verbal or written profanity, or using rude gestures.
3. Disrespect to peers with put-downs, name calling, or inappropriate comments.
4. Behavior problems with or not following the directions of substitute teachers.
5. Leaving the school grounds without permission.
6. Cheating on assignments or tests.
7. Verbal altercation with or pushing another student.
8. Disrespect towards any school district employee.
9. Inappropriate items, reading material, or pictures.

Students sent to the principal during the day from classes or school activities will be dealt with as needed. Possible disciplinary procedures could be: detention time, counseling, in- and out-of-school suspension, parent contact, referral to juvenile authorities, or being ineligible to participate in activities.

Code No. 503.1R1

STUDENT SUSPENSION

Administrator Action

A. Probation

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

B. In-School Suspension

1. In-school suspension is the temporary isolation of a student from one or more classes while under administrative supervision. In-school suspensions may be imposed by the principal for infractions of school rules which are serious but which do not warrant the

necessity of removal from school.

2. The principal shall conduct an investigation of the allegations against the student prior to imposition of an in-school suspension. The investigation will include, but not be limited to, written or oral notice to the student of the allegations against the student and an opportunity to respond. In-school suspension will not be imposed for more than ten school days. Written notice and reasons for the in-school suspension will be sent to the student's parents.

C. Out-of-School Suspension

1. Out-of-school suspension is the removal of a student from the school environment for periods of short duration. Out-of-school suspension is to be used when other available school resources are unable to constructively remedy student misconduct.
2. A student may be suspended out of school for up to ten school days by a principal for a commission of gross or repeated infractions of school rules, regulations, policy or the law, or when the presence of the student will cause interference with the maintenance of the educational environment or the operation of the school. The principal may suspend students after conducting an investigation of the charges against the student, giving the student:
 - a. Oral or written notice of the allegations against the student and
 - b. The opportunity to respond to those charges. At the principal's discretion, the student may be allowed to confront witnesses against the student or present witnesses on behalf of the student.
3. Notice of the out-of-school suspension will be mailed no later than the end of the school day following the suspension to the student's parents and the superintendent. A reasonable effort shall be made to personally notify the student's parents and such effort shall be documented by the person making or attempting to make the contact. Written notice to the parents shall include the circumstances which led to the suspension and a copy of the board policy and rules pertaining to the suspension.

D. Suspensions and Special Education Students

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

Code No. 503.2

EXPULSION

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

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

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

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

1. Notice of the reasons for the proposed expulsion;
2. The names of the witnesses and an oral or written report on the facts to which each witness testifies unless the witnesses are students whose names may be released at the discretion of the superintendent;
3. An opportunity to present a defense against the charges and provide either oral testimony or written affidavits of witnesses on the student's behalf;
4. The right to be represented by counsel; and,
5. The results and finding of the board in writing open to the student's inspection.

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

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

Legal Reference: Goss v. Lopez, 419 U.S. 565 (1975).
Wood v. Strickland, 420 U.S. 308 (1975).
Southeast Warren Comm. School District v. Dept. of Public Instruction, 285 N.W.2d 173 (Iowa 1979).
Iowa Code §§ 21.5; 282.3, .4, .5 (2005). 281 I.A.C. 12.3(6).

Cross Reference: 502 Student Rights and Responsibilities
503 Student Discipline

Approved October 2005

Revised June 2008

Reviewed April 2008

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.

RULES GOVERNING STUDENT BEHAVIOR AT SCHOOL DANCES

1. Students must have appropriate apparel.
2. If student leaves the dance, they will not be allowed to return to the dance.
3. All food and drinks should be kept in the hallway outside of the cafeteria.
4. Students are reminded to make use of the garbage containers for gum, wrappers, and cans/bottles.
5. Students are encouraged to be courteous to each other and respect the rights and privileges of fellow students.
6. Any student leaving the dance 30 minutes or more before the dance is over, must sign out with one of the supervisors and parent contact must be made by a supervisor.
7. All school rules are in effect during extra-curricular activities.
8. Only New Hampton public and private school students in grades 7-8 may attend. No guests are allowed unless advanced arrangements have been made with the building principal.

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.

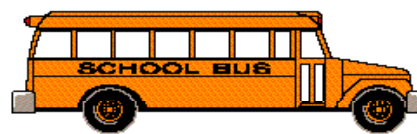
In addition, the students should observe these additional rules listed below:

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.

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

BUS DRIVER:

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



TRANSPORTATION DIRECTOR AND BUILDING PRINCIPAL:

1. Parents notified and suspension from the school bus for three (3) days.

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

Code No. 711.2R2

USE OF VIDEO CAMERAS ON SCHOOL BUSES REGULATION

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

Student Records

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.

MODEL WORKS CITED ENTRIES

Model	Author. Title. Publishing City: Publisher Name. Newest Date. (Note: Begin with title if no author.)
One author	Shoer, Martin. <u>Canada's Own</u> . Chicago: Crowell, 1992.
Two authors	Miller, Harry and Ann Dimere. <u>Watch Out for Those Errors</u> . Urbana: National Press Books, 1972.
More than three authors or editors	Davis, Gregory A., et al., eds. <u>Writers of American Literature</u> . 3 vols. Boston: Houghton, 1996. (Note: For a book with more than three authors, simply drop eds. from the entry.)
A single work from an anthology	Hauser, William. "In the Morning Daylight." <u>Nineteenth Century British Minor Poets</u> . Ed. Richard Gillbur and W.H. Auden. Chicago: Bell, Laurel Edition, 1992. 270-281
A corporate author	The Rockefeller Panel Reports. <u>Ideas for America</u> . Chicago: Doubleday, 1961.
One volume of a multivolume work	Turkington, Carol A. "Autism." <u>The Gale Encyclopedia of Medicine</u> . Vol. 1. Farmington Hills, MI: Gale Research, 1999.
Video	How to Leave Your Job. Videocassette. Self-Relliance Press, 1990. 55 min.
Government publication	Congressional Monthly Service. <u>Congress and the Nation: A Review of Government in the Postwar Years</u> . Washington, D.C.: Government Printing Office, 1963.
Encyclopedia article	Wale, Walter D. "Blindness." <u>World Book Encyclopedia</u> , 1969. (Note: It is not necessary to give full publication information for familiar reference works. If the article is initialed rather than signed, check in the index of authors (usually located in the opening section of each volume) for the author's full name.)
Full-length play or long poem	Shakespeare, William. <u>King Lear</u> .
Material from one source quoted in another	Watt, Tim. <u>The Rise of the Novel</u> . Quoted by Duane C. Boor in <u>The Rhetoric of Fiction</u> . Chicago: Univ. of Chicago Press, 1965.
Signed article in a weekly	Hooper, Roger. "America's Farthest Frontier." <u>Time</u> 8 July 1975: 58-59.
Unsigned article in a weekly	"Who Is Actually Telling the Truth?" <u>Time</u> 11 April 1969: 22.
Signed Article in a monthly	Leres, Kevin N. "The Prompt and Delayed Effects of Nuclear War." <u>Scientific American</u> July 1983: 36-50.
Review of a book in a magazine	Forge, Thomas. "The Eye of the Beholder." <u>Rev. of Testimony and Demearor</u> by John Lasey. <u>Time</u> 3 July 1979: 76.
Signed newspaper article	Beaton, Rod. "Big Money Comes Home." <u>USA Today</u> 5 Apr 2002, sec. 3: 1.

Unsigned editorial or story	"Some Better Ways to Curb Teen Drinking." <u>Editorial</u> . <u>Minneapolis Journal</u> 18 June 1980, sec 1: 1.
Signed pamphlet	Baird, Jean N. <u>The Metrics Are Coming</u> . Tama, Iowa: National Research Bureau, 1978.
Pamphlet with no author, publisher, or date	<u>Bicycle Safety</u> . [United States]: n.p., n.d. (Note: List the country of publication in brackets if known.)
Recording	Guthrie, George. <u>Woody Guthrie Sings Folk Songs</u> . With Leadbelly, Cisco Houston, Sonny Terry, and Boss Hawes. Intro. by Pete Seel. <u>Folkdays Records</u> . FA 2483, 1962.
Radio or television program	"An Interview with Powell." <u>60 Minutes</u> . CBS, 14 Nov. 1978. (Note: Other information director, producer, narrator, writer may be listed if appropriate.)
Personal Interview	Roberts, Mary. Personal interview. 23 Aug. 1999.
CD-ROM	Smith, Jennifer. "Revolutionary War." <u>Encarta</u> , 1997. CD-ROM.
Internet Model	Author. "Title." Date of publication. <u>Responsible organization</u> . Date viewed. <web site>. (Note: Begin with title if no author.)
Internet site	Beare, Robert. "New Soot-Lung Cancer Study." 5 Mar. 2002. <u>American Lung Association</u> . 27 Aug. 2002. <http://www.lungusa.org/press/enviv/air_030502.html>.

THIS

PAGE

LEFT

BLANK

INTENTIONALLY

NEW HAMPTON MIDDLE SCHOOL
2012-2013 School Year

(Please have your student return this form to he/her advisor on or before Monday, August 24, 2012.)

We the parent(s) or guardian(s) of _____, Grade _____ have gone over the New Hampton Middle School Handbook with him/ her. We understand its contents or will contact the school for clarification of points that are not clear to us. We would like to see the following information included in future handbooks and/or sent home to us this fall:

Parent/Guardian Signature _____ Date _____

Code No. 506.3

STUDENT PHOTOGRAPHS

The board will permit student "portrait" photographs to be taken on school premises by a commercial photographer as a service to the students and their families.

Parents will be notified prior to the taking of pictures by a commercial photographer for student "portraits." In no case will students be required to have their picture taken or be pressured to purchase pictures.

Students or commercial photographers may take pictures of students upon consent for such things as the yearbook or student newspaper.

It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative rules regarding student photographs.

Legal Reference: Iowa Code § 279.8 (2005). 1980 Op. Att'y Gen. 114.
Cross Reference: 506 Student Records
Approved October 2005 Reviewed April 2008 Revised June 2008

PARENTAL PERMISSION FOR STUDENT PHOTOGRAPHS

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

Parent/Guardian Name: _____ (Please print)

Parent/Guardian Signature: _____ Date: _____

Address: _____

Code No. 605.6E1

INTERNET ACCESS PERMISSION LETTER TO PARENTS

Your child has access the Internet. The vast domain of information contained within Internet libraries can provide unlimited opportunities to students.

Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses will not be issued to students at this time. If a student already has an electronic mail address, he/she will not be permitted to use the address to send and receive mail at school.

Students will be expected to abide by the following network etiquette:

- The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. Students will abide by the policies and procedures of these other networks.
- Students will respect all copyright and license agreements.
- Students will cite all quotes, references, and sources.
- Students will only remain on the system long enough to get needed information.
- Students will apply the same privacy, ethical and educational considerations utilized in other forms of communication.
- Student access for electronic mail will be through the supervising teacher's account.
Students should adhere to the following guidelines:
 - o Others may be able to read or access the mail, so private messages should not be sent.
 - o Delete unwanted messages immediately.
 - o Use of objectionable language is prohibited.
 - o Always sign messages.
 - o Always acknowledge receipt of a document or file.
- Students accessing Internet services that have a cost involved will be responsible for payment of those costs.

INTERNET ACCESS PERMISSION LETTER TO PARENTS

Please sign the form if you would like your child to be granted Internet access and return the permission form to your child's school.

Student Name _____ **Grade** _____

School _____ **Date** _____

(Parent or guardian's signature)

If you have granted your child Internet access, please have them respond to the following:

I have read the expected network etiquette and agree to abide by these provisions. I understand that violation of these provisions may constitute suspension or revocation of Internet privileges.

I agree to be responsible for payment of costs incurred by accessing any Internet services that have a cost involved.

(Student signature)

NEW HAMPTON MIDDLE SCHOOL
FIELD TRIP PERMISSION FORM

Student Name

Grade

I give permission for my child indicated above to participate in school sponsored and chaperoned field trips for the 2012-2013 school year while he/she is in the care of staff of the New Hampton Community School District. Every precaution will be taken to ensure your child's safety and well-being.

Parent/Guardian Signature _____ **Today's Date** _____

Parents will be kept informed of field trips during the school year.

Please return to student's advisor by August 24, 2012.