

STUDENT HANDBOOK 2012-2013

**NEW HAMPTON COMMUNITY HIGH SCHOOL
710 WEST MAIN
NEW HAMPTON, IOWA 50659**

High School Telephone Numbers:
SAM Principal's Office (641) 394-2144
Attendance Recorder (641) 394-2144
Activities/Transportation.....(641) 394-5065

New Hampton High School Website: www.new-hampton.k12.ia.us

POWER SCHOOL: <https://ps.new-hampton.k12.ia.us>

ADMINISTRATION

Dr. Sarah Updegraff, Principal
Kelly O'Donnell, Activities Director
Norb Geerts, Transportation Director
_____, Principal's Office Secretary
Diane Gerleman, Transportation/Activities Secretary
High School Faculty and Staff

Kristina Anderson, Bus. Education	Eric Olson, Social Studies
Kathleen Ayers, Bus. Education	Chad Pemble, Science
Bill Boyd, Social Studies/PE	Penny Perkins, English
Jeremiah Cantu, Technology	Lanette Pint, Special Needs/Literacy
Charles Carlin, English	David Prehm, Visual Art
Sue Croatt, Special Needs	Jamie Quass, Science
Suzanne Duneman, Media Specialist	James Russ, Ag Education
Scott Frerichs, Mathematics	Sandra Russ, Special Needs
Mary Frese, Technology	Donna Schmeidel, FCS
Bill Glenn, Education Options HS	Ashley Sievers, Vocal
Ken Hanson, Spanish	Lynn Thronson, Mathematics
Nick Hemann, Special Needs	Linda Tiemessen, Nurse
Scott Hogeland, Driver Ed/PE	Kathy Wickman, Emp/Literacy
Karen Kayser-Kemp, English	Donna Baltes, Paraprofessional
Michelle Kipp, Guidance	Jeanne Randall, Paraprofessional
Amy Leistikow, Science	Pat Weigel, Paraprofessional
Allan Lindaman, Ind. Tech	Sue Weiglein, Paraprofessional
_____, Spanish	
Cory McDonald, Social Studies	
Eugene Morgan, Mathematics	
Jason Mott, Instrumental Music	

This handbook belongs to:

Name _____

Address _____

Telephone _____ Locker Number _____

STATEMENT OF PURPOSE

New Hampton High School, through its instructional programs, teaches students to

- read and listen carefully
- write and speak clearly
- use mathematics efficiently and accurately
- locate and use information thoughtfully
- work cooperatively
- think critically and creatively
- respond with sensitivity to art forms
- use technology effectively
- live healthfully
- act responsibly

so their lives may be socially productive and personally meaningful.

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

August 16	First Day of School
September 3	Labor Day - No School
September 26	Late Start - Prof Development 7:30 - 10:00
October 17	Late Start - Prof Development 7:30 - 10:00
October 17	Mid Term (44 days)
October 30	Early Dismissal - Parent/Teacher Conf 1:45 - 8:00
November 1	Early Dismissal - Parent/Teacher Conf 1:45 - 8:00
November 2	No School (PT Conf Comp Day)
November 21-23	Fall Break (No School)
December 5	Late Start - Prof Development 7:30 - 10:00
December 21	End of 1st Semester (88 days) 1 hour early dismissal
December 22-January 4	Winter Break (No School)
December 25	Christmas (No School)
January 3	Professional Development / No School
January 4	Teacher Work Day/ No School
January 7	Begin 2nd Semester
Januray 21	No School
February 13	Late Start- Prof Development
February 26	Early Dismissal - Parent/Teacher Conf 1:45 - 8:00
February 28	Early Dismissal - Parent/Teacher Conf 1:45 - 8:00
March 1	No School Teacher Comp Day
March 8	Mid Term (44 days)
March 13	Late Start - Prof Development 7:30 - 10:00
March 28- April 1	Spring Break - No School
April 10	Late Start - Prof Development 7:30 - 10:00
May 14	Seniors Last Day
May 17	Last Day of School 1 Hour Early Dismissal
May 19	Graduation
May 20	Teacher Work Day
May 27	Memorial Day- No School

Snow Make-Up Days beginning May 20th until 180 student days are completed

DAILY SCHEDULES

Period Begins		Period Ends
BLOCK 1 8:17 - 9:47		
1	8:17	9:00
2	9:03	9:47
BLOCK 2 9:55 - 11:25		
3	9:55	10:39
4	10:42	11:25
BLOCK 3 11:33 - 1:29		
5	11:33	12:43
	A 11:33 11:56	
	B 11:56 12:20	
	C 12:20 12:43	
6	12:46	1:29
BLOCK 4 1:37 - 3:07		
7	1:37	2:20
8	2:23	3:07

MISSION STATEMENT

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

INTRODUCTION

The Handbook/Planner contains most of the regulations that govern student conduct and life at school. Students are expected to follow the expectations found in this Handbook/Planner and other district regulations.

GUIDELINES FOR STUDENT CONDUCT

The GUIDELINES FOR STUDENT CONDUCT provide students with the basic principles which seek to guide student conduct at school. All students are expected to follow these GUIDELINES FOR STUDENT CONDUCT. Violations of these Guidelines may result in the assignment of disciplinary consequences.

1. STUDENT PERFORMANCE

Students are expected to use the educational opportunities offered to them by the school district. Students are expected to bring necessary materials to class, finish their own assignments on time, hand in their own homework when asked, participate in appropriate discussions and activities during classes, listen to the contributions of others, take tests honestly, and demonstrate in other ways their willingness to make productive use of the opportunities provided them.

2. ATTENDANCE

Students are expected to attend school with regularity and promptness. Since regular and punctual attendance is considered necessary in order for a student to obtain the maximum benefit from the instructional program, students should not be absent any more than is absolutely necessary. Unexcused absences will result in the assignment of disciplinary consequences. (See the Attendance Policy for more detailed information about attendance.)

3. PROPERTY

Students are expected to respect and care for school property including, but not limited to, workbooks, textbooks, library books, school-owned supplies and equipment. Students are expected to take care not to deface or damage the buildings, lockers, or fixtures. Students shall respect the personal property of others. Students are expected to take care of and secure their own property. Disciplinary consequences will be assigned to students who possess or misuse either school property or another's personal property without permission.

4. RELATIONSHIPS WITH OTHER STUDENTS

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

5. RELATIONSHIPS WITH TEACHERS AND STAFF MEMBERS

Students shall treat teachers and staff members with respect. This includes but is not limited to addressing teachers and staff members respectfully, refraining from argumentativeness, working cooperatively with teachers and staff, and complying with directives issued by teachers and staff members.

6. RELATIONS WITH OUTSIDE AUTHORITY

Students are expected to refrain from possessing, using, or distributing tobacco products (or "look-alike" substances that appear to be tobacco) on school property or at school sponsored events. In addition, the possession, use, or distribution of alcoholic beverages or any controlled substance (or "look alike" substances that appear to be alcohol or controlled substances) by a student while he/she is on school property or at a school-related activity is prohibited. The illegal use of alcohol and other drugs is wrong and harmful. Other city ordinances or state laws relating to students, juveniles, or minors shall be enforced by the school when within its jurisdiction.

STUDENT CONDUCT: BOARD POLICY NO. 503.1

Students shall demonstrate conduct consistent with the expectations defined in this policy and the administrative regulations supporting it (including Student Handbooks) while under the jurisdiction of the school. This behavior shall respect and take into consideration the rights of others. Students who fail to demonstrate such conduct may be assigned disciplinary consequences which include, but are not limited to, removal from the classroom, removal of school privileges, detention, suspension, probation, expulsion, and referral to law enforcement agencies for prosecution. A student may be required to complete an appropriate rehabilitation program. Conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or participation; or conduct which interrupts the maintenance of a disciplined atmosphere is considered misconduct and a violation of this policy. The possession of material or subject matter that is inappropriate in an educational setting is considered misconduct and a violation of this policy. The following are examples of material or subject matter that is considered inappropriate in an educational setting. This is not intended to be an exhaustive list: material that is threatening, harassing, obscene, vulgar, or sexually explicit; material that is discriminatory based on age, race, creed, color, gender, national origin, religion, or disability; material which is otherwise in violation of local, school district, state, or federal rules, regulations and law.

Students shall receive annually at the opening of school, a publication listing the rules and regulations to which they are subject. These rules shall be developed cooperatively by the faculty, students and administration, with final authority resting with the administration. The rules shall be approved by and filed with the Board. Students have a responsibility to know and respect the rules and regulations of the school.

All employees of this district share the responsibility for seeing that the behavior of students meets standards of conduct which are conducive to a favorable learning situation. Emphasis shall be placed upon helping the student to develop self-discipline.

The administration may suspend or the Board of Education may expel any student who disrespects, disregards and defies the authority and/or orders of school employees, misuses, damages, or destroys public school property, and disrespects or disregards the rights and welfare of others.

Following the suspension of a special education student, an informal evaluation of the student's placement shall take place. The IEP shall be evaluated to determine whether it needs to be changed or modified in response to the behavior responsible for the suspension. If a special education student's suspensions, either in or out-of-school, equal ten (10) days on a cumulative basis, a staffing team shall meet to determine whether the IEP is appropriate.

The board believes inappropriate student conduct (misconduct) causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, and visitors on school premises.

The following shall be considered serious student misconduct:

1. Disruption of school: A student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the substantial and material disruption or obstruction of any lawful mission, process or function of the school. Neither shall the student engage in such conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process, or function of the school if such a disruption or obstruction is reasonably certain to result. Neither shall the student instigate, encourage, force, or intimidate other students to engage in such conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process or function of the school if a substantial and material disruption or obstruction is reasonably certain to result from the student's conduct. While this list is not intended to be exclusive the following acts (when done for the purpose of causing a substantial and material disruption or obstruction of any lawful mission, process or function of the school) illustrate the kinds and types of offenses encompassed here:
 - (a) Setting fire to or damaging any school building or property.
 - (b) Causing to discharge, displaying or threatening use of firearms, explosives, (including any form of a bomb threat), or other weapons, (actual or simulated), on the school premises.
 - (c) Prevention of or attempting to prevent the convening or continued functioning of any school, class, or activity or of any lawful meeting or assembly on the school campus.
 - (d) Continuously or intentionally making noise or acting in a manner so as to interfere with the teacher's ability to conduct class or perform any other professional duties.
2. Damage or Destruction of Private Property: A student shall not intentionally cause or attempt to cause damage to private property on or off of the school grounds during a school activity, function or event. Neither shall a student at any time intentionally cause or attempt to cause damage to any private property owned by any employee of the school district whether it be on or off the school grounds.
3. Damage, Destruction or Stealing of School District-owned

Property: A student shall not intentionally cause or attempt to cause damage to school property or steal or attempt to steal school property.

4. Assault on a School District Employee: A student shall not intentionally cause or attempt to cause physical injury to a school district employee. Nor shall any student attempt to harass or intimidate any school district employee as a result of the employee's relationship with the school. Neither self-defense, nor action taken in the reasonable belief that the action was necessary to defend or protect another person, shall be considered an "intentional act".
5. Physical or Verbal Abuse of a Student or Other Person Not Employed by the School District: A student shall not intentionally cause or attempt to cause bodily injury nor intimidate or otherwise threaten any person:
 - (a) On the school grounds during and immediately before and immediately after school hours.
 - (b) On the school grounds at any other time when the school is being used by a school group.
 - (c) Off the school grounds at a school activity, function or event, or
 - (d) In any building, area or vehicle owned or leased or borrowed by the school district.

Self-defense or action taken in the reasonable belief that action was necessary to defend or protect another person, shall not be considered an "intentional act."

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

This rule does not apply to normal school supplies like pens, pencils or compasses, but it does apply to any firearms, any explosive device (including firecrackers), pepper gas, mace, any knife (other than a small penknife), dagger, razor, stiletto, switchblade knife, cigarette lighter and other dangerous objects of no reasonable use to the student at school or on the school grounds.

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

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

7. Narcotics, Alcoholic Beverages, Tobacco and Stimulant Drugs: The illegal use of alcohol and other drugs is wrong and harmful. No student shall sell, distribute, dispense, acquire, possess, use, consume or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor or 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, before, during, or after school hours at school or in any other school district location as defined below. In addition, no student shall possess, use, or distribute tobacco products (or "look alike" substances that appear to be tobacco) nor shall any student possess, use, or distribute any "look alike" substance that appears to be alcohol or any of the substances defined above in this section, or possess, use, or distribute drug paraphernalia. (Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule. All drugs to be dispensed from the nurse's office.)

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

- (a) On the school grounds during and immediately before and immediately after school hours.
 - (b) On the school grounds at any other time when the school is being used by a school group.
 - (c) Off the school grounds at a school activity, function or event, or
 - (d) In any building, area or vehicle owned or leased or borrowed by the school district.
8. Repeated School Violations: A student shall not repeatedly fail to comply with the directions of teachers, student teachers, substitute teachers, teachers aides, principals or other authorized school district personnel during any period of time when the student is properly under the authority of school personnel.
 9. Alleged serious misconduct by any student of any of the above described acts shall be dealt with as prescribed in the Administrative Procedure and Rules applicable to this Policy.

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

FIREARM PROHIBITION (See Board Policy 503.6)

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

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

The term "destructive device" means:

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

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

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

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

In addition to the Guidelines and Policies listed above, other rules may be found in the STUDENT HANDBOOK. Students are expected to comply with all rules established by the school.

ADMINISTRATIVE PROCEDURES FOR DEALING WITH STUDENT MISCONDUCT

1. **PENALTIES:** In all disciplinary cases in which penalties are to be assessed, the person administering the penalty shall make every attempt to assess reasonable and appropriate penalties. The following are the usual kinds of disciplinary actions which may be taken:
 - The assignment of Demerits and/or Detentions
 - Probation
 - Removal of School Privileges (including removal from class)
 - In-School Suspension, extended school days, or a non-teaching day (not to exceed five (5) days for one offense)
 - Out of School Suspension (not to exceed ten (10) days)
 - Long-term Suspension or Expulsion

2. **COVERAGE:** Alleged misconduct of students shall be dealt with by the principal or the principal's designee (future reference to "principal" will also refer to any other school administrator to whom he/she may delegate his/her authority):
 - (a) Upon referral from classroom teachers or school employees,
 - (b) Upon violations of the attendance policies and/or other regulations of the school,
 - (c) Whenever the alleged misconduct constitutes a violation of the rules that govern serious misconduct,
 - (d) Whenever the principal (or the principal's designee) deems it advisable that he/she deal personally with the incident.
3. **PRINCIPAL'S INVESTIGATION:** In dealing with the alleged misconduct, the principal shall investigate the incident and hear all available accounts of it. The student shall be encouraged to present any defense he/she thinks relevant. If the student requests that other witnesses be questioned, the principal should talk to them if possible (and reasonable). If the student makes a reasonable claim of other defensible matter that, if true, would free him/her from blame but is not immediately available, the principal should postpone disciplinary action for a reasonable time until such evidence may be presented to the principal.
4. **SUMMARY SUSPENSIONS:** If the principal witnesses, or has reported to him/her, any serious misconduct and if, in his/her professional judgment, the removal of the student or students is necessary to prevent the material disruption of the school or to restore order or to protect persons in the school or on the school grounds, he/she may immediately suspend the student. In such cases the principal is not required to conduct an investigation described above before he/she suspends, but he/she shall carry out such investigation and decide on any additional disciplinary action as soon as is reasonable.
5. **SENDING A SUSPENDED STUDENT HOME DURING THE SCHOOL DAY:** When a student is suspended, the principal shall attempt to reach the student's parent or legal guardian to inform them of the school's action and to request that a parent or legal guardian come to school for the student or otherwise provide for the student's departure from school and school grounds. If the principal cannot reach the parents or legal guardian, the student must stay in school or on the school grounds in a place designated by the principal until the close of the school day. If in the professional judgment of the principal, the continued presence of the student in the school or on school grounds presents a danger to others or would substantially disrupt the operation of the school, the principal may cause the student to leave the school and school grounds before contact is made with the parent or legal guardian; however, due consideration shall be given to the age of the student as well as the distance to the home.
6. **NOTICE OF SUSPENSION AND PROVISION FOR CONFERENCE:** When a student is suspended, the principal shall:
 - (a) Send a statement to the student's parents or legal guardian, the superintendent of schools and the President of the

- School Board, describing the student's misconduct, the action taken, and the reason for the action.
- (b) Schedule a conference with the student's parents or legal guardian before or at the time the student returns to school.
7. INITIATING LONG TERM SUSPENSION OR EXPULSION:
- A. Chronic Offenders: If a student has been suspended at least two times within the same school year, the principal may recommend to the superintendent that the student be considered for long-term suspension or expulsion by the Board of Education.
- B. Serious Student Misconduct: If the principal, after an investigation of serious student misconduct decides that a penalty more severe than any within his/her authority is warranted, he/she may recommend to the superintendent that the student be considered for long-term suspension or expulsion by the Board of Education.
- C. Nothing in sections A and B above prohibits the principal from invoking a short-term suspension or other sanction within his/her authority before referring the student to the superintendent.
- D. Written notice of the request for consideration of long-term suspension or expulsion by the Board of Education shall be given to the superintendent, the President of the Board of Education, the student and the parents or guardian. Such notice shall contain the specific rule violated, alleged misconduct, time, date, place of the hearing, and notification of the right of representation.
8. DISSEMINATION OF POLICIES: The Board of Education shall provide for notice of all policies and regulations affecting student conduct which could result in suspension or expulsion to be given to the students and parents as well as school district employees. Publication of such rules and regulations in student handbooks shall be considered adequate notice. Students shall be notified of reasonable changes in regulations through the daily student bulletin (as posted and/or read) before such changes are implemented.
9. APPEALS: Students and parents or legal guardians who believe disciplinary penalties have been administered unfairly may appeal to the next highest authority. Such appeal shall be within five days of the assessment of the penalty. Such appeals may be continued up through the Board of Education in the following order: (1) teacher, (2) principal, (3) superintendent, and (4) Board of Education. Whenever appeals are filed, they shall be in writing and shall be filed within five days from the date of the decision being appealed.
- A conference shall be held for each appeal, including the school official hearing the appeal, the school official from whose actions the appeal originated, and the student and/or his/her parents or legal guardian. Decisions regarding appeals at all levels shall be in writing. Students who are 18 years old may represent themselves. An appeal which is upheld shall, if possible, cause the penalty to be removed. If the penalty has already been administered, all written records of the disciplinary action shall be removed from the student's disciplinary file and destroyed.

10. DISCIPLINARY PENALTIES DEFINED:
- A. Removal of school privileges means a restriction from activities. The student may not attend school activities or participate in a contest or extracurricular activities. Removal of school privileges can mean also a restriction from attendance or participation in class activities.
- B. Removal from the classroom means a student is sent to the building principal's office. It shall be within the discretion of the person in charge of the classroom to remove the student.
- C. 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 or after school has been dismissed for the day. Whether a student will serve detention, and the length of detention shall be within the discretion of the licensed person disciplining the student or the building principal.
- D. When a student is on probation, he/she shall be allowed to continue attending school according to the conditions established by the principal. These conditions must be reasonable but may exceed those expected of students not on probation. Violation of these conditions may be considered cause for recommendation to the superintendent that the student be considered for long-term suspension from school.
- E. Suspension means either an in-school suspension or an out-of-school suspension.
1. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes and in a location designated by the principal. The principal may invoke an in-school suspension after conducting a proper investigation. Each of the requirements for a suspension must be followed. An in-school suspension can be assigned on a non-teaching day (not to exceed five (5) days for one offense). An in-school suspension will not exceed ten (10) days.
2. An out-of-school suspension is a denial to the student of the right to attend classes and to take part in school sponsored activities for any period of time up to and including ten (10) school days. The principal may invoke an out-of-school suspension after conducting a proper investigation.
3. A long-term out-of-school suspension (or expulsion) may be assigned for a period of time greater than ten (10) school days by the Board of Education at a special hearing called for this purpose after recommendation for consideration of such long-term suspension or expulsion by the principal to the superintendent.
- F. SUSPENSION CONFERENCES: Before a student returns to "regular status" following a suspension, a parent-student-

principal conference is required.

11. **THE DEMERIT SYSTEM:** The demerit system is used for violations of general disciplinary and attendance regulations:
 - A. As violations occur, a demerit/s is assessed for each violation.
 - B. When a student accumulates five demerits, a suspension will be issued. Failure to serve the assigned suspension will result in additional disciplinary action.
 - C. Students who have accumulated 10 demerits are subject to referral to the Board of Education for consideration of long-term suspension or expulsion from school.Typical Violations are:
 1. Unexcused Absences
 2. Tardies (3)
 3. Failure to serve detention
 4. Profanity
 5. Vandalism
 6. Cell Phone/Technology Devices
 7. Dress Code
 8. Public Display of Affection
 9. Motor Vehicle violation

These are some usual demerit assessments. Students who frequently or chronically violate school regulations should expect to be assigned more than the usual number of demerits.

12. **CLASSROOM RULES:** Teachers are expected to make and enforce reasonable classroom regulations. Teachers are expected to use the "Three-step Process" when it becomes necessary to remove a student from a class for a disciplinary reason. Students who are dropped from class through the use of the "Three Step Process" may be dropped from enrollment if the student falls below the minimum enrollment requirement. The "Three Step Process" applies to any class, regardless of the length of the class. Teachers may also use other typical disciplinary sanctions (e.g. conferences with students, requiring the student to stay before or after school with the teacher, etc.) to deal with a student's violation of classroom rules. Students who violate classroom regulations may be referred to the principal's office for disciplinary action.
13. **REFERRAL TO THE OFFICE:** Students who have been referred to the principal's office for disciplinary action will be expected to complete the appropriate form as directed by the principal. A record of the disciplinary problems and the action taken will be maintained by the principal's office for each student appropriately referred. When the principal takes disciplinary action, the student's parent/legal guardian will be informed.

ATTENDANCE POLICY AND PROCEDURES

Only a portion of the Attendance Policy, rules, and procedures are included in the Student Handbook. A complete copy of the attendance policy is available in the principal's office and will be provided at student or parent request.

SECTION I ATTENDANCE POLICY PHILOSOPHY

Students will be expected to attend classes regularly and to be on time in order to receive the maximum benefit from the school's instructional program, to develop habits of punctuality, self-discipline, and responsibility, and to assist in keeping disruption of the educational program to a minimum. While it is possible for an absent student to make up much of the school work missed, it is impossible to compensate completely for absence from classes.

Absences always cause some disruptions in the educational process of the student who was absent. In order to maintain interest and understanding in the program of instruction, students cannot expect to be absent any more than is absolutely necessary. Students who fail to make up work missed may not understand what the teacher is currently presenting, and may also become discouraged with the double burden of keeping current and making up missed work.

Irregular attendance and/or tardiness by students not only retards their own studies but also interferes with the progress of other students who are regular and prompt in attendance. Tardiness to class creates obvious interruption and confusion for all class members. It is unfair that an entire class may be interrupted because of irregular attendance or tardiness.

Students who have good attendance records are more likely to achieve higher grades, enjoy school life to a greater degree, and have more employment opportunities after leaving school. Prospective employers expect promptness and regular attendance from employees and are reluctant to hire persons who have not established good habits of responsibility and self-discipline. The patterns of responsibility and self-discipline of regular attendance and promptness may be established for life by attention given them during the years of school attendance.

There are times, however, when school officials may determine that the problems associated with absence from school are outweighed by the advantages of an activity in which the student participates and they may endorse or sponsor an activity or trip. **ABSENCE BECAUSE OF ATTENDANCE AT SUCH APPROVED TRIPS AND ACTIVITIES WILL NOT BE CONSIDERED AN ABSENCE FROM SCHOOL. HOWEVER, THE STUDENT WILL BE REQUIRED TO MAKE UP THE WORK MISSED.**

SECTION II ATTENDANCE RULES AND PROCEDURES

A. ABSENCES

1. **All absences will be recorded as unexcused until the office is notified otherwise.** When an absence from school does occur, the student's parent(s) or guardian should inform the school either by a telephone call on the day of the absence or by a written and signed statement which the student should present to the attendance secretary, **no later than two days after the absence.**

If requested, students who were absent from school for any reason shall submit in written form the specific reasons for their absence, the specific dates or times they were absent, verification by a doctor or other professional, if judged necessary, and a signature of the parent or guardian.

2. Valid reasons for a student's absence from school are as follows:
 - a. Injury or Personal Illness.
 - b. Serious Personal or Family Problems. This includes death

- or serious illness or injury in the family, working at home when absolutely necessary, driving a parent to a doctor's appointment, etc. This does not include working for someone other than the parents or guardian, shopping, missing the bus, hunting, hair appointments, oversleeping, car stalling, or getting stuck, "personal" reasons, etc.
- c. Professional Appointments Which Cannot Be Scheduled Outside of the School Day. The student will be issued an Appointment Form. This form should be completed by the professional person visited. Upon the student's return to school, this completed form should be turned in to the office. Examples of professional appointments include doctor, dentist, court appearance and/or legal appointments, college visits approved by the counselor, etc.
 - d. Short-term suspension from school.
 - e. Recognized religious observances.
 - f. Other verified emergency or a situation not contemplated by these rules may be excused at the discretion of the principal.
 - g. School-sponsored trips.
 - h. Parent Requested Extended Absences: Anticipated absences due to vacations or trips must be approved by the principal in advance of the absence. Arrangements to complete school work missed under these circumstances must be made to each teacher's satisfaction in advance of the absence as requested.
3. When a student has been absent from school, it is the student's responsibility to contact his/her teachers for appropriate make-up assignments. Schoolwork missed because of absence must be completed to the satisfaction of each teacher whose class or classes were missed.
 - a. When students can anticipate absences, school work should be made up in advance of the absence.
 - b. **When an absence was not anticipated, a student will be allowed two days for the first day of absence and one day for each additional day to have assignments, quizzes, test, etc. completed. If homework is requested, the student is expected to have it completed upon return.**
 - c. Students shall receive full credit for schoolwork missed because of excused absences, if schoolwork is completed by the deadline.
 - d. Being absent from school in itself will not be cause for reduction of a student's grades. If a student fails to make up the work missed, by the established deadline, he/she will fail that portion of the work not completed and this will be averaged with the other grades.
- B. TARDINESS**
1. Tardiness is defined as any appearance of a student in an assigned area (meaning classroom or the geographic locale where the instruction is being given) within five minutes after the designated starting time. Students are expected to follow

- the regulations established by the teacher regarding tardiness.
2. All tardies to class will be considered unexcused except when a parental contact has been received.
 3. Administrative assistance may be sought to deal with what the teacher considers excessive and unresolved tardiness on the part of students.
- C. UNEXCUSED ABSENCES**
1. Unexcused absence is defined as not attending school or an assigned class, study hall, classes for any reason not covered in Sec. II (2). A. Even though the parent may consent to the absence, the principal has the ultimate decision whether or not to excuse an absence. Students of compulsory school age (over six and under sixteen years of age by September 15) will be considered truant when an absence is unexcused.

Once a student is present at school, the student may leave school only if his/her parents contact the school to excuse the intended absence or if the student presents a written statement from his/her parents excusing the intended absence. To be excused, the reason for the intended absence must fit within the guidelines established in II. A. 2. above.

Under no circumstances should a student leave the building without proper authorization and signing out in the office. If this happens, an In School Suspension could be assigned.
 2. Daily work missed because of an unexcused absence may not be made up and zero or comparable grade shall be recorded. Class work covering material presented over a longer period of time such as term papers, may be made up and credit will be given, although it may be reduced. Tests may not be made up if the test days are announced in advance.
 3. The principal or designee may eliminate step (a) below when dealing with a referral of multiple incidents of unexcused absence.
 - a. **FIRST REFERRAL**(Two unexcused absences from a particular class): The principal or designee shall counsel with the student. The parent(s) or guardian(s) shall be informed by telephone and/or mail and be requested to counsel with the student. The school counselor shall be notified and shall arrange for on-going counseling, if judged to be appropriate.
 - b. **SECOND REFERRAL** (Four unexcused absences): On the occasion of the second referral from a particular class or classes possible disciplinary consequences include the assignment of detention/detention points, suspension, and/or other penalties as allowed by regular district regulations. If suspended, the principal may require an agreement stating the conditions of re-admission which shall be signed by the student, parent(s), and principal.
 - c. **THIRD REFERRAL** (Six unexcused absences): Students may be dropped from the class or classes from which they have been referred for unexcused absence six times during a given semester. A "drop" will be recorded in the student's record and no credit will be earned for the

“dropped” course. The student may be assigned to Study Hall. The loss of credit is to be considered serious and can ultimately have an effect on graduation and eligibility. In addition, students who fall below the minimum enrollment requirement as a result of unexcused absence may be dropped from enrollment from school for the remainder of the semester.

SECTION III EXCESSIVE ABSENCE

A. Overview

Adequate class attendance and participation is a requirement for course credit earned and applied toward graduation. Schools do not grant credit to students who have casual attendance records. A unit of credit is defined by the Iowa Department of Education as that amount of credit earned by a student who successfully completes a course or related components (or partial units) that is either pursued for thirty-six weeks for at least two hundred minutes per week or for the equivalent of one hundred and twenty hours of instruction. A fractional unit of credit shall be awarded in a manner consistent with this standard.

In the New Hampton Community School District, the term “credit” is used as a measure of counting work completed toward graduation. A student will earn two credits by completing a full year of study (two semesters) in a course such as Chemistry or United States History. The student will earn one credit by completing a one semester course or one semester of a full year course. Students may earn fractional units less than one credit in courses meeting less than five days per week per semester (e.g. Physical Education). One “credit” is equal to 1/2 unit of credit as defined by the Iowa Department of Education.

B. Notice of Absences

Parents of students absent will be called on the day of the absence unless prevented by extenuating circumstances and unless the parents have already reported the absence. The students parents will be notified when their student has accumulated either two (2), four (4), or six (6), unexcused absences in a particular class during a given semester.

SECTION VI APPEALS

A. When students or parents are concerned about the disposition of an attendance violation, they are encouraged to contact the teacher or building administrator for clarification.

B. Teacher’s Decision

Students and parents wishing to have a review of a teacher’s decision regarding attendance, tardiness, and make-up work rendered under this attendance policy may do so by filing a written request for review within five days after the teacher’s decision was rendered. The principal will determine a mutually agreeable time, place, and date for the review and notify the student, parents, and teacher accordingly. At the appointed time, the parties attending the review will meet to discuss the matter informally. Following the review, the principal shall affirm, reverse or modify the teacher’s decision.

C. Principal’s Decision

Student, parents and teachers may obtain a review of a principal’s decision under the attendance policy by filing a written request for review within five days with the superintendent. The superintendent or designee will determine a mutually agreeable time, place, and date for the review and will notify the interested persons accordingly. At the conclusion of the

review, the superintendent or designee shall affirm, reverse, or modify the principal’s decision.

D. Superintendent’s Decision

Student, parents, and teachers may appeal the superintendent’s decision in a given case by filing a written request for review within five days with the secretary of the Board of Education. The Board of Education will determine mutually agreeable time, place, and date for the review and notify the interested persons accordingly. At the conclusion of the review, the Board of Education shall affirm, reverse, or modify the superintendent’s decision.

Such decision shall be considered the final decision of the school district for purposes of further appeal under Iowa Code Chapter 290.

SECTION VII OTHER INFORMATION ABOUT ATTENDANCE

A. Transfers In/Out of the District

Students who transfer into the district must meet the same requirements as those students who initially enroll in the district. This includes age and immunization requirements. If possible, the student must provide the district with proof of the student’s grade level and a copy of the student’s permanent records from the student’s prior school district. If the student is unable to provide the superintendent with proof of the student’s grade level or permanent records (for example a homeless student), the superintendent will make the grade level determination.

For students wishing to transfer out of the district before graduation, the student’s parents should notify the administration in writing as soon as possible. The written notice should include the anticipated last date of attendance and the name and address of the school district to which the parent would like to have the student’s records sent. After such notice is received, the student will receive instructions regarding the return of textbooks, library books, locker equipment, hot lunch tickets, etc. No refunds will be made until all fees or fines have been paid.

B. Open Enrollment

Parents/guardians considering the use of the open enrollment option to enroll their child/ren in another public school district in the State of Iowa should be aware of the following dates:

March 1, 2013—last day for regular open enrollment requests for the 2013-2014 school year.

The last date for entering kindergarten students and those students falling under the “good cause” definition may apply for open enrollment prior to the third Thursday in September for the current school year.

CLASSROOM CONDUCT

The “three-step process” may be used by teachers to deal with student classroom misconduct. Step 1: If it becomes necessary to remove a student from class for a disciplinary, or academic reason, the student is sent to the SAM’s office. The student will complete the “Step 1” form, at which time, they will meet with an administrator. The student will be expected to hold a conference with the teacher before the student is re-admitted to class on “regular status.” As a minimum, before the next class period, a conference should be scheduled by the student. The teacher should keep a record of the meeting. The teacher may have the

student sign a statement indicating the meeting has taken place. The purpose of the conference is to resolve any problems which may be present and to make the teacher's expectations clear. Students who refuse to take part in a Step I, after 2 days of class, can be moved to a Step II level. Step II: If it becomes necessary to remove a student from class a second time, the student is sent to the principal's office. The teacher, student, parent, and the principal/or designee will hold a conference before the student is re-admitted to class on "regular status." The student may be suspended from class until the conference occurs. The signed record of this meeting is maintained in the student's disciplinary folder. The purpose of this meeting is to resolve any problems which may be present and to make the teacher's expectations clear. Unsatisfactory Step II conferences can result in the student's removal from class without credit. Step III: Students removed from class for disciplinary reasons a third time may be dropped from class without credit.

Code No. 503.4

GOOD CONDUCT CODE – EXTRACURRICULAR ELIGIBILITY POLICY

I. PHILOSOPHY

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

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

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

B. 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.

Summary of Scholarship Rule, 281—IAC 36.15(2)

The following requirements were effective 7-1-08:

- A student must receive credit in at least 4 subjects at all times.
- A student must pass all and make adequate progress toward graduation to remain eligible.
- If a student is not passing all at end of a final grading period, student is ineligible for first period of 30 consecutive calendar days in the interscholastic athletic event in which the student is a contestant. There is no requirement that the student competed in the sport previously. Students in baseball or softball have the same penalty as all other students.
- If a student is not passing all at any check point (if school checks at any time other than the end of a grading period), period of ineligibility and conditions of reinstatement are left to the school.
- Schools must check grades at the end of each grading period; otherwise, a school determines if and how often it checks grades.
- A student with a disability and an IEP is judged based on progress made toward IEP goals.
- The ability to use summer school or other means to make up failing grades for eligibility purposes not available. The rule now also requires that all original failing grades (even those remediated for purposes other than athletic eligibility) be reported to any school to which the student transfers.

Verbatim language of rule 36.15(2) Scholarship rules.3

- a. All contestants must be enrolled and in good standing in a school that is a member or associate member in good standing of the organization sponsoring the event.
- b. All contestants must be under 20 years of age.
- c. All contestants shall be enrolled students of the school in good standing. They shall receive credit in at least four subjects, each of one period or "hour" or the equivalent thereof, at all times. To qualify under this rule, a "subject" must meet the requirements of

281—Chapter 12. Coursework taken from a postsecondary institution and for which a school district or accredited nonpublic school grants academic credit toward high school graduation shall be used in determining eligibility. No student shall be denied eligibility if the student's school program deviates from the traditional two-semester school year.

(1) Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. Grading period, graduation requirements, and any interim periods of ineligibility are determined by local policy. For purposes of this subrule, "grading period" shall mean the period of time at the end of which a student in grades 9 through 12 receives a final grade and course credit is awarded for passing grades.

(2) If at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a contestant for 30 consecutive calendar days.

d. A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's individualized education program.

e. A student who meets all other qualifications may be eligible to participate in interscholastic athletics for a maximum of eight consecutive semesters upon entering the ninth grade for the first time. However, a student who engages in athletics during the summer following eighth grade is also eligible to compete during the summer following twelfth grade.

Extenuating circumstances, such as health, may be the basis for an appeal to the executive board which may extend the eligibility of a student when the executive board finds that the interests of the student and interscholastic athletics will be benefited.

f. All member schools shall provide appropriate interventions and necessary academic supports for students who fail or who are at risk to fail, and shall report to the department regarding those interventions on the comprehensive school improvement plan.

g. A student is academically eligible upon entering the ninth grade.

h. A student is not eligible to participate in an interscholastic sport if the student has, in that same sport, participated in a contest with or against, or trained with, a National Collegiate Athletic Association (NCAA), National Junior College Athletic Association (NJCAA), National Association of Intercollegiate Athletics (NAIA), or other collegiate governing organization's sanctioned team. A student may not participate with or against high school graduates if the graduates represent a collegiate institution or if the event is sanctioned or sponsored by a collegiate institution. Nothing in this subrule shall preclude a student from participating in a one-time tryout with or against members of a college team with permission from the member school's administration and the respective collegiate institution's athletic administration.

i. No student shall be eligible to participate in any given interscholastic athletic sport if the student has engaged in that sport professionally.

j. The local superintendent of schools, with the approval of the local board of education, may give permission to a dropout student to participate in athletics upon return to school if the student is otherwise eligible under these rules.

k. Remediation of a failing grade by way of summer school or other means shall not affect the student's ineligibility. All failing grades shall be reported to any school to which the student transfers.

Other related rules

281—36.1(280), definition of "compete" added to definitions:

"Compete" means participating in an interscholastic contest or competition, and includes dressing in full team uniform for the interscholastic contest or competition, as well as participating in pre-game warm-up exercises with team members.

"Compete" does not include any managerial, recordkeeping, or other non-competitor functions performed by a student on behalf of a member or associate member school.

281—36.15(1) amended to add the following sentence:

A member or associate member school shall not allow any student, including any transfer student, to compete until such time as the school has reasonably reliable proof that the student is eligible to complete for the member or associate member school under these rules.

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 project 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 project 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. A 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 date 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 which 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/her 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.

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

Each student must be in school the last half of the day (beginning of 5th period class) 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 transfers 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.

ACADEMIC AWARDS

THE ACADEMIC LETTER

The official school academic letter will be awarded to each student who earns a minimum grade point of 3.0 for a given semester. The "academic" letter is a shield with a symbolic lamp of learning sewn into the monogrammed shield and the shield is trimmed in white. Each student awarded an academic letter will receive an academic shield.

Letters will be awarded after a student completes their 8th semester.

THE ACADEMIC ACHIEVEMENT AWARD

Students who earn between a 3.50-3.89 grade point average for a semester will receive an "Academic Achievement Award". Some students could acquire eight certificates in their high school career, one for each of their semesters at New Hampton.

ACADEMIC EXCELLENCE AWARD

Students who earn between a 3.90-4.00 grade point average for a semester will receive an "Academic Excellence Award". Some students could acquire eight certificates in their high school career, one for each of their semesters at New Hampton.

GRADE POINT IMPROVEMENT

We will also recognize those students whose grade point average for a particular semester is at least .50 grade points above their average for the previous semester. We value high grades, but we also want to reward improvement. Not all students have the ability to earn a high grade point average, but nearly everyone can improve!

EXCELLENCE IN ATTENDANCE

We will also recognize those students whose attendance for the semester is exemplary. To receive this award, a student would have missed one (1) or less days of school (non-school-related absences). We value attendance and feel that by being in attendance at school provides students a much better opportunity for success.

ACTIVITIES

ATHLETICS

Every student at New Hampton Community High School has the opportunity to participate in interscholastic athletics.

Awards, major letters, pins and numerals may be earned in football,

basketball, wrestling, baseball, track, softball, cross country, volleyball and golf. An award is given on recommendation of the coach or coaches in charge of the teams.

ATHLETICS—SPORTSMANSHIP

The policy of the New Hampton Community School District is to promote sportsmanship, ethics, and integrity. The Board of Education recognizes the value of extracurricular activities in the educational process and the values that young people develop when they have the opportunity to participate in an organized activity outside of the classroom.

Participants and responsible adults involved in Board approved extracurricular activities are expected to demonstrate the same level of responsibility and behavior at practice and competitions as is expected in the classroom. The Board further encourages the development of and promotion of sportsmanship, ethics, and integrity in all phases of the educational process and in all segments of the community, including administrators, participants, adult supervisors, parents, fans, spirit groups, and support/booster groups. Good sportsmanship includes but is not limited to exhibiting the spirit of benevolence and genuine concern for the opponent; accepting results gracefully and acting fairly and with courtesy at all times; and maintaining self-control in all circumstances.

DRAMATICS

A fall musical or play and a spring play are produced each year. In order to become a member of the cast of any of the plays, you need to appear at the try-outs called by the play director. All students are eligible to participate in dramatics.

MUSIC

The following musical organizations are maintained at the New Hampton High School: marching band, concert band, jazz band, freshmen choir, mixed chorus, and show choir. In addition to the large musical groups, a student has the opportunity of being a member of small musical groups.

Marching band is organized at the start of the school year and continues until the end of the football season. Activities include half-time performances at all home football games and various parades. Concert band follows marching band and continues until the end of the school year. Band concerts are performed and students can take part in state music contests. A small pep band is selected from the concert band for playing at home games and at pep assemblies.

The freshman mixed chorus and NuHi Chorale are organized at the start of the school year. Both groups participate in home concerts, community performances and other related activities throughout the school year. The show choir membership was chosen last spring. They will be preparing for home concerts, contests, and community performances. All students in vocal music have the opportunity to participate in musical productions, choral festivals, and contests based upon desire, ability and auditions (if necessary).

SPEECH

The New Hampton Community High School is a member of the Iowa High School Speech Association. Each year our students participate in the district and state speech contests. All students are eligible to participate in this activity. There is a wide variety of speech forms to choose from: dramatic declamation, play reading, story telling, original oratory, interpretive reading of poetry or prose, radio speaking, public speaking and extemporaneous speaking. In order to take part in speech work, a

student need only indicate his desire to the faculty sponsor.

ACTIVITIES—STUDENT GOVERNMENT

STUDENT SENATE

Student Senate is one of the most important student government activities. Student Senate officers and representatives are elected in the spring preceding their year of service. The Student Senate is responsible for organizing homecoming activities in the fall each year. In addition, the Student Senate undertakes several projects each year to foster school spirit and promote the welfare of the student body. It works with the faculty and administration in accomplishing its mission.

CLASS ELECTIONS

Class elections are held in the spring for the following school year, except for the freshman class. The freshman class elections will be held during the first quarter of the school year. Each class will elect a president, vice-president, secretary and treasurer or secretary- treasurer combination.

SOPHOMORE MAGAZINE SALES CAMPAIGN

The sophomore class conducts a magazine sales campaign each year. The proceeds of this campaign are used to finance their activities as juniors and seniors without making special assessments.

ACTIVITIES—STUDENT ORGANIZATIONS

BUSINESS ACHIEVEMENT CLUB (B.A.C.)

The purpose of the club is to develop competent business leadership, to strengthen the confidence of young men and women in themselves and in their work, and to create more interest and understanding in intelligent choice of business occupations. Students interested in BAC should contact Mrs. Anderson or Mrs. Ayers.

FUTURE FARMERS OF AMERICA (FFA)

A member must be enrolled in the agriculture education program. The purpose of the club is to give students a chance to develop leadership, to supplement the class work in vocational agriculture through out-of-class activities, to create a love for country life, and to create more interest in an intelligent choice of farming occupations. Activities include entries in various contests, fairs, etc., and to finance their own activities through joint effort. Students interested in FFA should contact Mr. Russ.

GAY-STRAIGHT ALLIANCE

The Gay-Straight Alliance at New Hampton High School is a student organization that provides a safe and supportive environment for lesbian, gay, bisexual, and transgender (LGBT) youth and their straight allies (LGBT+). It promotes acceptance of people's differences through discussion and positive action. Our goal is to educate students and staff, promote tolerance of alternate life styles, and encourage ultimate acceptance of others. Students interested should see the faculty sponsor or the counseling office.

LETTERETTE'S AND LETTERMEN'S CLUB

A NHHS "letter" must be awarded a student before he/she is eligible for membership. The purpose of the club is to further the cause of better athletic, music, and academic programs, to encourage higher standards of training and academics and to make membership in this organization a source of pride and honor for NHHS students. Students interested in the letter-winners clubs should contact Ms. Quass (Letterettes) or Mr. Pagel (Lettermen).

STUDENTS AGAINST DESTRUCTIVE DECISIONS (S.A.D.D.)

Students Against Destructive Decisions (S.A.D.D.) invites any student to join the organization. The S.A.D.D. chapter supports the annual "Post-Prom party", sponsors an all-school dance, and otherwise provides students with activities designed to help them make healthy decisions about important life issues. Students interested in S.A.D.D. should contact the sponsor.

STUDENTS ORGANIZATIONS, OTHER

Student-initiated, non curriculum-related groups, upon receiving written permission from the principal, may use school facilities for group meetings during non-instructional time. Non-instructional time shall mean any time before or after regularly scheduled class periods. Meetings shall not interfere with the orderly conduct of the educational program or other school district operations. When choosing a meeting time for an approved non curriculum-related group, the principal shall determine whether the preferred meeting time will interfere with the orderly conduct of the education program or other school district operations, and shall schedule accordingly.

Curriculum-related student organizations may use the school facilities for meetings and other purposes before, after, and during the instructional school day. Curriculum-related activities shall have priority over the activities of any other organization. The principal shall have the responsibility to determine whether a group is curriculum- or non curriculum-related. A group shall be considered curriculum-related if any of the following questions can be answered in the affirmative:

1. Is the subject matter of the group actually taught in a regularly offered course?
2. Will the subject matter of the group soon be taught in a regularly offered course?
3. Does the subject matter of the group concern the body of courses as a whole?
4. Is participation in the group required for a particular course?
5. Does participation in the group result in academic credit?

Only students may attend and participate in meetings of non curriculum-related groups. Such attendance shall be strictly voluntary and student-initiated. School district personnel will be assigned to monitor approved meetings. For non curriculum-related groups, however, school district personnel shall not in any way participate in the meeting or assist in planning, criticizing, or encouraging attendance. Non-school persons cannot direct, conduct, control, or regularly attend activities or meetings of these non curriculum-related, student-initiated groups. All non curriculum-related groups must be organized, promoted and led exclusively by students. Any participation by adults disqualifies the group from being considered student-initiated.

ACTIVITIES—STUDENT PUBLICATIONS

CHIEFTAIN

Chieftain, the NHHS Newspaper, is written and edited by students but is published as a page in the New Hampton Tribune. The Chieftain is a student run blog with publication as part of the New Hampton Tribune. Students interested in journalism and who like to write may apply to the staff sponsor for membership on the news staff.

YEARBOOK—SHADOW

Each year an annual, called the "Shadow", is published by the students. The selection of editor is made by the annual sponsor with the help of the principal and present editor. Students interested in serving on the annual staff should contact Mrs. Weiglein

NATIONAL HONOR SOCIETY

New Hampton High School has a chapter of the National Honor Society. Juniors and seniors with cumulative grade point averages of 3.25 or above are eligible for selection to the National Honor Society. Selections are made by a faculty council. Students are selected for membership on the basis of their character, scholarship, leadership, and service. The information, which follows, helps to conceptualize these characteristics.

The candidate who exercises leadership:

- Is resourceful in proposing new problems, applying principles, and making suggestions.
- Demonstrates initiative in promoting school activities.
- Exercises positive influence on peers in upholding school ideals.
- Contributes ideas that improve the civic life of the school.
- Is able to delegate responsibilities.
- Exemplifies positive attitudes.
- Inspires positive behavior in others.
- Demonstrates academic initiative.
- Successfully holds school offices or positions of responsibility; conducts business effectively and efficiently; demonstrates reliability and dependability.
- Is a leader in the classroom, at work, and in school or community activities.
- Is thoroughly dependable in any responsibility accepted.
- Is willing to uphold scholarship and maintain a loyal school attitude.

The student who serves:

- Volunteers and provides dependable and well organized assistance, is gladly available, and is willing to sacrifice to offer assistance.
- Works well with others and is willing to take on difficult or inconspicuous responsibilities.
- Cheerfully and enthusiastically renders any requested service to the school.
- Is willing to represent the class or school in inter-class and inter-scholastic competition.
- Does committee and staff work without complaint.
- Participates in some activity outside of school, for example, Girl Scouts, Boy Scouts, church groups, volunteer services for the elderly, poor, or disadvantaged.
- Mentors persons in the community or students at other

- schools.
- Shows courtesy by assisting visitors, teachers, and students.

The Six Pillars of Character will be used to assess character.

Trustworthiness ... Trustworthiness is concerned with all qualities and behaviors that make a person worthy of trust, especially integrity, honesty promise keeping, and loyalty.

Respect ... Respect is expressed in terms of positive qualities such as civility, courtesy, dignity, politeness, tolerance, and acceptance.

Responsibility ... Responsibility speaks to being accountable for our actions, pursuing excellence, not giving up, commitment to goals, doing what we say we will do, and exercising self-restraint.

Fairness ... Fairness embodies concern with equity, equality, impartiality, openness and doing what is right and expected of us.

Caring ... Caring relates to the concepts of charity, kindness, compassion, empathy and sharing.

Citizenship ... Citizenship involves being a good citizen, getting involved in school and community activities, voting, volunteering and caring about community, state and nation.

Continued membership is not automatic. The National Honor Society Chapter Constitution and Bylaws specifies the details about continued membership. Students interested in learning more about the selection process of members are encouraged to meet with the National Honor Society sponsor, Mr. McDonald.

ACTIVITIES—DANCES, OTHER SOCIAL ACTIVITIES

SOCIAL

Each year there is a Junior-Senior prom (formal or semi-formal attire) sponsored by the Junior class. This usually takes place the last week of April or the first week of May. Juniors and Seniors must register non-students and underclass guests in the principal's office. Sometime during the year a Senior Banquet is held. This is planned and sponsored by the Senior class.

Each organization or club may sponsor one all-school dance per year. School dances typically close at 11:30 p.m. following athletic events.

A special party known as the Sweetheart Dance is sponsored on or near Valentines Day by the Freshman class. A king and queen of hearts is selected by the Freshmen to preside over the festivities. No outside persons are allowed.

Students are not allowed to bring non-NHHS guests to any social function other than prom and homecoming. Students bringing guests are responsible for the conduct of those guests. Junior High students are not allowed at any high school dance.

The Student Senate coordinates the annual Homecoming celebration in the fall. The election of the Homecoming queen/king and their four attendants (Seniors) and the selection of an appropriate theme for the celebration is delegated to the Student Senate. A homecoming dance, sponsored by the Student Senate, is held in the gymnasium.

DANCE REGULATIONS

The following rules exist for New Hampton High School dances except when specifically noted otherwise:

1. A Breathalyzer Wand may be used at co-curricular and extra curricular activities.
2. Once a student leaves a dance, the student will not be allowed to return.
3. Only New Hampton High School students will be allowed to attend dances (except Homecoming and Prom).
4. Students will not be allowed to carry any beverage into a dance.
5. Any inappropriate dancing, as deemed so by the chaperones, is grounds for removal.

APPEARANCE

STUDENT APPEARANCE

We expect everyone to come to school dressed in clothes that are safe, sanitary, and decent. Apparel must cover the shoulders and not expose the midriff or back. All undergarments must be covered for both girls and boys. Students may not wear hats/headgear in the building on school days from the time the student enters the building until school is dismissed. Clothing which contains language whose use is contrary to school regulations is prohibited. Clothing which contains images or promotes products whose use is contrary to school regulations is prohibited. Clothing which contains images or messages which promote behavior which is contrary to school regulations is prohibited. Students must wear shoes at all times. While the primary responsibility for appearance rests with the students and their parents, the administration reserves the right to judge what is proper and what is not.

For groups representing the school in public activities, the coach, director or sponsor will determine what is appropriate in regard to proper grooming and dress. Any apparel ordered by a school group must be approved by administration

BULLETINS

INFORMATION BOARD

Information boards are located in the first and second floor lobbies. Permission must be obtained from the principal's office to post signs, bulletins, posters, etc., or to distribute written material on school property.

BUS TRANSPORTATION

BUS BEHAVIOR EXPECTATIONS FOR SAFETY

The New Hampton School District expects student behavior on the bus to be orderly and follow school 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 written note given to the Transportation Director or by a phone call to 394-5065 to issue a written bus pass to the student(s).

3. Bus routes are established by the student's residence and bus passes cannot be issued unless on an established route.

**USE OF VIDEO CAMERAS ON SCHOOL BUSES REGULATION:
BOARD POLICY NO. 712-2R2**

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 contents 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.

STUDENT ACTIVITY TRANSPORTATION

A student who is a participant in an out-of-town school sponsored activity must use school authorized transportation. A request for an exception to customary practice must be approved by the sponsor and/or the principal. Notes from parents may be required prior to the event.

A student spectator who uses school transportation to a school activity away must return the same way. A request for an exception to customary practice must be approved by the sponsor and/or the principal in advance (unless the parent him/herself contacts the supervisor at the activity). Notes from parents may be required prior to the event.

OPEN NIGHT

Wednesday night is designated as open night. No school functions, practices, or games will be scheduled after 6:30 p.m. on this night. The only exception would be if an agency or group outside of the school schedules tournaments or meetings on this night.

COLLEGE VISITS BY SENIORS

Seniors of New Hampton Community Senior High School who wish to speak with representatives of post-high school institutions will work through the counselors' office. The counselor will also handle all authorized visits to the post-high school institutions. Seniors will be allowed three excused absences for college visits if approved by the Counselor or Principal. (See the Attendance Policy.) No college visits will be approved after May 1.

COMPLAINTS AND GRIEVANCES

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

FIRE AND TORNADO DRILLS

Exit plans for fire drills and tornado drills are posted in every room.

GRADING SYSTEM

MARKS USED

A five-letter marking system is used in the New Hampton Community High School. It is as follows:

Grade	Grade Points	
A	Excellent (advanced performance)	4.0
B	Above Average (above basically acceptable performance)	3.0
C	Average (basically acceptable performance)	2.0

D	Below Average (marginally less than acceptable performance)	1.0
F	Unacceptable (Clearly less than acceptable performance, no credit earned)	0
P	Pass	0
INC	Incomplete—An incomplete signifies that all required work has not been completed. An incomplete is only given due to illness and/or extenuating circumstances. A student may be given two weeks to remove "Incomplete" grades. If not removed in that time, a "Failing" grade may be recorded.	

All "incomplete" work at the end of the school year may be recorded as "F" unless sufficient arrangements have been made to make-up the incomplete work.

HONOR ROLL

A "low" and a "high" honor roll will be compiled by the principal's office for each semester. To be on the "low" honor roll, a student must have a grade point average between 2.67 and 3.49. To be on the "high" honor roll, a student must have a grade point average of 3.50 or above.

REPORT CARDS AND GRADE REPORTS

Report cards will be distributed ASAP following the close of each semester. The grade reports will be issued to each student and sent to parents every twenty-two (22) days. End of semester grades are cumulative grades. Cumulative grades are recorded on transcripts. These grades are used to figure cumulative GPA, class rank, and honor rolls.

GRADUATION

ENROLLMENT REQUIREMENT

Each student must be enrolled in class at least 6 blocks/ 12 periods per cycle per semester (forty-eight periods per cycle are scheduled—six days times 4 blocks or eight periods per day). The following classes help to satisfy the enrollment requirement:

- All Language Arts, Mathematics, Science, Social Studies, Agriculture Education, Family & Consumer Science, Art, Spanish (1 class period), Business and Marketing Education, and Industrial Arts classes (3 blocks per class per cycle)
- Instrumental Music (six class periods per cycle)
- Vocal Music (6 class periods per cycle)
- Physical Education (three/four class periods per cycle)
- Driver's Education (four class periods per cycle)
- Enrollment in two Post Secondary Education Option (PSEO) courses will replace one high school course enrollment (6).
- Enrollment in an AP course will be of equal value to a high school course.

This enrollment requirement may be waived in extra-ordinary circumstances by the high school principal. Students who fall below the minimum enrollment requirement may be ineligible for extra curricular activities and/or dropped from school for the remainder of the semester.

GRADUATION REQUIREMENTS

Seniors must earn at least forty-eight (48) credits in order to graduate from New Hampton High School.

Twenty-eight (28) credits of the forty-eight (48) credits are specified (required):

- Language Arts 8 credits
 - Including
 - English and Composition I (2 credits)
 - Foundations of English (2 credits)
 - English and Composition II (2 credits)
 - English and Composition III (2 credits) or
 - American Literature & Composition (2 credits) or
 - College Prep
- Science 6 credits
 - Including
 - Physical Science (2 credits)
 - Biology (2 credits)
 - and Global Science or
 - Chemistry or
 - Physics
- Mathematics 6 credits
 - Three of the following subjects:
 - Essentials of Mathematics (2 credits)
 - Transitional Mathematics (2 credits)
 - Algebra (2 credits)
 - Geometry (2 credits)
 - Advanced Algebra (2 credits)
 - Pre-Calculus (2 credits)
- Social Studies.....6 credits
 - Including:
 - Civics (1 credit)
 - American History (2 credits)
 - Economics (1 credit)
 - American Government (1 credit)
- Physical Education.....2 credits
 - (1/2 credit per semester)

Twenty (20) credits of the forty-eight (48) credits are elective.

Each course in the following areas of study earns the credit value per semester as listed:

<u>Areas of Study</u>	<u>Credit Value per Semester</u>
Language Arts, Mathematics, Science, Social Studies, Special Education, Agriculture Education, Art, Spanish, Family & Consumer Science, Business Education, Industrial Arts, Music	1.00
Driver's Education & Physical Education	.50

A maximum of four credits may be earned at an accredited institution to be applied toward the New Hampton High School Diploma. Students transferring from another school are not included in this restriction.

The high school principal may allow alternative educational programming in place of the regular requirement(s) in order to more

appropriately meet the educational needs of an individual student after consultation with Departmental staff and the student's parents.

In addition to completing the graduation requirements listed above, each student must be considered in "good standing" in that the student has no disciplinary sanction yet unsatisfied [including but not limited to unserved detention(s), outstanding suspension(s)] or unmet monetary obligations in order to graduate.

CREDIT RECOVERY

1. If a year long or semester long required course is failed, the class will be retaken in the regular class setting.
2. If the above mentioned class(es) is failed for the 2nd time, the student may seek other options to complete the course.
3. If one semester of a year long course is failed, the student may seek other options to complete the course.

STUDENT CLASSIFICATION SCHEDULE

Students will be classified in the following manner:

1. Freshmen and sophomores (9th and 10th graders) will be "unclassified":
 - 1st or 2nd semester of attendance in high school (freshman)
 - 3rd or 4th semester of attendance in high school (sophomore).
2. To be considered a junior, the student must have a minimum of 4 semesters of attendance and must have earned a minimum of 20 credits by the end of the 4th semester.
3. To be considered a senior, the student must have a minimum of 6 semesters of attendance and must have earned a minimum of 30 credits by the end of the 6th semester. To retain senior standing, the student must have earned at least 35 credits by the end of the 7th semester.
4. Administration has the discretion to allow a student to take credit recovery at any time.

Students and/or parents seeking exceptions to the student classification schedule should apply to the principal for an exception.

Students will not be eligible to participate in traditional senior class activities, including commencement exercises, without senior status.

EARLY GRADUATION

The philosophy of the New Hampton High School is that students profit most by remaining in school a full eight semesters and by taking as many courses available to them as possible, regardless of the total number of credits accumulated in four years. However, in the case of extenuating circumstances, it is possible to graduate after the completion of seven semesters of high school if sufficient graduation credits have been accumulated. The student must have administrative approval, a conference including the student and the parents will be held with the counselor during the junior year. If it is determined at this conference that early graduation is the most desirable step, approval may be given.

COMMENCEMENT

Any student who has met the requirements for graduation and who follows the rules set by the administration for the ceremony will be allowed to participate in commencement ceremonies. If, for any reason, a student fails to participate in commencement ceremonies, the student shall still receive his or her final progress report and diploma for completion of graduation requirements. Any student who is not considered in "good standing" as defined will not be allowed to

participate in the commencement proceedings.

POST-SECONDARY ENROLLMENT OPTION

Students in grades nine (9) through twelve (12) may receive academic credits that count toward the graduation requirements for courses taught in post-secondary educational institutions. The student may receive credits for courses approved by the school board. Courses shall be approved on a case-by-case basis. Students in grades eleven (11) and twelve (12) and/or identified ELP, will be reimbursed for tuition and other costs directly related to a course approved by the board up to a maximum of \$250.00. Students that fail a PSEO course will be billed for the cost of the course (\$250).

Students in grades nine (9) through twelve (12) may take correspondence courses from a post-secondary educational institution. Prior to taking the correspondence course, students must receive the approval of the principal to receive credit toward the graduation requirements set out by the board.

GUIDANCE AND COUNSELING

A counselor is available to help students with educational and personal problems. The counselor assists students in dealing with personal problems, class scheduling and preparation for future vocations. Counselors can provide information to students about other kinds of problems as well, including substance abuse, family concerns, etc. Material for information relative to colleges and vocational schools will be on file in the media center and the guidance office. In addition to the counselor's and the principal's office availability for guidance, each student will be assigned a homeroom advisor.

HEALTH SERVICES

A nurse is on duty during school hours for the benefit of the students. If a student becomes ill during school time, he/she must report to the health service office before leaving school. No student will be sent home or taken home without a responsible adult being notified.

A student, if ill, may go directly to the health office whether in class or study hall. Students may request permission to go to the health office if they feel they have a problem of health nature they wish to discuss with the nurse. No medication of any kind will be dispensed from health service without the proper card filled out, dated and signed by the parents. Each student will bring a card home for signature. All prescription drugs, tylenol, ibuprofen, etc. must be taken in the nurse's office.

Any student injured in school, including athletic activities, must report such injury to the health service not later than the day after the injury. This is especially important for those students who have school insurance. This includes any injury on the bus, on the way to and from school, and at out-of-school sponsored activities. School insurance for students will be processed by school personnel. Any inquiries regarding insurance should be made to the health service. The health service serves as first aid station for major and minor types of injuries and also serves as resource center for health related materials. The health service will schedule medical, dental, or optometric appointments for students upon parental request and approval. The parent must also give consent to the treating physician.

Doctor's certificates excusing students from the activity portion of physical education class will be kept on file in the health services office. Doctors certificates will be interpreted to mean all activities requiring

physical activities including intramurals, athletics, cheerleading, etc., unless the certificate specifies otherwise.

ADMINISTRATION OF MEDICATION

No medication shall be dispensed to any student unless the following rules are observed:

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

HEALTH AND IMMUNIZATION CERTIFICATES

Students who wish to participate in athletics or who are enrolling in the district for the first time shall have a physical examination by a licensed physician and provide proof of such an examination to the principal. 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 diphtheria, pertussis, tetanus, poliomyelitis, mumps, measles, and rubella. Exemptions from this immunization requirement will be allowed only for medical or religious reasons. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt from this requirement.

COMMUNICABLE DISEASES

Students with a communicable disease will be allowed to attend school as long as they are physically able to do so and so long as their presence does not create a substantial risk that others will catch the disease. The term "communicable disease" means an infectious or contagious disease spread from person or animal to person. Once the administration, in conjunction with the school nurse, decides that the student's condition poses a health threat to other students, the student will be excluded from

school for the duration of the period of contagion. In order to prevent the spread of communicable diseases, parents should use their good judgment in keeping sick children home from school. When the administration has knowledge of the presence of a communicable disease, the State Department of Health will be notified.

ILLNESS AND INJURY

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

HOT LUNCH PROGRAM AND CAFETERIA USE

Students may purchase the cafeteria lunch or bring their lunch from home. Lunch must be eaten in the cafeteria. For sanitation reasons we cannot allow students to eat lunch anywhere else in the building. Lunch money can be credited into a student's lunch account before school in the cafeteria office. Payment can be made for an individual meal in case of emergency. Students must remain on school property during lunch period. The parking lot is off limits.

INSTRUCTIONAL COMPUTING

The high school provides instructional computing opportunities for students. Access to the Internet may be available for students. Each student may have a computer file and programs including a school e-mail account, to which he/she has been given access. Each student should not share his/her 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 offensive/obscene messages or images; using obscene language; 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.

ACCEPTABLE USE OF INTERNET/NETWORK RESOURCES 605.4

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

Because of the breadth, scope, and unregulated nature of the Internet, not all materials on the Internet are appropriate for educational uses. The constantly evolving nature of the Internet makes it virtually impossible to predict and control what users may access. The School District makes no

guarantees regarding the accuracy of the information accessed through the use of the Internet or the NHCS network. Although students will be under teacher supervision while on the Internet/network, it is not possible to constantly monitor what individual users are accessing. Some students might encounter information that may not be of educational value. The use of the Internet/network carries responsibilities for every user.

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

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

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

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

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

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

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

Students may not download programs from the Internet/network and/or other media. Students may not upload programs to the Internet/network. A program is defined as an executable file.

The user should understand that he/she assumes the entire risk as to the accuracy and/or validity of information obtained or received through the use of the network. The user agrees to hold harmless NHCS for any damages including direct, indirect, consequential or incidental, that the NHCS user or

any other party may suffer. This includes but is not limited to loss of data resulting from delays, non-delivery, or service interruptions as a result of NHCS or the user.

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

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

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

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.

LIBRARY MEDIA CENTER

The Library Media Center is used by the students to enrich the quality of their education. It is a place for study, research or recreational reading. For those purposes, all library media centers maintain an atmosphere of quiet. Some of the guidelines used in the Media Center include:

Passes must be processed "in" and "out" at the counter, all materials taken from the media center must be checked out at the counter, and fines may be levied for books and materials that have been lost or damaged.

MOTOR VEHICLES

MOTOR VEHICLES—DRIVING/PARKING

Driving a motor vehicle to and from school is a privilege - not a right. Students who drive motor vehicles must park only in designated areas. All students who use the high school parking lot must park correctly in using the appropriate parking areas or face disciplinary consequences.

Students may not loiter around or be in their vehicle during the school day without permission from the administration. Cars should be kept locked at all times; if someone enters your car without permission, report this to the Principal's office immediately. Local police should be informed and a report filed with them dealing with any incident of vandalism, damage from a collision, or theft of items in the vehicle. The school district cannot be responsible for any damage and/or theft that occurs in the lot.

Designated parking areas are established for students to use during the school day; as well as for night and summer activities. Students should park within the lined area of the parking lot and provide easy entrance and exit of other vehicles. Parking also is allowed in the south end of the lot where gravel exist. All vehicles on the gravel will park in a parallel row forming a line running

west to east using the markers/line provided. Those vehicles that park in this fashion must not hamper or block the exiting of district buses that are parked in that area of the parking lot.

Student vehicles are not to be parked in the Faculty parking area. This area is directly east of the high school building. Avoid parking outside of the yellow lines on the East side of the parking area. No students may park directly east of the staff parking lot - extending into the right of way traffic area which leads to Main Street & Hamilton Street. This traffic area must be clear to permit all buses and other traffic to move safely north and south. No parking is allowed outside the yellow lines West of this area near the NEW LOBBY. Traffic must be able to get through this area in case of emergency and delivery of school supplies. Areas near the Auto Shop and Industrial Education areas are reserved parking for school vehicles and no student shall be parked in these areas, without special permission from the administration. Student parking is not allowed on the upper level of the high school (north part of building).

Vehicles are not to be parked in the loading dock area, fire lanes, posted locations, or on the gravel along the fence on the west side of the parking lot, EOHS parking, or the area by the gate to the football field near the bike racks. Vehicles illegally parked in these areas can be towed away at owners expense. Vehicles parked in handicapped areas without official tags or vehicles parked in restricted locations can be ticketed by the New Hampton Police Department.

Each vehicle must be registered with the school and this can be done by completing a registration form in the Activities Office. Students will be issued a parking sticker. Each registered car must have a sticker registered to that particular vehicle to park legally in the school lot. Stickers must be placed in the lower left corner of the rear window of the vehicle. Cost of each registered sticker would be \$15.00 to cover expenses.

Failure to follow the parking procedures will result in the assignment of disciplinary consequences and may include the assignment of fines for violations of the procedures established by the New Hampton School District. Students with more than three parking lot violations of any type (parking violations & driving violations) may lose their parking privileges for the school year.

Parking violations fine schedule:

- A. Failure to display sticker properly or failure to be registered with the school \$5.00
- B. Unauthorized parking or improper parking in parking areas not designated for student:
 - 1st Violation - \$10.00
 - 2nd Violation - \$15.00 - Demerit
 - 3rd Violation - \$25.00 -Loss of on campus parking for remainder of school year.Driving Violations: The following types of driving are unacceptable and will be subject to penalties:
 - A. Excessive speeding (east roadway: 20 mph; parking lot: not more than 10 mph)
 - B. Failure to drive with vehicle under control - doing "donuts" or "spin outs", squealing of tires or throwing of gravel by spinning tires or other reckless or dangerous driving which could endanger passengers or others.
Violations of these types may result in:

Suspension/Referral to Board for Expulsion/Revocation of parking privileges for a period of time up to one school year/and possible police referral.

If you have questions about this subject, or you are not clear about where you can park your vehicle, be sure to check with the office to confirm if you are in compliance with the high school parking lot requirements.

Parents who pick up their students at the end of the school day are to meet them on the parking lot on the east side of the building. The driveway in front of the school (north) is off-limits between 2:45 and 3:15 because of bus loading. Student parking is not allowed on the upper level of the high school (north part of building).

SEARCH AND SEIZURE

School authorities may, without a search warrant, search a student, and/or personal effects, student lockers, desks, work areas, or student automobiles based on a reasonable suspicion under the circumstances and in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may also seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include but are not limited to nonprescription controlled substances, such as marijuana, cocaine, amphetamines, barbituates, 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.

STUDENT FEES

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplementary 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 of students who believe they may qualify for temporary financial hardship should contact the superintendent's office for a waiver form. This waiver does not carry over from year to year and must be completed annually.

TELEPHONES

The telephone in the Principal's Office may be used in some circumstances. Students who misuse the telephone will suffer disciplinary consequences. Dialing 911 is one such misuse of the telephone if no emergency exists. Parents are requested, if at all possible, not to have students called from classes to accept telephone calls. **Parents who must call for high school students should call 641-394-2144, the principal's office.** If it is not necessary for a parent to converse directly with the student, a message can be left with the principal's office and it will be delivered to the student. **Student use of a cellular telephone or handheld device is limited to time before classes begin, during passing time, during lunch and after school. Students are to have phones on silent or off**

during class time and they are not to be placed where they can be deemed a disruption in class. Students may only use such devices in class as instructed by the teacher. Inappropriate use is subject to confiscation. Video & Picture capable Cellular Telephones are not permissible in locker rooms or rest rooms at any time. Cell Phones or other inappropriate technology devices confiscated: 1st Offense: Demerit, device returned at the end of the day, and parent notification. 2nd and subsequent Offenses: Item may be picked up from the Principal only by a parent.

Acceptable and Restricted Uses:

Student use of electronic paging or two-way communication devices (e.g. beepers/cellular phones) during class is prohibited, except as specifically authorized by the building principal. Any student found violating this policy shall be disciplined accordingly.

CONSEQUENCES of Violations:

1. Immediate confiscation of the involved device(s) or media. As appropriate, depending upon the nature and severity of the violation, the confiscated device(s) or media may be held in evidence indefinitely.
2. Suspension or revocation of privileges related to Internet access, electronic mail and/or fax, network access, and computer access.
3. Detention, suspension, or expulsion as deemed appropriate by school/district administration.
4. Civil legal action and/or prosecution by the authorities.

WEATHER NOTICES

Whenever it becomes necessary to cancel school, such notices will come over KOEL, (Oelwein), KAUS (100 FM, Austin, MN), KWWL-TV (Waterloo), KIMT-TV (Mason City), KCZE (95.1 FM, New Hampton).

OTHER INFORMATION

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 503.5 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.

EDUCATIONAL RECORDS

Parents and eligible students have important rights regarding educational records. Parents and eligible students have the right to:

1. inspect and review educational records
2. request an amendment of the educational records
3. consent to disclosure of personally identifiable information in educational records
4. file a complaint with the U.S. Department of Education regarding alleged non-compliance with the law
5. obtain a copy of the records policy
6. withdraw students' directory information from general release.

Interested parents (and 18-year-old students) should contact the building principal who will, upon request, make available copies of policies and rules pertaining to the maintenance of student records.

The principal or guidance counselor of each attendance center may release the following types of information as he/she sees fit, keeping in mind the privacy of the student and the student's family and the totality of the surrounding circumstances:

name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous school attended by the student.

PARENTAL NOTICE

GENERAL EDUCATION INTERVENTIONS

The New Hampton Community School District uses a problem solving model to address student concerns through general education interventions. Problem solving activities are part of the school's general program and may occur at any time throughout the school year.

The problem solving process is a systematic set of procedures designed to look at different factors that might be affecting student success, such as what is taught, how it is taught, and how the student responds to these processes. During the problem solving process, school personnel (including special education staff and Keystone special education personnel) may be involved in gathering information that will be used to develop effective interventions.

As parents, you are key participants during all facets of problem solving. If a child is recommended for special education services, parents must give written consent. Parents may also request that their child be considered for special education services at any time by contacting the child's principal.

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 the orderly operation of the school. Prior restraint of material prepared for publication is prohibited except when the material violates this section. Additional information is presented in Iowa Code 280.22

NONDISCRIMINATION POLICY OF THE NEW HAMPTON COMMUNITY SCHOOL DISTRICT

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

There is a grievance procedure for processing complaints of discrimination. Inquiries regarding NHCS D compliance with pertinent federal law should be directed to the New Hampton Community School District Equity Coordinator: Kelly O'Donnell, 710 West Main Street, New Hampton, IA 50659, (641-394-2144 EXT2030, k_ofonnell@new-hampton.k12.ia.us

PROTECTION OF PUPIL RIGHTS IN FEDERAL APPLICATION SURVEYS

Section 1017 of the Goals 2000 Educate America Act requires schools to give parents and students effective notice of their rights under this legislation with respect to the following:

- A. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any applicable program shall be available for inspection by the parents or guardians of the children.
- B. No student shall be required, as part of any applicable program, to submit to a survey, analysis, or evaluation that reveals information concerning—
- (1) political affiliations;
 - (2) mental and psychological problems potentially embarrassing to the student or his/her family;
 - (3) sex behavior and attitudes;
 - (4) illegal, anti-social, self-incriminating and demeaning behavior;
 - (5) critical appraisals of other individuals with whom respondents have close family relationships;
 - (6) legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
 - (7) income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an un-emancipated minor, without the prior written consent of the parent.
- C. Educational agencies and institutions shall give parents and students effective notice of their rights under this section.

ANTI-BULLYING/HARASSMENT POLICY

Initiations, Hazing, Bullying or Harassment

Harassment, bullying and abuse are violations of school district policies, rules, and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials. Person or individuals who feel that they have been harassed or bullied should:

Communicate to the accused that the person expects the behavior to stop, if the person is comfortable doing so. If the person needs assistance communicating with the accused, the person should ask a teacher, counselor or principal to help. If the person does not stop, or the person does not feel comfortable confronting the accused the student should:

- * tell a teacher, counselor or principal; and
- * write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
 - what, when, and where it happened;
 - who was involved;
 - exactly what was said or what the accused did;
 - witnesses to the harassment or bullying -
 - how the person felt; and
 - how the accused responded.

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

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

Sexual harassment includes, but is not limited to:

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

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

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

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

Refer to Board of Education Code No. 403.5

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 part, or camping grounds due to the lack of alternative adequate accommodation; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement.
2. A child or youth who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. A child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting; or
4. A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraph "1" through "3" above.

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

Marks and credit values used in grade reports.

MARK	POINT VALUE	MARK	POINT VALUE
A	4.00	D+	1.33
A-	3.67	D	1.00
B+	3.33	D-	0.67
B	3.00	F	0.00
B-	2.67	INC	0.00
C+	2.33	P	0.00
C	2.00		
C-	1.67		

Percentage Grade Scales

A	93-100	D+	67-69.99
A-	90-92.99	D	63-66.99
B+	87-89.99	D-	60-62.99
B	83-86.99	F	0-59.99
B-	80-82.99	INC	
C+	77-79.99	P	
C	73-76.99		
C-	70-72.99		

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: keystone032

Password: keystone

[AccuWeather.com](http://www.accuweather.com): Worldwide weather information

[AP Multimedia Archive](http://www.apcentral.com): Photos/graphics 1840s to present

[Atomic Learning](http://www.atomiclearning.com): Computer program tutorials

[ClipArt.com](http://www.clipart.com): Photos/graphics/fonts

[EBSCO](http://www.ebsco.com): Magazine/newspaper articles/images

[SIRS Researcher](http://www.sirs.com): Information & analysis on today's issues

[Discovery Education Streaming](http://www.discoveryeducation.com): Digital videos/clips World Book:

Online encyclopedia

[SoundzAbound](http://www.soundzabound.com): Copyright free music/sounds PD 360 -

Professional development online videos

Questions? Contact your school's media specialist or Norma

Thiese, nthies@aea1k12.ia.us or call Keystone AEA #1 at

800-632-5918, 245-1480 or 556-3310.

COMMUNICATION SUPPLEMENT

PUNCTUATION RULES AND USAGE

Titles

- Short pieces of work use double quotation marks.
 - I really like the song "Dreaming My Life Away."
- Longer pieces of work are underlined.
 - The movie Titanic was great!
- Italics will work in place of underlining.
 - I really like the song *Dreaming My Life Away*.
 - The movie *Titanic* was great!

Singular and Plural Pronouns

Beware not to mix singular pronouns with plural pronouns.

- WRONG - A **person** should do **their** assignments if **they** want a good grade.
- CORRECT - **People** should do **their** assignments if **they** want a good grade.
- CORRECT - A **person** should do **his/her** assignments if **he/she** wants a good grade.

Capitalization

Only capitalize classes or courses that are followed by a number or that are a language or a group of people.

- Keyboarding I
- Spanish
- American literature
- world geography
- drafting

Commas

- Use a comma to set off an introductory adverb clause (when, if, since, although, while)
 - Although everyone else frowned, Bill grinned broadly.
 - If she makes this shot, New Hampton will be undefeated.
- Use a comma after an introductory infinitive, participial, or gerund phrase.
 - After putting away the machine, I found I needed it.
- Use a comma between 2 independent clauses which are joined by and, or, but, or nor.
 - Do not remove the lid yet, or the steam will escape too fast.
- Use a comma, or commas, to set off an expression that is in apposition unless the appositive is very closely related to the word that it explains or identifies.
 - Fred, the old rancher, began to laugh.
 - My sister Jenny has red hair.
- Use commas to separate the part of a date from one another and from any words following the date.
 - On December 7, 1941, the Japanese bombed Pearl Harbor.
- Use a comma between adjectives of equal importance. If the word "and" sounds odd when inserted between the adjectives, omit the comma.
 - A thin, tired man met us.
 - She wore a red felt hat.

Semicolons

Use a semicolon (;) to join 2 independent clauses which are **not** connected with a coordinate conjunction.

- Joseph had a job at the grocery store; it did not interfere with his grades in school.

Dialogue Punctuation Always put the end punctuation **INSIDE** the quotation marks unless it does not belong to the quotation.

- "All we have to do is turn in our assignment," said Marty.
- "Watch out!" shouted Martha. "The baseball is headed toward my car window."
- Marty said, "All we have to do is turn in our assignment."
- Did Ray say, "I can't be in class on Thursday"?

EXAMPLE OUTLINE

- I. The Civil Rights Movement
 - A. Public influence
 - B. Leaders of the movement
- II. Martin Luther King, Jr.
 - A. Leader of the Black Civil Rights Movement
 - B. March on Washington
 1. Campaign for civil rights
 2. Largest demonstration
 3. Made "I Have a Dream" Speech
 - a. Highly emotional
 - b. Considered one of greatest speeches
 - 1.) Poetic
 - 2.) Motivating
- III. Made No-Violence Campaigns
 - A. Sit-ins
 - B. Freedom rides
 - C. March on Washington
 - D. Made speeches about the cause

QUICK REFERENCE

- spell out numbers under 10 (ex. two, five, nine)
- use numeral form for numbers 10 and over (ex. 11, 54, 134)
- possession is shown by adding 's to words that are singular and are one syllable (ex. cast's, Bess's)
- independent clauses are complete simple sentences that can stand alone
- the expression "a lot" is two words
- bachelor's degree or B.A.

THE BIG SIX

A Guide To Information Problem-Solving

1. Task Definition:
 - What is the problem to be solved?
 - What types of information are needed to solve the problem?
2. Information Seeking Strategies:
 - What are all possible sources of information?
 - Which are the best of all the possibilities?
3. Location and Access:
 - Where are these sources?
 - Where is the information within each source?
4. Information Use
 - What information does the source provide?
 - How can you extract the information you need?
5. Synthesis
 - How does the information from all the sources fit together?
 - How is the information best presented/
6. Evaluation
 - Was the information problem solved?
 - If the problem had to be solved again, what would you do differently?

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 Gilbur 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	<u>How to Leave Your Job</u> . Videocassette. Self-Reliance 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	Hoepfer, 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." Rev. of <u>Testimony and Demeanor</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." Editorial. <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 Bess Hawes. Intro. by Pete Sede. Folkdays Records, 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. Responsible organization. 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/envir/air_030502.html >.

Student Name

HALL PASS RECORD

DATE	TIME	TEACHER SIGNATURE	DESTINATION	TIME	TEACHER SIGNATURE

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