

# New Hampton Middle School

## 2024-2025

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

Student Advisor \_\_\_\_\_ Locker # \_\_\_\_\_

ADMINISTRATION  
Brad Schmitt, Principal  
Lisa Aegerter, Middle School Secretary  
Cory McDonald, Middle/High School Athletic Director



Middle School Telephone Number: 641-394-2134 x2  
Middle School FAX Number: 641-394-2921  
NHCS Web Site: [www.new-hampton.k12.ia.us](http://www.new-hampton.k12.ia.us)  
Power School: <https://new-hampton.powerschool.com>

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## Chickasaw **TRIBE** Expectations by Settings

	<b>Trustworthy</b>	<b>Respectful</b>	<b>Involved</b>	<b>Be Prepared</b>	<b>Effort</b>
<b>Classroom Study Hall LMC</b>	<ul style="list-style-type: none"> <li>Be honest</li> <li>Do your own work</li> <li>Follow school procedures</li> </ul>	<ul style="list-style-type: none"> <li>Allow others to work</li> <li>Respect others' opinions, property, and space</li> </ul>	<ul style="list-style-type: none"> <li>Use time wisely</li> <li>Participate and be attentive</li> </ul>	<ul style="list-style-type: none"> <li>Bring required materials</li> <li>Be on time</li> <li>Complete assignments</li> </ul>	<ul style="list-style-type: none"> <li>Turn in your best quality work</li> <li>Encourage peers</li> <li>Always do your best</li> </ul>
<b>Transitions</b>	<ul style="list-style-type: none"> <li>Follow sign in/sign out procedures</li> <li>Use the designated or shortest route</li> <li>Use facilities appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate language and volume</li> <li>Observe other people's personal space</li> <li>Remove hats when you enter the building</li> <li>Treat property with respect</li> </ul>	<ul style="list-style-type: none"> <li>Interact with others appropriately</li> <li>Report any problems/concerns that occur to an adult</li> </ul>	<ul style="list-style-type: none"> <li>Maintain a clean, organized hallway/locker/restroom</li> <li>Follow iPad/technology procedures</li> <li>Manage your time appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Keep the hallway, locker, and restroom litter free</li> <li>Keep lockers locked</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>Use utensils appropriately</li> <li>Return your tray and utensils to wash area</li> <li>Remain seated</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate language and volume</li> <li>Keep food on your plate</li> <li>Leave others food/tray alone</li> <li>Arrive and dismiss in an orderly manner</li> </ul>	<ul style="list-style-type: none"> <li>Welcome others to your table/include others that are sitting alone</li> <li>Clean up after yourself</li> <li>Report any problems that occur to an adult</li> </ul>	<ul style="list-style-type: none"> <li>Follow ticket /doubles policy and inform bus driver</li> </ul>	<ul style="list-style-type: none"> <li>Practice good table manners</li> <li>Listen to adults the first time</li> <li>Say "please" and "thank-you"</li> </ul>
<b>Bus Arrival Dismissal</b>	<ul style="list-style-type: none"> <li>Follow appropriate arrival and dismissal protocol</li> <li>Be honest about dismissal plans</li> </ul>	<ul style="list-style-type: none"> <li>Respect other people and property</li> <li>Follow bus rules</li> </ul>	<ul style="list-style-type: none"> <li>Report any problems</li> <li>Pick up trash</li> <li>Be a positive role model in words and actions</li> </ul>	<ul style="list-style-type: none"> <li>Request bus pass prior to noon and inform bus driver</li> <li>Follow iPad/technology procedures</li> </ul>	<ul style="list-style-type: none"> <li>Watch for other cars and pedestrians</li> <li>Follow arrival/dismissal procedures</li> <li>Listen to adults the first time</li> </ul>
<b>Gymnasium Auditorium Stadium</b>	<ul style="list-style-type: none"> <li>Make good decisions</li> </ul>	<ul style="list-style-type: none"> <li>Listen attentively with proper etiquette</li> <li>Respect the flag</li> <li>Treat each person on school grounds with dignity</li> <li>Respect all personal &amp; school space/property</li> </ul>	<ul style="list-style-type: none"> <li>Participate positively and attend events</li> <li>Dispose of your trash</li> <li>Report any problems that occur to an adult</li> </ul>	<ul style="list-style-type: none"> <li>Sit in appropriate locations</li> <li>Follow iPad/technology procedures</li> </ul>	<ul style="list-style-type: none"> <li>Show school spirit while attending school events</li> <li>Listen and engage yourself appropriately</li> </ul>
<b>Activities Playground</b>	<ul style="list-style-type: none"> <li>Play fairly</li> <li>Be honest</li> </ul>	<ul style="list-style-type: none"> <li>Be considerate</li> <li>Use school appropriate language, conversations, attire</li> <li>Stay in designated areas</li> <li>Respect all personal space and property</li> </ul>	<ul style="list-style-type: none"> <li>Participate appropriately</li> <li>Follow directions of supervising adult</li> <li>Report any problems that occur to an adult</li> </ul>	<ul style="list-style-type: none"> <li>Have appropriate equipment</li> <li>Be aware of your responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>Ask for help when needed</li> <li>Accept the response of the adult</li> <li>Include others</li> </ul>

	<b>Trustworthy</b>	<b>Respectful</b>	<b>Involved</b>	<b>Be Prepared</b>	<b>Effort</b>
<b>Digital Learning</b>	<ul style="list-style-type: none"> <li>Be honest</li> <li>Do your own work</li> <li>Follow school procedures</li> <li>Use your own name/identity during online meetings</li> <li>Follow appropriate check in procedures for attendance.</li> </ul>	<ul style="list-style-type: none"> <li>Stay on topic</li> <li>Be present by giving class your full attention and eliminating other distractions.</li> <li>Be responsible for muting yourself.</li> <li>Use respectful email etiquette</li> <li>Use school appropriate language, conversations, attire                             <ul style="list-style-type: none"> <li>Example: chat/Mute</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Participate positively and attentively with proper etiquette</li> <li>Follow directions of supervising adult</li> </ul>	<ul style="list-style-type: none"> <li>Start and end on time to the best of your ability</li> <li>Communicating conflicts or other relevant information with your teacher ahead of time.</li> <li>Have required/recommended materials.</li> </ul>	<ul style="list-style-type: none"> <li>Communicate with teachers appropriately</li> <li>Turn in your best quality work</li> <li>Complete your work</li> </ul>

## New Hampton Middle School Behavior Matrix

(This listing is not all inclusive, there are other examples this is just a framework)

\* If multiple violations happen in one event, administration has discretion to work on changing the behavior and deeming fair/appropriate consequence

\* If a student has a disability or intervention plan, accommodations must be followed and PBIS matrix implemented appropriately with Federal Law

\* Students on IEP's can be suspended up to 10 days before a Manifest Determination IEP meeting to determine if behavior is a result of disability.

Minor	Major	Consequences
Common behaviors that are brief in duration & don't interfere with instruction or learning. Typically self-correcting, but if left unattended, likely to persist. If behaviors occur frequently, they may constitute a disruption to learning.	Behaviors that present a threat to order & learning environment. Student is "out of instructional control" – unable to be responsive to adult direction or teaching.	
<b>Being Prepared</b>		
Forgetting materials (that causes a disruption or a trip to locker) Being tardy Incomplete homework	Repeated minors	1st offense - Lunch Detention 2nd offense - Week of lunch detention 3rd offense - 30 minute detention 4th offense - 60 minute detention
<b>Disruption</b>		
Talking out of turn / interrupting constantly Off-task behavior Keeping others from learning through noise or action Unnecessary roaming the room, hall... Standing on furniture or counters Note passing Disruptive physical contact Drawing on self	Refusing to work or working in a loud, disruptive manner Unnecessary constant talking / blurting Closing someone in confined spaces Throwing chairs, tables, desks...	1st offense - 30 minute detention 2nd offense - 60 minute detention 3rd offense - ISS 4th offense - ISS 2-5 days 5th offense - OSS
<b>Fighting/Physical Aggression</b>		
Shoving/Pushing in line Pushing back toward someone who initiated contact Bumping into another intentionally "Play" fighting Invading personal space purposefully Throwing small object	Hitting (closed fist) / punching / slapping Throwing any object at someone with intent or injury Pushing to the ground with injury/assault that leaves mark Kicking, biting, hair pulling, spitting Threatening gesture with dangerous object	1st offense - ISS 2nd offense - ISS 2-5 days 3rd offense - OSS
<b>Defiance / Disrespect / Noncompliance</b>		
Yelling at other students to get their attention Running /skipping in the hall Chewing gum/candy/beverages/eating without permission Off-task Behavior Inappropriate Language Sleeping in class Disrespectful comments about/to students/staff <b>Not following virtual expectations</b>	Refusing to comply with adult request and/or talking back Walking away from an adult when being spoken to Leaving building/room without permission Using and writing profanity Malicious/Repeated comments about students/staff	1st offense - 30 minute detention 2nd offense - 60 minute detention 3rd offense - ISS 4th offense - ISS 2-5 days 5th offense - OSS
<b>Lying / Cheating / Theft</b>		
Taking/hiding another's property in a playful manner	Stealing another's property Forging a parent's signature Cheating/copying (both parties if involved) Plagiarism Not telling the truth	1st offense - 30 minute detention 2nd offense - 60 minute detention 3rd offense - ISS 4th offense - ISS 2-5 days 5th offense - OSS
<b>Bullying Behavior Level 1</b>		
Name Calling Threatening gestures Spreading rumors Invading someone's privacy and personal space Closing another's locker purposefully Intentional exclusion of others (ex. whispering) <b>Bullying during virtual meetings</b>	Organized teasing toward specific victims Intentionally embarrassing someone through comments or actions Racial remarks Threatening to hurt others through actions or words Encouraging or suggesting self harm to others	1st offense - 30 minute detention 2nd offense - 60 minute detention 3rd offense - ISS 4th offense - ISS 2-5 days 5th offense - OSS
<b>Bullying Behavior Level 2</b>		
	Sexual comments or gestures Inappropriate touching/exposure Bullying – chronic - ongoing	1st offense - ISS 2nd offense - ISS 2-5 days 3rd offense - OSS
<b>Property Damage</b>		
Making minor marks on any school property Misusing others' property / lock Making a mess in the restroom (i.e. water, paper towels) Negligent locker maintenance (ex. jamming due to clutter)	Going to the bathroom on the floor, or in an inappropriate area Putting paper towels in the toilet Vandalism Destroying/Damaging others property	1st offense - 30 minute detention 2nd offense - 60 minute detention 3rd offense - ISS 4th offense - ISS 2-5 days *reimbursement of destroyed property
<b>Technology</b>		
Mild Inappropriate Usage 1st Time Warning 2nd Time 10 day loss 3rd Time 30 day loss 4th Time lose rest of the year	Irresponsibility 1st Time Warning 2nd Time 10 day check in/out 3rd Time 30 day check in/out 4th Time check in/out rest of year 5th Time lose rest of the year	Cell Phone/personal devices being used without permission

	8:05	Homeroom (Attendance/Lunch)		10:05	Homeroom (Attendance/Lunch)		8:05	Homeroom (Attendance/Lunch)		8:05	Homeroom (Attendance/Lunch)
8:10-9:20		Block 1		10:10-11:17	Block 1		8:10-9:03	Block 1		8:10-9:05	Block 1
9:24-10:34		Block 2		11:21-11:45	Specials		9:07-10:00	Block 2		9:08-10:03	Block 2
10:38-10:58		Intervention		11:47-12:13	Lunch		10:04-10:58	Block 3		10:06-10:59	Block 3
11:02-11:45		Specials		12:17-1:02	Band/Choir/SH		11:02 - 11:45	Specials		11:02-11:45	Specials
11:48-12:13		Lunch		1:06-1:56	Block 2		11:48-12:13	Lunch		11:48-12:13	Lunch
12:17-1:02		Band/Choir/SH		2:00-2:50	Block 3		12:17 - 1:02	Band/Choir/SH		12:17-1:02	B/CH/SH
1:06-1:26		INT/Clean/AA		2:50-3:10	Reteaching/Tribe		1:06 - 1:45	INT/Homeroom		1:05-END	Reteaching/Tribe
1:30-2:45		Block 3					1:50- 2:05	Reteaching/Tribe			
2:50-3:05		Reteaching/Tribe									
<b>6th Schedule</b>											
				<b>6th 2-Hr Late</b>			<b>6th 1hr Early</b>			<b>6th 2hr Early</b>	
	8:05	Homeroom (Attendance/Lunch)		10:05	Homeroom (Attendance/Lunch)		8:05	Homeroom (Attendance/Lunch)		8:05	Homeroom (Attendance/Lunch)
8:10-9:34		Block 1		10:10-10:53	Block 1		8:10-9:02	Block 1		8:10-9:05	Block 1
9:38-10:21		Specials		10:57-11:17	Specials		9:06-9:34	Blk 2 Split		9:08-9:38	Block 2 Split
10:25-11:45		Block 2		11:20-11:45	Intervention		9:38-10:21	Specials		9:38-10:21	Specials
11:48-12:13		Lunch		11:45-12:13	Lunch		10:25-10:49	Blk 2 Split		10:24-10:50	Block 2 Split
12:17-1:02		Band/Choir/SH		12:17 - 1:02	Band/Choir/SH		10:53-11:45	Blk 3		10:53-11:45	Block 3
1:06-1:26		Intervention		1:06 - 1:56	Block 2		11:48-12:13	Lunch		11:48-12:13	Lunch
1:30-2:45		Block 3		2:00-2:50	Block 3		12:17 - 1:02	Band/Choir/SH		12:17-1:02	B/CH/SH
2:50-3:05		Reteaching/Tribe		2:50-3:10	Reteaching/Tribe		1:06 - 1:26	Intervention		1:05-END	Reteaching/Tribe
							1:30-1:50	Homeroom			
							1:50- end	Reteaching/Tribe			
<b>7/8th Schedule</b>											
				<b>7/8th 2-Hr Late</b>			<b>7/8th 1hr Early</b>			<b>7/8th 2hr Early</b>	
8:05 - 8:10		Homeroom (Attendance/Lunch)		10:05 - 10:10	Homeroom (Attendance/Lunch)		8:05 - 8:10	Homeroom (Attendance/Lunch)		8:05 - 8:10	Homeroom (Attendance/Lunch)
8:10-8:50		Exploratory/8th Intervention		10:10-10:31	Exploratory/ 8th Intervention		8:10-8:42	Exp/Special		8:10-8:37	Exploratory/ 8th Intervention
8:53-9:34		Exploratory/7th Intervention		10:34-10:55	Exploratory/ 7th Intervention		8:45-9:23	Exp/Special		8:40-9:08	Exploratory/ 7th Intervention
9:38-10:53		Block 1		11:00-11:24	Lunch		9:26-10:25	Block 1		9:11-10:01	Block 1
	10:16	Half Block 1		11:28-12:13	Band/Choir/SH		9:56	Half Block 1		10:04-10:57	Block 2
11:00-11:24		Lunch		12:17 - 1:07	Block 1		10:25 - 10:55	Block 2 Split		11:00-11:24	Lunch
11:28-12:13		Band/Choir/SH		1:10 - 2:00	Block 2		11:00-11:24	Lunch		11:28-12:05	B/C/SH
12:17-1:32		Block 2		2:05 -2:50	Block 3		11:28-12:13	Band/Choir/SH		12:09-1:00	Block 3
	12:55	Half Block 2		2:50-3:10	Reteaching/Tribe		12:17-12:50	Block 2 Split		1:05-END	Reteaching/Tribe
1:36-2:50		Block 3					12:53 - 1:50	Block 3			
	2:12	Half Block 3					1:20	Half Block 3			
2:50-3:05		Reteaching/Tribe					1:50- end	Reteaching/Tribe			



## **NHMS Student Handbook**

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

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

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

Disciplinary measures include, but are not limited to, loss of privileges, removal from the classroom, detention, suspension, probation, involvement of local law enforcement, and/or expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletes and fine arts performances. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate, or establish school district policies, rules, and regulations as circumstances warrant, including those contained in this handbook.

Students, parents, and faculty are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact 641-394-2134 for information about the current enforcement of the policies and/or rules or regulations of the school district.

## ATTENDANCE POLICY

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

### I. Compulsory Attendance

New Hampton Community School District will follow the Compulsory Attendance requirements established by the state of Iowa. Iowa Code allows the local school district to set the number of days a student must attend school. The New Hampton Board Policy Code 501.1 states, "Students are to be in regular attendance for an instructional period of 180 days or 1080 hours, according to the school calendar. Students absent from school or class without a valid excuse will be in violation of this policy and could be considered truant. When a student is truant, the student's name will be turned in to the principal and school district's truancy officer to ensure the student's attendance at school." Administration has the final call in determining whether an absence is excused or unexcused.

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

### II. Chronic Absenteeism

The Iowa Department of Education defines chronic absenteeism as missing 10 percent or more of school days for any reason, excused or unexcused - for vacation, health conditions, suspensions etc.

Being present in school everyday matters. In addition to chronic absenteeism predicting low academic success, it also predicts which students may eventually drop out of school. Being chronically absent from school makes it hard for a student to keep up with the pace at which they are expected to learn and grow, causing students to fall behind. Students who are chronically absent also miss out on opportunities to build friendships at school, become active in their school community and pursue future career interests.

### III. Trips and Vacations:

Planned trips and family vacations are expected to coincide with school vacation periods on the school district calendar. If it is absolutely necessary for a child to be absent from school because of a planned trip or family vacation, then a parent should discuss the approaching absence with the classroom teacher to learn the impact this absence will have on a child's educational progress. Vacations should not be taken during finals as they may result in a 0 for the final and the student failing the class.

### IV. Excused Absences

New Hampton Community Schools will determine what are considered excused absences. This determination will be made by the principal/designee, not by parent/guardian. The school principal will consider the following factors and examples when determining if a student is excused.

- Medical documented illness (from doctor, school nurse, etc.)
- Medical documented appointments (physician, dentist, mental health, etc.)
- Personal illness reported (if chronic illness is happening, doctor note may be required)
- Funeral
- Court documented appointments
- School sponsored activities
- College visits (HS)
- Family vacation, which has been given prior administrative approval.
- Approval of building principal

If possible, make-up work shall be provided upon request by the student or parent/guardian. Due to the nature of some classes, outside of school work may not be possible and arrangements will be made with the teacher. Failure to make arrangements for make-up work may result in loss of credit for school work missed during an excused absence. All work requested ahead of time will be due upon return. Unplanned absence make-up time will be addressed in teacher syllabi.

In the case of an emergency absence related to personal serious illness or death in the family, a plan for make-up work will be handled on an individual basis with the classroom teacher and/or building principal.

### V. Unexcused Absences Guidelines:

Any absence from school or a class, including a tardy, which are not approved by the school principal, shall be unexcused absences. Students are subject to disciplinary action for unexcused absences. The administrator/secretary shall make contact with the student and/or the student's parents.

A formal letter will be sent to the County Attorney and to the parent/guardian documenting excessive unexcused absences. The County Attorney's Office will make the final decision in regard to mediation and/or prosecution.

Any of the following shall be deemed an unexcused absence:

1. Failure to report to school without consent of the building principal
2. Leaving the school building or grounds without first obtaining permission from the office.
3. Failure to report to a class, assigned study hall, or other areas without permission from the office, faculty member or nurse.
4. Leaving any assigned area without permission of the person in charge.
5. Not coming in, no reason, leaving early with no excused reason will result in a UA and students will lose credit for assignments/tests missed that day during the missed period.

\* UNX absences will follow discretion of teacher's syllabi that can result in a 0 for the task missed during class.

#### VI. Report an Absence:

(PLEASE ALWAYS CONTACT THE SCHOOL OFFICE-NOT JUST THE CLASSROOM TEACHER)

In order to provide for the safety of students, parents are expected to contact the school when a student is absent. It is requested that calls to the school be made between 7:30 a.m. and 9:00 a.m. If a student is absent and a call has not been received by 9:00 a.m., the school office will call the parent. A student shall be considered unexcused if the parent (guardian) does not notify the principal's office prior to the absence or 9:00 A.M. on the date of the absence. Administrative discretion will be used as necessary. If the nurse can be of assistance, please let us know.

#### VII. Excessive Absences

- a. It is the belief of the New Hampton Community School District that an absence from school, whether excused or unexcused, is a day of lost instructional time. All periods including study hall will factor into this policy. Example- Missing 8 periods= 1 day
- b. When a student misses 3 days in a semester, the counselor will meet with the student to ascertain the reasons for the absences and contact the parents to stress the importance of regular attendance.
- c. When a student misses 5 days in a semester, the principal will contact the parents to discuss the reasons for the absences and to discuss the importance of regular attendance and the possible consequences of not improving it.
- d. When a student misses 7 days in a semester, a meeting will be scheduled with the parents informing them of the status of their child and building an attendance contract for the remainder of the semester.
- e. When a student misses 9 days in a semester, a letter will be sent to the parent and the matter will be turned over to the county attorney for further review and a school engagement meeting.
- f. Students with 9 or more days missed in a semester will not be able to opt out of any semester tests.
- g. The school will participate in mediation if requested by the county attorney. The superintendent and/or designee will represent the school district in mediation. The school district will monitor the student's compliance with the mediation agreement and will report violations of the mediation agreement to the County Attorney.

#### VIII. Tardiness:

Students are expected to be at school on time and in the classroom by 8:05. Teachers will record tardiness. Habitual tardiness may result in counseling, parent conference, and/or further administrative action that may include loss of activity time, detention, in-school suspension or other disciplinary action. Administrative discretion will be used in order to determine if amount of tardies will result in an unexcused absence.

#### VIII. Exemptions to the Absenteeism and Truancy Policy:

- (1) Who has completed the requirements for graduation in a public school district or has obtained a high school equivalency diploma under chapter 259A.
- (2) Who is excused for sufficient reason by any court of record or judge.
- (3) While attending religious services or receiving religious instructions.
- (4) Who is unable to attend school due to legitimate medical reasons.
- (5) Who has an individualized education program that affects the child's attendance.
- (6) Who has a plan under section 504 of the federal Rehabilitation Act, 29 u.s.c. §794, that affects the child's attendance.

#### Make-Up Work For Excused Absences

Students are responsible for arranging to make up schoolwork and are required to make up the work within the time allowed. Homework is no longer routed or collected for students when they are absent. Homework is posted on the middle school webpage. The first day a student has been absent, he/she will be allowed two days in which to get the work completed. Each day after the initial day, the student will be allowed one day to complete his/her work. This time can only be extended by special arrangement between parents and the school. It is the student's responsibility to check with the teachers for make-up assignments. Students who miss their regular classes due to school sponsored activities (band lesson) and/or any other extracurricular activities will be responsible to complete work. Students can meet with teachers prior to first period, at the end of the day, or between classes to find out what work was missed. Students who know they are going to be absent prior to an absence should make arrangements with teachers in advance to make up schoolwork. Teachers, at their discretion, may expect some work completed prior to the scheduled absence and may require some work (for example, tests) to be completed after returning from the absence

#### Office Hours:

Office personnel are available in the school office from 7:30 to 4:00 each day. The middle school's phone number is 641-394-2134 x 2. The fax number is 641-394-2921



**School Day:**

The New Hampton Middle School day begins at 7:55 A.M. and dismisses at 3:10 P.M. for middle school bus students. Supervision is not provided outside prior to 7:55 A.M. Parents/guardians are responsible for their child's welfare prior to the school day.

The school building officially opens at 7:40 am for breakfast. It does not open prior to 7:40 am regardless of inclement weather.

Students eating breakfast enter through the north doors at 7:40 A.M. and report directly to the cafeteria. Students arriving before 7:55 A.M., who are not eating breakfast, are expected to remain outside the building unless they have a pass signed by a teacher.

Middle and High School bus students are dismissed at 3:10 pm. Town students and/or students leaving in a vehicle will be dismissed by an all call after buses have left. They are not to leave with bus students to meet an adult outside until town students have been dismissed by the intercom. Students are to leave the building by 3:25 P.M. unless they have a specific purpose for staying and are under faculty supervision. If, for any reason, students arrive late to school or must leave early from school, they must report to the office for a pass to a class for permission to leave.

**Tardiness:**

Students are expected to be at all classes on time. Teachers will record tardiness. Disciplinary action will be taken for a student receiving more than 3 morning/first period tardies per quarter. Habitual tardiness may result in counseling, parent conference, and/or further administrative action that may include loss of activity time, detention, in-school suspension or other disciplinary action.

**Entering and Leaving the Building**

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

**Breakfast/Lunch**

Breakfast and lunch are served in school everyday. Meal money needs to be taken to the Director of Food Service's office in the cafeteria upon arrival in the morning. Any money brought after 8:30 a.m. may be turned in to a cashier at lunchtime and it will be applied to the account the following day. Each student will have an account established and will be issued a meal card with a barcode to identify their account. Each time the student eats breakfast, lunch or purchases a milk, the account will be debited the amount of that item. Please sign up for weekly balance notifications by email in Powerschool. If a meal card is lost or damaged, the student must bring \$2.00 to the office to cover the replacement cost. That cost cannot be deducted from a meal account. Every student should eat hot lunch, salad bar, or a sack lunch. If you bring a cold lunch from home and would like to drink milk with it, you may purchase a carton and have it deducted from your meal account. Sack lunches must be brought in from home, deliveries will not be accepted. If you lose or damage your card, you must obtain a new card. Standard breakfast pricing is \$1.85 for students; student lunch price \$2.85; adult lunch price \$4.85. Prices are subject to change. Students may have one guest accompany them for lunch. If you anticipate more guests than one for lunch, the office must be notified prior to 8:00 am so cooks may prepare accordingly. Pop is not allowed during lunchtime or the school day unless special arrangements have been made with the building principal by students or staff. Ala Carte is also offered to 7<sup>th</sup> and 8<sup>th</sup> grade students. Students must have a current balance in their account in order to purchase something off of ala carte in addition to their lunch.

**Negative Balance**

At the elementary/middle school levels, when a child is negative we send a slip home weekly with the student's with their current balance. At the high school level, students will be told as they come through the line.

When a student is \$10.00 overdue, a slip/letter is also sent home and the parents are called.

When a student is \$20.00 overdue, the parent is called and informed their child will no longer receive a regular meal unless the balance is paid in full or arrangements are made and followed through. Failure to follow through with arrangements will result in the child no longer receiving a regular meal. The alternate meal will consist of a peanut butter or cheese sandwich(if allergies are an issue), 1/2 apple, and milk.

**Daily Announcements**

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

**Messages**

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

Students or teachers will NOT be called from class to answer the telephone except in the case of an emergency. Messages will be delivered to the classroom or can be left on the teacher's voice mail. Messages will get to the appropriate place, provided we have ample time to deal with them. Arrangements should be made before arriving at school regarding plans to stay overnight with a friend or to go to a friend's house after school.

**Gifts & Fundraising**

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

**Gum Chewing**

Gum chewing is not allowed at NHMS, unless purchased with tribe tickets from the Tribe cart.

## **Movies**

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

## **Invitations/Balloon/Flower Delivery**

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

## **School Visits**

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

## **Field Trips**

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

## **Activity Time/Playground**

All students are to go outside unless your teacher gives you permission to stay in. Boots are not required unless you play on the grassy areas or snow piled areas. Middle school students will go outside for activity time each week. Please make sure your child is dressed appropriately when they are sent to school. We will go outside during winter months. Coats/sweatshirts/long sleeves are required when the temperature is below 55 degrees.

## **Academic Classes/Schedule Changes**

All students will take the following required classes during the year: literacy, mathematics, science, social studies, art, physical education, music, and exploratory classes. In addition, students have the opportunity to participate in chorus and band. Students will follow the schedule they receive at the beginning of the year unless otherwise arranged. In the case of chorus or band, students will remain in the course for an entire semester. Any course changes must be made by 3:30 pm on the second day into the new semester. In order to drop band/choir the student must get a drop slip from the teacher, get it signed by a parent/guardian then give it back to the teacher who will turn it into the office.

Incoming 5<sup>th</sup> grade student will have a 5 day trial period beginning with the first day of school. They may make any schedule changes for band/choir during that time by 3:30 pm on the end of the fifth day.

## **Dress Code**

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

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

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

## **Book bags And Lockers**

Students may use book bags to carry books back and forth from home to school. Book bags will not be allowed in classrooms. Book bags must fit in the locker. Students may hang items in the inside of their locker only; items may be hung with magnets only; tape, stickers, etc. are not allowed. Students are notified and reminded that the locker assigned to them may be used to store coats, cold lunches, books, notebooks, and papers pertaining to school only. No other student has permission at any time to get into another student's locker. Lockers are not to be set so that they open immediately by students. Perishables must not be left in lockers overnight. It is highly recommended that personal items such as cameras, watches, money, cell-phone, computer, electronics, etc. be left at home for safekeeping and not to be kept in lockers. If you do so, you bring them at your own risk – the school is not responsible for lost, stolen, or damaged articles. We also ask that students do not bring items to trade, sell, exchange, etc to school. School authorities reserve the right to inspect lockers for cleanliness and unauthorized contents at any time. Items in violation of school district policies, rules or regulations found in student lockers are confiscated. Illegal items may be given to law enforcement officials. Any padlock on a locker without the middle school office's approval will be removed. All other lockers have combination locks.

### **Water bottles and Beverages**

It is preferable students use clear/transparent water bottles are allowed in class. However, insulated water bottles that secure are also acceptable. Students must show staff that there is clear liquid in the container upon request. Misuse will result in consequences. No pop is allowed at lunch.

### **Textbooks/Library Books**

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

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

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

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

### **Cheating**

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

### **Academic Honor Roll**

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

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

### **Midterm/ Report Cards**

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

### **Homework Expectations**

The New Hampton Middle School promotes a "No Zero" policy for all assigned work and assessments. All staff members will support and implement academic instruction and programs will provide opportunities for all students to demonstrate mastery. The "No Zero" policy will promote concepts and goals associated with Advisor/Advisee time that are established in our educational learning community. The overall goal of the "No Zero" policy is to define the expectation that zero's are no longer acceptable in any class offered at New Hampton Middle School. All staff and students will be held accountable for working together to accomplish this common goal and promote positive results for everyone. All students will be required to complete every assignment and assessment. The student will attend re-teaching to complete the homework. The assigning staff member will discuss with the student an assignment completion plan if needed.

### **Quarter Activity Guidelines**

- Must have less than 8 minors
- Must have less than 3 majors
- Attendance – No more than 2 UNX Absences
- Note: a major is worth 3 minors .... So any combination that reaches 8 minors it out of the activity

### **After School Program**

The after school program is for identified at-risk students who need assistance with homework completion and skill development. Identified students are welcome to stay and get homework completed. It is open Monday, Tuesday, Wednesday, Thursday until 3:45. Transportation must be arranged by the student.

### **Student Conduct**

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

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

Students are expected to treat other students with respect. This includes but is not limited to refraining from abusive or offensive name-calling, the use of obscenity, vulgarity, or profanity while on school property or at school events. Students are prohibited from fighting, pushing, and 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.

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere.

Disciplinary measures include, but are not limited to, loss of activity, removal from the classroom, detention, suspension, probation, involvement of local law enforcement and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics and fine arts performances.

#### Disciplinary Measures

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

#### Removal from Class

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

#### Detention

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

#### Middle School Detention Procedures

The student will be serving a thirty-minute detention from 3:15 to 3:45 P.M. Detention will supersede all other school activities. All detentions will be supervised by a school employee and will be scheduled Monday-Friday. Teachers have the prerogative to make arrangements for students to come to their rooms before or after school or during the school day for academic or disciplinary reasons. Students will have the opportunity to serve the detention the day of the offense or the next day. Failure to serve the detention within the two-day period of time may result in an additional day of detention assigned. Students should bring schoolwork to complete during the detention period. Transportation arrangements following a detention are the students' responsibility. At the start of each nine-week quarter, each student will begin with a "clean slate". Middle school detentions may also result in the loss of particular school privileges.

1<sup>st</sup> Detention: after school 30 mins.

2<sup>nd</sup> Detention: after school two days 30 mins, and/or loss of an activity

3<sup>rd</sup> Detention: week after school 30 mins each day, and/or loss of an activity

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

#### Suspension

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

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

#### Expulsion

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

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

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

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

## **GUIDE TO DUE PROCESS AND EFFECTIVE DISCIPLINE**

1. Students are to receive due process under the 14th Amendment of the Constitution.
2. Students may be isolated and your specific behavioral problems will be investigated.
3. We will sort out the facts in the sequence they occurred and confer with those involved.
4. We will identify responsibilities for specific behaviors.
5. Students will point out ways in which he/she could have avoided the problem.
6. We will let the student tell us if he/she understands the need for him/her to limit your unacceptable behaviors.
7. We may include other staff members and inform the student of our decisions.
8. We will notify the student's parents and any teachers who are affected.
9. We expect improvement and anticipate enjoyable future contacts with the student.

### **Electronic/Technology Devices**

Cell phones that are brought to school are to be put in the student's locker before school and left in the locker until school is out. Cell phones will be taken if they are found not in the locker during school hours. Cell phones, iPods, and iPads must be shut off between the start of the school day, 7:55 A.M., to the end of the school day. Cell phones, iPods, and iPads may not be used on field trips unless specifically stated by the teachers. If necessary for a health-related issue, parents/guardians may obtain this permission for a student at the principal's office. If any student is found text messaging or using his/her cell phone, iPod, and/or iPad during the day, the device will be brought to the office, and parents will be called. For a determined period of time the device will either remain at home or be brought to the office at the beginning of the day and picked up at the end of the day. During emergencies, absolutely NO TEXT MESSAGING is allowed. If electronic/technological devices are being used to discover the extent of the emergency, then emergency personnel may not be able to use the phone lines. Electronic/Technological devices may be used in the classroom with teacher permission. Students/visitors are not allowed to take pictures with a recording device.

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

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

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

### **Lost and Found**

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

### **Bicycles, Mopeds, Skateboards, etc.**

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

### **Animals in the Classroom**

Live animals will not be allowed in school district facilities at any time or on district property during school hours except under special circumstances and only for an educational purpose. Permission from the principal will be required of anyone wishing to bring an animal into school district facilities. Animals must have all appropriate up-to-date vaccinations. Appropriate supervision of animals is required when animals are brought into the school district facilities. The person bringing the animal must furnish transportation for the animal brought to school. Animals will not be allowed to travel to and from the student's attendance center on the school bus without prior approval from the principal. It shall be the responsibility of the principal to determine appropriate supervision of animals in the classroom.

### **Late Starts or Early dismissals due to weather**

During periods of extreme heat, mornings with heavy fog or inclement weather, we encourage parents to listen to the following stations for school announcements regarding early dismissals or late starts: KCZE 95.1 FM (New Hampton), KWVL-TV Channel 7 (Waterloo), KCRG-TV Channel 9 (Cedar Rapids), and KIMT-TV Channel 3 (Mason City). It is also important to note that the TV stations often will not carry school announcements during the daytime unless they receive an announcement prior to their noon news program. Thus, TV stations are not always the most reliable source of school announcements when it involves an early dismissal for heat, inclement weather, etc. Also, all district notifications will be sent through the NHCS App that can be downloaded on your smartphone.

### **Open night**

Wednesday evening has been reserved for open night. No activities should be scheduled after 6:30 p.m. on any Wednesday during the regular school year. Some conflicts will arise during the school year, which will be dealt with as they occur.

## **Guidance and Counseling**

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

## **Reporting of Public Concerns Regarding Threats**

The general public or staff may contact the school with pertinent information about threats or concerns via telephone or email. Staff will report concerns directly to the building principal. Contact information can be located on the school's website.

## **Fire and Tornado Drills**

Fire and tornado drills will be held four times throughout the year. Your teacher will discuss the procedure to be used for each of these drills. Signs are posted in each of the classrooms. Emergency drills must be taken seriously. During the drill, students must move quietly to their designated area. Instruction for your child's safety may be given at any time during the drill. Pulling a fire alarm is a serious offense and will result in a disciplinary action either by the school or State Fire Marshall.

The following signals should be recognized:

- FIRE DRILL: A VERBAL WARNING WILL BE ISSUED AND FLASHING STROBE LIGHT
- TORNADO DRILL: ANNOUNCEMENT FROM THE OFFICE OVER THE INTERCOM

## **In All Areas: NHMS Safe School Rules**

We will not bully others

We will help students who are bullied

We will include students who are left out

We will tell an adult at school and at home if we know that somebody is being bullied

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

The New Hampton Community School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

### **Definitions**

For the purposes of this policy, the defined words shall have the following meaning:

- • "Electronic" means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- • "Harassment" and "bullying" shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual's actual or perceived 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, and which creates an objectively hostile school environment that meets one or more of the following conditions:
  1. (1) Places the student in reasonable fear of harm to the student's person or property.
  2. (2) Has a substantial detrimental effect on the student's physical or mental health.
  3. (3) Has the effect of substantially interfering with a student's academic performance.
  4. (4) Has the effect of substantially interfering with the student's ability to participate in or benefit
- • "Trait or characteristic of the student" includes but is 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, socioeconomic status, or familial
- • "Volunteer" means an individual who has regular, significant contact with students. from the services, activities, or privileges provided by a school.



### **Filing a Complaint**

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent's designee. The building principal is the designated person for each building to report bullying to.

An alternate will be designated in the event it is claimed that the superintendent or superintendent's designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

### **Investigation**

The school district will promptly and reasonably investigate allegations of bullying or harassment. The Superintendent or his/her designee (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The superintendent or the superintendent's designee shall also be responsible for developing procedures regarding this policy.

- The district will annually review with all staff members best practices in bullying/harassment recognition and the procedures to use if this type of behavior is witnessed or reported.
- Board Policy 104.R1 contains the investigative procedures.
- The district will use available data to determine if the bullying policy/plan is effective. This data may include the Iowa Youth Survey, number of reported incidents, number of founded incidents, and any other data that may help determine its effectiveness.

### **Decision**

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the policy adopted pursuant to this section, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

### **Publication of Policy**

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

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's website,
- (other) \_\_\_\_\_

## **BUS BEHAVIOR EXPECTATIONS FOR SAFETY**

The New Hampton School District expects student behavior on the bus to be orderly and follow school district procedures for riding the bus. The safety of all students is very important and it requires everyone's cooperation. The driver must pay attention to his/her driving responsibilities at all times. Anything that distracts the driver from the road endangers the safety of all riders.

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

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

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

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

**BUS DRIVER DISCIPLINE: (includes the following depending on severity of the issue)**

Warning to student

Assigned seat/ Call to parents by the bus driver or transportation director.

Transportation Director and Building Principal referral for disciplinary purposes

**Transportation Director and Building Principal Referral:**

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

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

**Information Regarding Riding the Bus**

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

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

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

**Student Records (Videotape)**

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

**Notice**

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

The New Hampton Community School District Board of Directors has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior to maintain order of the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The content of the videotapes are confidential student records and will be retained with other student records. Videotapes will only be retained if necessary for use in a student

disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view videotapes of their child if the videotapes are used in a disciplinary proceeding involving their child.

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

#### **Review of Videotapes**

The school district shall review videotapes randomly and when necessary as a result of an incident reported by a bus driver or student. The videotapes may be recirculated for erasure after ten days. Viewing of videotapes is limited to the individuals having a legitimate educational purpose. A written log will be kept of those individuals viewing the videotapes stating the time, name of individual viewing, and the date the videotape was viewed.

#### **Video Monitoring System**

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

#### **Student Conduct**

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

### **DISTRICT POLICIES**

#### **Human Growth and Development District Policy**

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

#### **Educational Records**

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

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

#### **Legal Status Of Student**

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

#### **Corporal Punishment and Physical Restraint**

School Board Policy 502.7 addresses the issue of corporal punishment and physical restraint. Corporal punishment may not be used to discipline students. Certain actions by the school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property. Reasonable physical force may be used when the use of such force is deemed essential by a reasonable person for the purpose of self-defense, the preservation of order, to quell a disturbance threatening others, to protect school district property, or for the protection of others located on the school district property. Additional information is presented in School Board Policy 503.5.

#### **Abuse of Student by School Employee District Policy**

The New Hampton Community School District's policy is to respond promptly to allegations of abuse of students by school employees by investigating or arranging for full investigation of any allegation, and to do so in a reasonably prudent manner. The superintendent of schools has been designated as the level one investigator and the high school nurse is the alternate investigator. The superintendent's telephone number is (641) 394-2134.

#### **Waiver of Student Fees**

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

### **Student Exercise of Free Expression District Policy**

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

### **Multicultural and Gender Fair Education**

Enrolled students have an equal opportunity for a quality public education without discrimination, regardless of their race, creed, sex, marital status, gender identity, sexual orientation, national origin, ability or disability. The educational program is free of such discrimination and provides equal opportunity for the participants. The educational program fosters knowledge of and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. It also reflects the wide variety of roles open to both men and women and provides equal opportunity to both sexes. The grievance policy and procedures are available from the educational equity coordinator who is Brad Schmitt, 710 W. Main St., and New Hampton. 641-394-2134; [b\\_schmitt@new-hampton.k12.ia.us](mailto:b_schmitt@new-hampton.k12.ia.us)

### **Homeless Children/Youth District Policy 501.16**

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

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

The high school guidance counselor will serve as the district's liaison for homeless children and youth and may be reached at (641) 394-2134.

### **Equal Education Opportunity Policy District Policy 401.2**

The New Hampton Community School District does not discriminate on the basis of race, national origin, religion, age, marital status, gender, or disability in its educational program, activities, or employment policies or practices as required by Title VI of the Civil Rights Act, Title IX of the 1972 Educational Amendments, and Section 504 of the Federal Rehabilitation Act of 1973. The grievance policy and procedures are available from the educational equity coordinator who is Brad Schmitt, 206 West Main, New Hampton, (641) 394-2134.

### **Nondiscrimination Policy**

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

There is a grievance procedure for processing complaints of discrimination, inquiries regarding NHCS D compliance with pertinent federal law should be directed to the New Hampton Community School District Equity Coordinator: Brad Schmitt, 710 West Main Street, New Hampton, IA 50659, (641) 394-2134.

### **Compliances and Grievances**

Student complaints and grievances regarding board policy or administrative regulations and other matters should be addressed to the student's teacher or other licensed employee, other than the administration, for resolution of the complaint. It is the goal of the board to resolve student complaints at the lowest organizational level

If the complaint cannot be resolved by a licensed employee, the students may discuss this matter with the principal within ten (10) days of the employee's decision. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within ten (10) days after speaking with the principal.

If the matter is not satisfactorily resolved by the superintendent, the student may ask to have the matter placed on the board agenda of a regularly scheduled board meeting in compliance with board policy.

### **Interrogation by Outside Agency**

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

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

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

### **Search and Seizure**

School authorities may, without a search warrant, search a student, and/or personal effects, student lockers, desks or work areas, or student automobiles based on a reasonable suspicion under the circumstances and in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may also seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include but are not limited to nonprescription controlled substances, such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. The New Hampton School campuses are drug free zones. The New Hampton School District participates in a preventative program and partnership with the Chickasaw County Sheriff's Office aimed at keeping illegal drugs off our campuses by employing drug-sniffing dogs in the high school parking lots, locker rooms, and student locker areas. Periodic, random inspections may occur throughout the school year. Possession of such items will be grounds for disciplinary action and may be grounds for reporting to local law enforcement authorities.

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

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

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

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

### **Tobacco – Free Environment Code No 905.4**

The New Hampton Community School districts facilities and grounds, including school vehicles, are off limits for tobacco use, including the use of nicotine products that are not FDA (Federal Drug Administration) approved for tobacco cessation. This requirement extends to students, employees and visitors. This applies at all times, including school-sponsored and non- school sponsored events. Persons failing to abide by this policy are required to extinguish their smoking material, dispose of the tobacco/nicotine product or leave the school district premises immediately. It is the responsibility of the administration to enforce this policy.

Students who are caught with tobacco products will be disciplined in accordance with the student handbook and will be referred to the Chickasaw County Tobacco Free Coalition-Tobacco Ticket Diversion program. It shall be the responsibility of the superintendent to develop administrative rules to be followed.

***NOTE: According Smoke Free Act, all school grounds are tobacco free.***

### **Care of School Property**

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

### **Firearm Prohibition**

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

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

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

The term "firearm" means:

- a. any weapon, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive or any propellant;
- b. any type of starter gun, BB gun, or pellet gun;

- c. the frame or receiver of any such weapon;
- d. any firearm muffler or firearm silencer;
- e. any destructive device.

The term "destructive device" means:

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

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

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

A firearm(s) under the control of law enforcement officials shall be exempt from this policy.

The principal may allow authorized persons to display weapons or other dangerous objects for educational purposes. Such a display shall also be exempt from this policy.

## **HEALTH SERVICES**

### **Student Illness at School**

A nurse is on duty in the district during school hours for the benefit of all the students. If a student becomes ill during school hours, he/she must report to the nurse's office for evaluation. Student's are not to use their cell phones to call their parents to pick them up. No student will be sent home or taken home without a responsible adult being notified. Students may request permission to go to the office if they feel they have a health problem that they wish to discuss with the nurse.

The health office serves as a first aid station for major and minor types of injuries and also serves as a resource center for health related materials. The health office will schedule medical, dental, or optometric appointments for students upon parental request and approval. The parent must also give consent to the treating physician.

### **Health and Safety**

#### *When should I keep my child home from school?*

Deciding when a child is too sick to go to school can be difficult. In order for your child to be available for learning and to control communicable diseases in school, it is important to keep your child home for the following reasons:

#### **Fever 100.4 degrees and above**

Your child should be fever free and off all fever-reducing medications for 24 hours before he/she returns to school

#### **Sore Throat**

A minor sore throat is usually not a problem, but a severe sore throat could be a symptom of a more serious illness. If your child is diagnosed with strep throat he/she may return to school 24 hours after antibiotic treatment begins.

#### **Eye inflammation or discharge**

If your child's eye is red with cloudy or yellow/green discharge, matted eyelids, eye pain, and/or redness you should contact your healthcare provider. If your child is diagnosed with pink eye and prescribed medication that needs to be given at school, please complete the medication permission form and return it to the school nurse with the medication. Your child does not need to stay home due to pink eye unless they are unable to refrain from touching and rubbing their eye as pink eye is highly contagious.

#### **Vomiting and Diarrhea**

Your child should stay home until the illness is over (without the use of medication) and for 24 hours after the last episode of vomiting/diarrhea.

#### **Influenza, COVID-19 and Other Respiratory Symptoms**

This includes sudden onset of high fever, chills, headache, body aches, dry cough, or vomiting. Influenza can be serious and may warrant immediate medical attention. Your child should stay home until the illness is over without the use of medication. Your child must also be fever free without the use of fever-reducing medication for 24 hours before returning to school.

#### **Lice**

Head lice infestations are common and are most likely to occur in preschool and elementary-age students, regardless of socioeconomic status or geographic region. A head lice infestation is not a communicable disease and no health risks have been associated with head lice.

If your child is found to have head lice by the school nurse, contact will be made with the parent/guardian. The school nurse will provide the parent/guardian with evidence-based education and treatment instructions from the Iowa Department of Public Health. Students do not



need to be sent home or miss school due to head lice; however, it is recommended that parents/guardians begin treatment as soon as possible before their child returns the next day.

Both the American Academy of Pediatrics (AAP) and the CDC recommend schools discontinue the following practices: whole classroom head lice screenings, exclusion for nits or live lice, and notification to others except for parents/guardians of students with head lice infestations. Notification to others may be a breach of confidentiality.

#### *When should you call the school nurse?*

We encourage parents/guardians to call with concerns, questions, or updated information- including the following reasons:

1. A new medical diagnosis or change in your child's physical/behavioral/emotional health status
2. A new allergy
3. A newly prescribed medication or a change in the current medication regimen
4. A serious illness, injury, or condition requiring emergency treatment or hospitalization
5. A head injury or concussion
6. An injury requiring sutures, casting, or mobility assistance
7. Contagious conditions such as chicken pox, influenza, strep throat, whooping cough, head lice, or pink eye
8. Your child is absent for three or more days due to physical illness, injury, or mental health
9. If there are any recent changes in your family that may affect your child, such as a birth, recent death, serious illness, military deployment, unemployment or marital separation, or divorce

#### **Student Injury at School**

Any student injured at school, including extracurricular activities, must report such injury to the health office no later than 24 hours 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.

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.

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

#### **Administration of Medication**

Some students may need to carry prescribed medication (inhaler, EpiPen) with them throughout the school day. This will only be acceptable with written permission from the parent and physician. All other medications will be locked in the nurse's office and administered by certified staff at the times written on the prescription label. Sometimes students carry medication to school without the knowledge of school staff. The school does not approve of this and cannot be held responsible when it occurs. Unless a specified time is written, noon will be considered during the lunch hours. Medication prescribed for three times a day shall be administered outside of school hours (before school, after school and at bedtime).

The **PARENT**, not the student, will transport any medication to and from school. The school must know the medications a student is taking in the event the student has a reaction or illness. Written instructions for medication administration, as well as parental authorization to administer the medication, must be provided.

Medication is held in a locked cabinet and distributed by trained personnel. Medication must be in the original container with the following information either on the container, in the instruction sheet or in the parental authorization: name of the student; name of the medication; directions for use including dosage, time, route, and duration; name, phone number and address of the pharmacy (if applicable); date of the prescription (if applicable); name of the physician (if applicable). The prescription label and the medication authorization form must match. The parent must fill out a new medication sheet with any medication change as well as provide a corrected label for the medication bottle.

Requests for as needed (PRN) medications such as Tylenol, Ibuprofen, Tums, decongestants, antihistamines, etc. will be granted on a short term basis. A physician order may be requested should usage be deemed excessive by the nurse's assessment. The parent cannot request over the counter medication dosage greater than the label directive. All medications will be provided by the parent/guardian. School personnel will not administer herbal supplements or vitamins during the school day. The Iowa Board of Nursing does not allow the administration of these medications at school.

per parent request. At the end of the school year or at the end of a dispensing period, any remaining medication shall be picked up by a parent or guardian or it will be properly disposed of. New prescriptions will be required at the beginning of each school year.

### **Communicable and Infectious Diseases**

Cases of communicable diseases should be reported to the school so action may be taken to reduce their spread. When appropriate, parents in the affected child's homeroom will be notified of any contagious disease that has been identified so they can remain observant. Due to confidentiality issues, the names of involved students will not be released and the school may partner with public health. Students with contagious diseases will be excluded from school until such time that their condition does not endanger the health of others. A signed release from a physician may be required for re-admittance if so requested by the school personnel. In order to prevent the spread of communicable diseases, parents should use their good judgment in keeping sick children home from school.

### **Immunizations**

Prior to the first day of school, proof of up to date immunizations must be provided. If immunizations are not up to date, a provisional certificate will be issued. The provisional will allow student enrollment for 60 days and then expire. Per Iowa's state law, at this time students not in compliance with the Iowa Department of Public Health immunization requirements will be excluded from school. Only for specific medical or religious purposes are students exempt from the state of Iowa's immunization requirements. An exemption form must be completed and turned in to the school prior to the first day of attendance. Students entering from a foreign country may also be required to pass a Tuberculosis (TB) test prior to attending school.

### **Health Screenings**

Throughout the year, the school district performs health screenings for vision and hearing in certain grades. Upon a teacher's recommendation, students not scheduled for screening may also be screened. Students are automatically screened unless a parent submits a request in writing asking that the student be excused from the screening.

## **GOOD CONDUCT CODE – EXTRACURRICULAR ELIGIBILITY POLICY - Code No. 503.4**

### **I. PHILOSOPHY**

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

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

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

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

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

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

In addition, we expect students to demonstrate a positive and respectful demeanor toward fellow participants, sponsors, officials, and the public; a sense of teamwork and respect for the importance of the group; responsibility for meeting the obligations of participation in the various activities; pride in self, school, and peers; and, respect for the property and rights of others. Students who participate in activities serve as role models for peers and younger students; therefore, their attitudes and actions have an important impact on others. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate.

### **II. ACADEMIC ELIGIBILITY -36.15(2) Scholarship rules.**

A. 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 under the provisions of Iowa Code chapter 261C, postsecondary enrollment options, 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) Subject to the provision below regarding contestants in interscholastic baseball or softball, 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 bona fide contestant for 20 consecutive school days. For purposes of this subrule, a "bona fide contestant" means a student who presently is or previously has competed in the interscholastic athletic activity to which the student's period of ineligibility herein applies. This definition shall not apply to a student in the ninth grade.

(3) At the end of a grading period that is the final grading period in a school year, a bona fide contestant in interscholastic baseball or softball who receives a failing grade in any course for which credit is awarded is ineligible to dress for and compete in interscholastic baseball or softball for the four consecutive weeks following the end of the final grading period.

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

h. No student who has been a member of a college squad or who has trained with a college squad or participated in a college contest shall be eligible for any athletic contest.

i. A student who is eligible at the close of a semester is academically eligible until the beginning of the subsequent semester.

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.

**B.** Academic eligibility shall be based on semester grades. Ineligible students will serve a 20 school day suspension immediately following the semester the student is deemed ineligible. A student deemed ineligible after the second semester (spring) may serve his/her ineligibility during the summer vacation. If a student is then subsequently passing the required number of classes, the student shall then regain eligibility. Students not passing five full credit classes will be ineligible for the remainder of the quarter. Ineligible students shall be allowed to practice during the ineligibility period. However, 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. The student would subsequently not regain eligibility until the next semester.

### **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). Students who are served at home with parent/guardian consent will also fall under the provisions 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.

(1) Option A – Volunteer Provision (Self-Report). 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, before an administrator begins an investigation regarding information obtained in any manner, 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 1/3 of the regular season competition for students involved in athletics and cheerleading and/or 2 events for all other categories. Counseling is recommended but not required.
- (b) 2nd Violation within a 24-month period from the date of the first violation – the student will be declared ineligible for 2/3 of the regular season competition for students involved in athletics and cheerleading and/or 3 events for all other categories. Counseling is recommended but not required.
- (c) 3rd Violation within a 24-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. Counseling is recommended but not required.

Events that move immediately to 3<sup>rd</sup> offense—drug paraphernalia and drug possession.

2. Option B – Honesty Provision (Administrative Discovery). 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 2/3 of the regular season competition for students involved in athletics and cheerleading and/or 3 events for all other categories. Counseling is recommended but not required.
- (b) 2<sup>nd</sup> Violation within a 24-month period from the date of the first violation – the student will be declared ineligible for 12 months from the date of the second violation. Counseling is recommended but not required.
- (c) 3<sup>rd</sup> Violation – within a 24-month period from the date of the first violation – the student will be declared ineligible for the remainder of their high school career.

Events that move immediately to 3<sup>rd</sup> offense—drug paraphernalia and drug possession.

## 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.
- (20)
- 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, 5<sup>th</sup> through 8<sup>th</sup> period, 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.

## **TECHNOLOGY RESOURCES**

### **PowerSchool Parent/Student Portal and School Website**

You may access the district website at [www.new-hampton.k12.ia.us](http://www.new-hampton.k12.ia.us). Students and parents are encouraged to monitor the student's grades throughout the school year using the PowerSchool program. The website also contains information for each building in the district, including staff email addresses, student information on PowerSchool, activities calendar, lunch menu, and links to educational sites. To gain access to the parent portal of PowerSchool, please call Lisa at (641) 394-2134 x2