

**New Hampton
Elementary
School**



**Preschool – Fourth Grade
Parent and Student Handbook**

NEW HAMPTON COMMUNITY SCHOOL DISTRICT

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District phone number: 641-394-2134

Elementary extension 1

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

There is a grievance procedure for processing complaints of discrimination. Inquiries regarding NHCS D compliance with pertinent federal law should be directed to the New Hampton Community School District Equity Coordinator: Brad Schmitt

**New Hampton Elementary School
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Dear Parents and Students of New Hampton Elementary,

As we begin this school year, we ask you to carefully read our student handbook as it describes the policies and procedures regarding academics and conduct. If you have any questions about the handbook, please contact the principal. Also, the principal may find reason to amend the handbook at given times. Parents will be given prompt notice of any such revision.

The policies and procedures found in the handbook are intended to support our mission. At New Hampton Elementary, we strive each day to challenge our students to maximize the gifts given to them. We believe that policies grounded in our mission will help our students to be responsible members of the global community.

We begin the year with great enthusiasm and with gratitude for the privilege of working with our parent community. We believe that a productive partnership will best serve our effort to develop the skills and talents of your children.

*Mrs. Brenda Lansing
Principal, New Hampton Elementary School
Email: b_lansing@new-hampton.k12.ia.us*

HANDBOOK JURISDICTION

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

Mission Statement of the New Hampton Community School District

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

Developed in 1990 by school improvement building representatives.

Vision Statement of the New Hampton Community School District

The vision of NHCSD is to focus on strengths while providing diverse opportunities that empower all stakeholders to achieve their aspirations.

Developed in the 2017-2018 school year

Learning Goals of the New Hampton Community School District

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

- Read and listen carefully
- Write and speak clearly
- Use mathematics efficiently and accurately
- Locate and use information thoughtfully
- Work cooperatively
- Think scientifically, critically, and creatively
- Model acceptance of diverse cultures and ideas
- Appreciate the aesthetic qualities of the arts and humanities
- Use technology effectively
- Live healthfully
- Act in accordance with T.R.I.B.E (Trustworthy, Respectful, Involved, Be Prepared, Effort)
- Treat others respectfully, regardless of differences so their lives may be socially productive and personally meaningful.

Developed in January 2000 by the School Improvement Design Team.

The New Hampton Community School District Website

Visit www.new-hampton.k12.ia.us to keep up with district and elementary events.

Visit NHE on Facebook: <https://www.facebook.com/NewHamptonElementary?ref=hl>

THE NEW HAMPTON COMMUNITY SCHOOL DISTRICT GOVERNING DOCUMENTS

ABUSE OF STUDENT BY SCHOOL EMPLOYEE District Policy 402.3

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

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

ANTI-BULLYING/HARASSMENT POLICY District Policy 103.E5

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 from the services, activities, or privileges provided by a school.

- • “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, political belief, socioeconomic status, or familial status.

- • “Volunteer” means an individual who has regular, significant contact with students.

Filing a Complaint

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the building principal. An alternate will be designated in the event it is claimed that the principal 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 (building principal)(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, the 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

CORPORAL PUNISHMENT AND PHYSICAL RESTRAINT

State law forbids school employees from using corporal punishment against any student. Certain actions by 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.

State law also places limits school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent.

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

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's web site: www.iowa.gov/educate.

EQUAL EDUCATIONAL OPPORTUNITY POLICY District Policy 401.2

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

FIREARM PROHIBITION Code No. 503.6

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

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

The term "destructive device" means:

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

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

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

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

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

Cross Reference:

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

HOMELESS CHILDREN/YOUTH

District Policy 501.16

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

- 1) A child or youth who is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in a motel, hotel, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are 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 spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; or
- 4) A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs “1” through “3” above.

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

HUMAN GROWTH AND DEVELOPMENT

District Policy 603.5E1, 603.6

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

MULTICULTURAL AND GENDER FAIR EDUCATION

District Policy 603.4

Enrolled students have an equal opportunity for a quality public education without discrimination, regardless of their race, creed, gender, marital status, national origin, ability or disability. The educational program is free of such discrimination and provides equal opportunity for the participants. The educational program fosters knowledge of and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. It also reflects the wide variety of roles open to both men and women and provides equal opportunity to both sexes. The grievance policy and procedures are available from the educational equity coordinator who is Brad Schmitt, 206 West Main, New Hampton, (641) 394-5065.

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 nondiscrimination include, but are not limited to: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes,

physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

There is a grievance procedure for processing complaints of discrimination. Inquiries regarding NHCS D compliance with pertinent federal law should be directed to the New Hampton Community School District Equity Coordinator: Brad Schmitt, 206 West Main Street, New Hampton, IA 50659, (641) 394-5065, b_schmitt@new-hampton.k12.ia.us

SCHOOL WELLNESS POLICY AND HEALTHY KIDS ACT

Healthy Snacks and Celebrations District Policy 507.9

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

STUDENT EXERCISE OF FREE EXPRESSION District Policy 502.5

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

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.

GENERAL INFORMATION

ELEMENTARY SCHOOL ORGANIZATION

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

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

Teachers are assigned to grade levels in accordance with the enrollment in each of the grades.

ELEMENTARY TIME SCHEDULE

- STUDENTS EATING BREAKFAST AT SCHOOL WILL FIND THE NORTH CENTRAL DOORS OPEN FOR THEIR ENTRY AT 7:45.
- STUDENTS NOT EATING BREAKFAST AT SCHOOL ARE NOT TO BE ON THE SCHOOL GROUNDS PRIOR TO 8:00 AND SHOULD REPORT TO THEIR CLASSROOM BETWEEN 8:00 AND 8:15.
- PARENTS ARE RESPONSIBLE FOR ANY INJURY, WHICH MAY OCCUR PRIOR TO 8:00 A.M. OR AFTER 3:30 P.M.
- 8:15 ALL CLASSES BEGIN
- 3:20 BUS STUDENTS ARE DISMISSED WHEN THE BUSES ARRIVE
- TOWN STUDENTS ARE DISMISSED AFTER BUSES LEAVE

ANIMALS ON DISTRICT GROUNDS

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 when proper certification from vet is provided. While children are arriving and dismissing this can cause fear in some children so please restrain from bringing them at these times also. Permission from the principal will be required of anyone wishing to bring an animal into school district facilities. 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.

AREA EDUCATION AGENCY SERVICES (AEA)

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

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

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

ATTENDANCE AND ABSENCES

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 get their driver’s license until they turn 18.

II. 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 have been given prior administrative approval.

Approval of building principal

III. Unexcused Absences Guidelines:

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

Any of the following shall be deemed 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.

IV. 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 telephone the school when your son or daughter is absent**. It is requested that calls to the school be made between 7:30 a.m. and 9:00 a.m.. If a student is absent and a call has not been received by 9:00 a.m., the school office will call the parent. This policy is to insure that both home and school know the student's location. A student shall be considered unexcused if the parent (guardian) does not notify the principal's office prior to the absence or prior to **9:00 A.M.** on the date of the absence. Administrative discretion will be used as necessary. If the nurse can be of assistance, please let us know.

V. Excessive Absences

- a. It is the belief of the New Hampton Community School District that an absence from school, whether excused or unexcused, is a day of lost instructional time.
- b. When a student **misses 2 unexcused 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 4 unexcused 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 6 unexcused 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 8 unexcused day in a semester**, a letter will be sent to the parent and the matter will be turned over to the county attorney for further review.
- f. The administration reserves the right to consider each situation individually and make exceptions as the situation warrants.

VI. Tardiness:

Students are expected to be at school on time and in the classroom by 8:15. 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.

VII. Make-Up Work

1. If a student is sick or on vacation, the necessary help, work, or test will be given per teacher designated time. General rule is the first day a student has been absent, they 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.

2. School administration reserves the right to make adjustments to this policy according to individual student needs/situations. Examples could include but not limited to after school study hall, Saturday school, etc.

LEAVING SCHOOL BEFORE DISMISSAL

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

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

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

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

BALLOONS/FLOWERS/INVITATIONS

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, cause hurt feelings, and possibly difficult for the student to manage when trying to take them home.

INVITATIONS

No invitations to a child's birthday party or any personal events will be handled by the teacher or through the classroom **unless all students in the homeroom class are invited or all the girls or the boys of that class are invited.** Please ask your classroom teacher if you have any questions.

BICYCLES AT SCHOOL

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

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

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

BOOKS AND EQUIPMENT

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

FEE SCHEDULE

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

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

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

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

COMMUNICATION

- The general public may contact the school with pertinent information about threats or concerns via telephone or email. Contact information can be located on the school's website.
- If you have not yet signed up for our news updates through Powerschool please do so, this will allow you to receive emails directly from us and the classroom teacher without logging into Powerschool.

Steps: Go to Powerschool parent account at <https://new-hampton.powerschool.com/>

Look at the left hand side of the screen for Email Notification, click it.

Then put checks for sure in school announcements and balance alerts . For how often, please choose daily - but it is up to you and place a check in Apply these settings to all your students.

- New Hampton Community website - Elementary announcements from above will be linked also to here: Go to: <http://www.new-hampton.k12.ia.us/home>
Look at the Parents Tab, then Elementary School and click on Announcements.

- School Alerts sign up <https://schoolalerts.iowa.gov/>
- Facebook (New Hampton Elementary): JOIN OUR PAGE:
<https://www.facebook.com/NewHamptonElementary?ref=hl>

CROSSING GUARDS

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

FIELD TRIPS

Field trips are encouraged as an educational experience that will enhance the learning taking place in the regular classroom. Permission in writing must be obtained from parents of students who wish to go on each field trip during the school year. Students are expected to attend. At times we may ask for parent volunteers to help chaperone the trip, this is granted as first come however we will do our best to rotate volunteers also. We ask that the chaperons act as adult supervision during the time therefore **will not** be on cell phones, taking pictures and posting to social media, etc.

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 disciplinary action either by the school or State Fire Marshal.

The following signals should be recognized:

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

HEALTH AND SAFETY

KEEPING CHILDREN IN FROM RECESS AND/OR SPECIAL CLASSES

A doctor's note must be provided due to illness or injury to exclude a child from class or recess. The classroom teacher has the responsibility to see that adequate supervision is being provided for any student kept from recess. Those students staying in from recess must be supervised by a

certified teacher. The classroom teacher will allow every student to participate in specific area classes unless it has been discussed with the principal or meets the guidelines above. (Specific area classes are Music, Art, Physical Education, and Library.)

HEALTH SERVICES

- **Picking Up Sick Children:** A nurse is on duty in the district during school hours for the benefit of the students. If your child becomes sick during the day, and the nurse or office determines that he/she needs to go home, you will be contacted and asked to pick up your child.
- **Emergency Forms:** At the beginning of each school year, parents must provide emergency information with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. Please make sure the emergency information is up-to-date and contains individuals who can be easily reached in time of emergency.
- **Excuse for Absence:** Students who have been absent must bring a note to the teacher and office upon his/her return to school if the school has not been notified of the students' absence. The note must state the reason for the absence and be signed by the parent. If the parent has called the office to inform the school of the reason for the student's absence, the office will notify the teacher. A written doctor's excuse is required if a student misses five days of school.
- **Medicines:** If a child's health is such that he/she is unable to participate in the normal school program and is under medical prescriptions or other like need, that child should remain home from school. If medication is necessary, but the child is to participate in the regular school program, the school policy concerning medication at school as stated below must be followed:
 1. A licensed medical or osteopathic physician or dentist must prescribe the medication.
 2. A medication permission form must be signed by the parent/guardian and will include information on the dosage and why the medication is being given.
 3. The medicine shall be maintained in the original prescription container which shall be labeled with: (a) name of pupil, (b) name of medication, (c) directions for use, (d) name of physician or dentist, (e) name and address of pharmacy, and (f) date of prescription.
 4. The medication, while at school, shall be kept in the nurse's office. When required, refrigeration will be provided.
 5. A written record will be kept on any medication(s) given at school. This record will include the pupil's name, the name of the medication, the amount of medication to be given, and the time at which it is to be given. After the medication is given, the person dispensing the medication will initial the medication sheet with his/her initials. The record shall be kept each time the medication is given at school, on the appropriate "Medication List" form.
 6. If a student has a prescribed inhalant medication, a written permission form must be given to the nurse by the parent prior to its use in school. The inhaler must have the appropriate pharmacy label on it with the name of the child.

7. At the end of the school year, or at the end of a dispensing time, any remaining medication shall be returned to the pupil's parents or destroyed. This action, if medication is destroyed, should be noted on the pupil's health record. No Tylenol or ibuprofen will be dispensed at school unless a written permission note from the parent is on file in the school office, which will be dispensing the Tylenol or ibuprofen. These over-the-counter medications must be in the original container (medication that is not properly labeled, cannot be given) The note from the parent must be dated and signed by the parent, and written directions for giving enclosed. These prescriptions must be renewed at the beginning of each school year, and all previous prescription consents will be destroyed at the end of each school year.
- **Immunization Certificates:** Students, who are enrolling in the district for the first time, must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations or the student makes arrangements with the principal and school nurse. Exemptions from this immunization requirement will be allowed only for medical or religious reasons. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt from this requirement. [Parents are encouraged to have their children receive periodic physical examinations.]
 - **Communicable Diseases:** Students with a communicable disease will be allowed to attend school as long as they are physically able to do so and so long as their presence does not create a substantial risk that others will catch the disease. The term "communicable disease" means an infectious or contagious disease spread from person or animal to person. Once the administration, in conjunction with the school nurse, decides that the student's condition poses a health threat to other students, the student will be excluded from school for the duration of the period of contagion. In order to prevent the spread of communicable diseases, parents should use their good judgment in keeping sick children home from school. When the administration has knowledge of the presence of a communicable disease, the State Department of Health will be notified.
 - **Illness and Injury:** In the event of an accident at school, the school shall attempt to notify the parents according to the information on the emergency form. Parents will be asked to complete an emergency medical form providing necessary information to be used in the case of an illness or injury. In case neither parent nor emergency contacts can be reached, school authorities will attempt to take the necessary steps to assure the welfare of the child. Injuries shall be reported within 24 hours and a "Preliminary Accident Report" will be filed in the health service's office.
 - **School Insurance:** Low cost accidental and dental policies will be offered as a service by the school. Complete details of this insurance, its coverage and cost, will be given each student. You are encouraged to consider this opportunity. It is the student's responsibility to report all injuries for which a claim is to be made to the nurse promptly. The school is only performing a service for the student and is in no way responsible for the collection of claims.

- **Fevers and Illness:** If a child has a fever equal to or greater than 100° F, vomiting, or diarrhea, the child shall remain out of school for **24 hours** until the child has a temperature less than 100° F without a fever-reducing medicine. The child must also be able to tolerate food without the diarrhea and/or vomiting recurring.
- **Head Lice:** Head lice are not considered a disease. Students are not routinely screened for head lice. Students will not be sent home for head lice. It is very important to stress to your children not to share hats or combs. It is also important that you check your child's head frequently (weekly) at home. Please assume that head lice are always present in the community.
- **Conjunctivitis (Pink Eye):** Children with eye infections that cause redness, crusting of the eye or drainage from the eye which results in the child being uncomfortable may be kept home from school at the parent's/guardian's discretion. There are 3 types of conjunctivitis, bacterial, viral and allergic, which vary in treatment options and contagiousness. The only type treatable by antibiotics is bacterial conjunctivitis. If the eye is stuck shut in the morning, the child should see a health care provider before coming to school. If the child is experiencing drainage or the eye hurts, please keep them home until that is resolved, recommended by IDPH.

HOMEWORK OBJECTIVES AND RESPONSIBILITIES

Introduction

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

Homework Objectives

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

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

Homework Responsibilities:

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

Student Responsibilities

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

- Strive to complete work to the best of his/her ability.

Parent/Guardian Responsibilities

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

Teacher Responsibilities

- Provide meaningful tasks with a specific purpose that support work introduced during class time.
- Allow time in class for students to write down the assignment in an appropriate assignment notebook in order to develop organizational skills.
- Acknowledge the activities and responsibilities of students outside of school and accept that extenuating circumstances could arise that prevent students from completing the work.
- Communicate with parents if concerns arise.
- Monitor homework assignments and provide feedback to students.
- Coordinate homework with other teachers/teams to avoid excessive homework on particular nights.
- Provide support groups when necessary to assist students in developing good study habits and effective time management practices.
- Assist the building support team in monitoring students in need of assistance.
- Help the students establish realistic goals and provide the necessary support.
- Offer study-skills group for selected students when needed.

Principal Responsibilities

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

LOST AND FOUND

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

Personal Belongings

Valuable toys or belongings should not be brought to school unless directed by a teacher for a special day option (trading cards, electronic games or devices). The school is not responsible for lost or stolen items.

PARENT INFORMATION

REPORT CARDS AND PARENT/TEACHER CONFERENCES

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

POSITIVE BEHAVIOR EXPECTATIONS OF STUDENTS (PBIS)

Positive Behavior Interventions and Supports (**PBIS**) is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional and academic success.

[HTTPS://WWW.PBIS.ORG/SCHOOL](https://www.pbis.org/school)

NEW HAMPTON ELEMENTARY SCHOOL IS DEDICATED TO WORKING WITH ALL STUDENTS TO PROVIDE A SAFE AND POSITIVE ENVIRONMENT THAT SUPPORTS TEACHING AND LEARNING. THE GOAL OF NHE IS TO PROVIDE A SYSTEMIC APPROACH TO TEACHING SELF-DISCIPLINE SKILLS. THROUGH PROFESSIONAL ASSESSMENT AND PARENTAL INVOLVEMENT, STUDENTS WILL BE GUIDED TO DEVELOP THE SKILLS THAT ARE NEEDED TO BECOME SELF-DISCIPLINED.

REFER TO THE LAST PAGES OF THE HANDBOOK FOR THE ELEMENTARY MATRIX WITH OUR EXPECTATIONS BY AREA AND THE OFFICE DISCIPLINE REFERRAL FORM THAT WILL BE SENT HOME FOR MAJOR (MAILED) AND MINOR (IN BACKPACK WITH STUDENT) INCIDENTS. THE CLASSROOM TEACHER WILL INFORM YOU IF YOUR CHILD HAS THREE OR MORE MINORS IN A QUARTER.

BEHAVIORAL EXPECTATIONS OF ELEMENTARY STUDENTS:

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

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

Expectations in All Areas of New Hampton Elementary:

Students will be:

T - Trustworthy

R - Respectful

I - Involved

B - Be prepared

E - Effort

New Hampton Elementary TRIBE Pledge

We are TRIBE from New Hampton Elementary

T: Tribe Trustworthy

R: Tribe Respectful

I: Tribe Involved

B: Tribe Be prepared

E: Tribe Effort

We are TRIBE New Hampton Elementary

TRIBE!

BUS BEHAVIORAL EXPECTATIONS FOR SAFETY (SEE MATRIX ON LAST PAGE)

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.

The students should observe these additional rules listed below:

1. Students are under the total authority of the bus driver.
2. All school rules, regulations, and policies apply on the school bus.
3. Students are to be at their pick-up point on time.
4. If a student must cross the roadway, he/she should pass IN FRONT of the bus, no closer than 10 feet, looking both directions, and proceed only on the signal from the driver.
5. Students should refrain from talking to the driver while the bus is in motion and there should be NO NOISE while the bus is crossing railroad tracks.

6. Keep hands, arms, legs and objects to yourself and in the bus.
7. No pushing, shoving or fighting.
8. No swearing, using rude gestures, teasing others, or talking loud.
9. Keep all harmful objects (drugs, tobacco, alcohol, and weapons) off the bus.
10. Keep bus aisles clear.
11. No damaging of the bus and PLEASE help keep your bus clean.
12. No eating of food or drinking without the permission of the bus driver.
13. Be courteous to everyone.
14. Buses are equipped with a video/audio monitoring system. **See Board Policy Code No. 712.2R2.**

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

BUS DRIVER:

1. Warning to student
2. Conference with student/ Office Referral Form filled out
3. Assigned seat
4. Call parents
5. Inform Transportation Director of student's behavior

TRANSPORTATION DIRECTOR AND BUILDING PRINCIPAL:

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

Information Regarding Riding the Bus

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

Board Policy Code No. 712.2R2

USE OF VIDEO CAMERAS ON SCHOOL BUSES REGULATION

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

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

Notice

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

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

The following notice will also be placed on all school buses equipped with a video camera:

"This bus is equipped with a video/audio monitoring system."

Review of Videotapes

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

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

Video Monitoring System

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

Student Conduct

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

Approved 7/17/97

PK-4 CONDUCT POLICY:

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

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

ALL STUDENTS will be expected to follow all school rules.

Expectations:

Student Responsibilities

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

PK-4 Conduct Policy - Steps

1. **First Step** - Stop the behavior immediately. Corrective teaching offered.
2. **Second Step** - Problem-solving conference with student and staff. Corrective teaching offered and a Behavior/Office Referral Form filled out. This form will serve as documentation. This form goes home for parent signature and is returned to the teacher.

3. Third Step - If multiple occurrences happen: An INDIVIDUAL BEHAVIOR CONTRACT (developed to meet the needs of the behavior). This form will serve as documentation. This form goes home for parent signature and is returned to the teacher.
4. Fourth Step - Parents contacted and a conference set up. At this conference, the student, parents, and teachers will set strategies for bringing about acceptable behavior. This INDIVIDUAL BEHAVIOR PLAN will be signed by all those in attendance. Possible Check In and Out Intervention put in place.
5. Fifth Step - The parents will be contacted to meet with the principal, referring teacher, and possible AEA team members. The group will choose strategies to bring about the acceptable behavior.

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

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

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

Serious Offenses (Majors) (Board Policy 503.1)

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

Disciplinary Measures*

1. Verbal intervention and correct behavior practice
2. Appropriate apologies or clean up.
3. Loss of privilege.

4. Extended learning and correct behavior practice
5. Behavior Improvement Plan implemented
6. Conference with parent
7. Detention.
8. In-school suspension.
7. Out-of-school suspension.
8. Expulsion

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

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

SUSPENSIONS OR EXPULSIONS

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

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

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

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

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

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

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

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

7. Narcotics, Alcoholic Beverages, Tobacco and Stimulant Drugs: No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage,

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

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

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

8. Repeated School Violations: A student shall not repeatedly fail to comply with the directions of teachers, student teachers, substitute teachers, teacher aides, principals or other authorized school district personnel during any period of time when the student is properly under the authority of school personnel.

Consequences:

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

PROMOTION AND RETENTION

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

OPEN ENROLLMENT

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

March 1- Last date for regular open enrollment request.

September 1-Last date for open enrollment requests for entering kindergarten students and those students falling under the "good cause" definition for the current school year.

Parents/guardians of open enrolled students whose income falls below 60% of the federal poverty guidelines are eligible for transportation assistance. For further details, contact the superintendent, at (641) 394-2134.

SCHOOL ATTIRE

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

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

We highly encourage all elementary students to wear tennis shoes. This is proper attire for recess and PE class as they run and help prevent accidents. If they wear flip flops we also encourage them to have backs

Winter Time

Inside Recess:

- If wind chill is zero degrees or below, recess will be inside.
- The office will make recess decisions before school and at noon.
- Teachers will make recess decisions for morning and afternoon recesses (WeatherBug)

Winter Procedures:

- Boots and snow pants Have fun Anywhere!
- No Snow on the blacktop/wood chips- You may play on the blacktop with no boots.
- Snow on blacktop and no boots, you must stay on blacktop and walk the track.
- Too much snow on track and no boots, you must stand against the school building.

SCHOOL MEALS

Meal money will be given to the student's teacher upon arrival in the morning. The teacher will send any money from his/her class to the kitchen by 9:00. Any money brought after 8:30 a.m. should be taken to the office and will be deposited the following day. Each student will have an account established and will be issued a meal card with a 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. When the student's account is below \$5.00, every effort will be made for a notice to be printed and sent home with the child. This is not always feasible so please sign up for weekly balance notifications by email in Powerschool. Students who do not have enough in their account for a meal may eat. If a meal card is lost or damaged, the student must bring \$2.00 to the office to cover the replacement cost. That cost cannot be deducted from a meal account.

NEGATIVE ACCOUNT PROCEDURE

At the elementary/middle school levels, when a child is negative we will try to send a slip home weekly with the student's with their current balance. This is not always feasible so please sign up through Powerschool to receive balance notifications by email on a weekly basis. Our Secretaries and Food Service Director can help you with this if needed. At the high school level, students will be told as they come through the line and expected to relay that information to the parents.

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

When a student is \$20.00 overdue, the parent is informed by mail, email, or phone call that 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) and milk.

No tray will ever be taken from a child once served and no child will receive the alternative meal prior to the parents being notified.

LUNCH SCHEDULE:

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

SCHOOL TELEPHONE/CELL PHONES

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

Students are to get permission and a phone pass from their teacher before coming to the office to use the telephone. Arrangements should be made before arriving at school regarding plans to stay overnight with a friend or to go to a friend's house after school. Students are not allowed to use cell phones at New Hampton Elementary during the day. The school will not be responsible for lost, stolen, or damaged cell phones. If a student brings a cell phone to school, it will remain off and in the student's backpack for the entire day or it will be taken by the teacher and given to the principal. The principal will notify the parent to pick it up from school.

SCHOOL SECURITY

During the school day, all outside doors will be locked. You may enter the building through the front entrance after getting buzzed in by the office secretaries. All people entering the building must STOP at the office and sign in using LobbyGuard. A visitor badge will be issued in the office and must be visible while in the building.

Classes dismiss in three stages. Preschool students are dismissed at 3:15. Bus students are dismissed beginning at 3:18, followed by the town students at 3:25 or after the buses have left. **Everyone's safety is vital.** Please use the street parking area on South Broadway to drop students off in the morning or the drop-off area on Main Street. No child or adult should walk between buses or cross any street other than at crosswalks for their own safety.

SCHOOL VISITS

Students are not allowed to have friends visit the school during school hours unless arranged by the principal and teacher. **Any person** wishing to spend the day with a student must be cleared by principal. Parents are welcomed and urged to visit school during the day. (Parent visitations are discouraged during the first two weeks of school and the last week of the school year.) **All visitors must stop in the office when entering the building.** If planning on staying for

classroom instruction, a call to the teacher before you plan your visitation to check on class schedules, field trips, or other activities must be made. We urge you to not bring younger children to visit school. They are most often a distraction to you and the pupils in the class. If you are planning on eating lunch at school, please notify the elementary office before 9:00 a.m. Lunch tickets must be purchased in the office before going to the cafeteria. Invitations will be extended to parents on special occasions for programs and assemblies. **ALSO REFER TO SCHOOL MEALS**

SEARCH AND SEIZURE

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

SNACK POLICY OF NEW HAMPTON ELEMENTARY

The New Hampton Community School District policy is, all treats be pre-packaged so that we may see the ingredients listed. This is to ensure that if we have a student with food allergies we are being diligent about their nutritional needs.

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

Raw vegetables with low-fat dressing or yogurt dip

Fresh fruit

100% fruit juices

Tray of cheese

Dried fruit, such as raisins, banana chips, etc.

Trail mix

Granola bars

Jello cups or squares

Low-fat pudding cups

Yogurt cups and Yoplait Go-Gurt

Air-popped popcorn

Low-fat muffins, mini muffins

Angel food cake

Low-fat crackers, such as animal crackers, graham crackers, goldfish, Cheez Its, etc.

Baked chips

Low-fat string cheese

Pretzels
Beef jerky
Fruit Roll-ups and fruit snacks
Pepperidge Farms 100% whole wheat mini bagels
100 calorie packs
Nutrigrain bars
Flavored applesauce cups
Fruit cups
Rice cakes
Beef sticks
Mini muffins
Chex mix
Dry cereal
Graham cracker sticks to dip in yogurt cups
Cubed cheese in individual packs

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

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

Pencils
Erasers
Stickers
Bookmarks

Snacks at School

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

STUDENT EDUCATIONAL RECORDS

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

Student directory information is released without parental permission unless the parent asks the school district not to release it. Parents must notify the school district at the beginning of the school year if they do not want the school district to release directory information. Directory

information includes name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, degrees and awards received, most recent educational institution attended, year in school, dates of attendance, and heights and weights of athletes.

TECHNOLOGY RESOURCES

WEB BASED STUDENT SYSTEM

The New Hampton Community School district has adopted PowerSchool as its web based student system. The address to the web based student system where parents can check grades, attendance, and lunch transactions is <https://ps-new-hampton.gwaea.org/public/>

Login names and passwords can be obtained during parent registration or emailing/calling the school secretary. Due to the structure of the system only one parent account will be assigned per child. Parents will need to share that one account. Parents must have a valid email address and current demographic data in PowerSchool. If you use the Parent portal please contact the principal's secretary to keep your email address and demographic data updated.

ONLINE RESOURCES

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

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

<http://www.aea1.k12.ia.us> go to ONLINE RESOURCES. The Elementary students and staff username = kaea031 and Password – kaea01.

INSTRUCTIONAL COMPUTING

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

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

ACCEPTABLE USE OF INTERNET RESOURCES

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

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

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

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

If users have specific questions about whether material or subject matter is appropriate to an educational setting, he/she should consult the supervising teacher in advance of accessing it,

downloading it or sending it. Any conduct that is prohibited by law would be considered in violation of this policy.

Student use of Internet/network permission must be granted annually.

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

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

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

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

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

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

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

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

Legal Reference: Iowa Code § 279.8(1995).

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

Approved 05-13-02

Reviewed_____

In order for students in grades PK-12 to obtain Internet privileges *Internet Permission Form* must be approved at the end of the eRegistration process. The *Internet Permission Form* and the Board Policy, *Acceptable Use of Internet Resources*, (Code 605.4), and other permission forms are included at the end of the registration process.

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

WEATHER REMINDERS

Winter Time

Inside Recess:

- If wind chill is zero degrees or below, recess will be inside.
- The office will make recess decisions before school and at noon.
- Teachers will make recess decisions for morning and afternoon recesses (WeatherBug)

Winter Procedures:

- Boots and snow pants Have fun Anywhere!
- No Snow on the blacktop/wood chips- You may play on the blacktop with no boots.
- Snow on blacktop and no boots, you must stay on blacktop and walk the track.
- Too much snow on track and no boots, you must stand against the school building.

Students are expected to be dressed for the weather. If students are in need of gloves, snow pants, hats, or boots, they may check the lost and found, with the school counselor or with the nurse. WeatherBug will make the decision for going outside for recess, please refer to that site.