

NEW HAMPTON ELEMENTARY SCHOOL MORNING DROP-OFF PROCEDURES

The New Hampton Community School District is committed to providing all students, employees, and volunteers with a safe school environment. With this in mind, the district has adopted the following morning procedures for parents who want to drop off their students at the elementary school in the morning.

1. Parents of students in the district's three or four year old preschool programs may accompany their child to his/her classroom throughout the entire year. This is a requirement of our preschool standards due to the age of these children.
2. For the first two weeks of school in the fall, any parent of a Kindergarten through fourth grade child may walk his/her child to their classroom to make sure the child knows where he/she is going. This is optional if the child needs this assistance, and the parent may decide to stop accompanying them at any time before the first two weeks ends.
3. For weeks 3 and 4 of the new school year, parents of a kindergarten through first grade student will be allowed to accompany their child to their classroom if the parent feels it is necessary. This is optional based on the needs of the child and the parent may decide to end the accompaniment earlier if the child is finding his/her classroom satisfactorily.
4. Beginning with week 3 for second through 4th graders and beginning with week 5 for kindergarten and first graders the following procedure will be used.
 - a. Any parent of a child in the above listed grades (K-1, or 2-4) will need to sign in on the sheet provided by the staff member at the playground door before entering the building. After dropping his/her child off at his/her classroom, the parent should exit via the same playground door and sign out on the sheet provided by the staff member.
 - b. The purpose of this is to make sure the district knows what adults are present in the building at all times. This will help with the safety and security of our students and staff.

These procedures will be put in place in January 2025 beginning with Number 4 above.

Approved _____

Reviewed _____

Revised _____

Code No. 104-R(1)

ANTI-BULLYING/HARASSMENT POLICY--INVESTIGATION

Filing a Complaint

An individual who believes that the individual has been harassed or bullied may file a complaint with the superintendent or superintendent's designee. The complaint form is available in any building office or on the school website. If the complainant is a school employee, after filing the complaint with the superintendent or superintendent's designee, the employee may separately notify the parent or guardian of the student alleged to have been harassed or bullied.

An alternate investigator will be designated in the event it is claimed that the superintendent or superintendent's designee committed the alleged bullying or harassment or some other conflict of interest exists. Complaints shall be filed within [*state number of days - 180*] 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.

Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment upon receipt of a written complaint. The superintendent or his/her designee, (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment.

The investigation may include, but is not limited to the following:

- Interviews with the Complainant and the individual named in the complaint (“Respondent”)
- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the Respondent to provide a written statement;
- Interviews with witnesses identified during the course of the investigation;
- A request for witnesses identified during the course of the investigation to provide a written statement; and
- Review and collection of documentation or information deemed relevant to the investigation.

The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment as defined in Board policy. Upon completion of the investigation, the Investigator shall issue a report with respect to the findings, and provide a copy of the report to the appropriate building principal or Superintendent if the investigation involved the building principal

The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. Similarly, evidence uncovered in the investigation shall be kept confidential to the extent reasonably possible.

Decision

The investigator, building principal or superintendent, depending on the individuals involved, shall inform the Complainant and the accused about the outcome of the investigation. If, after an investigation, a student is found to be in violation of the 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.

Individuals who knowingly file false bullying and/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.

NOTE: Some conduct that falls under a school’s anti-bullying/anti-harassment policy also may trigger responsibilities under one or more of the federal and state antidiscrimination laws. By limiting the response to a specific application of its anti-bullying/anti-harassment disciplinary policy and the

accompanying procedures, a school may fail to properly consider whether the alleged conduct also results in discriminatory bullying and/or harassment.

I.C. Iowa Code	Description
Iowa Code § 216.9	Unfair/Discriminatory Practices
Iowa Code § 280.28	Harassment and Bullying Prohibited
Iowa Code § 280.3	Education Program - Attendance Center Requirements
Iowa Code § 279.82	Intra-District Enrollment
I.A.C. Iowa Administrative Code	Description
281 I.A.C. 12.3	Administration
U.S.C. - United States Code	Description
20 U.S.C. §§ 1221	Education - FERPA - General Provisions
29 U.S.C. §§ 794	Labor - Vocation Rehab Rights
42 U.S.C. § 12101	Public Health - Equal Opportunity - Disabilities
42 U.S.C. § 2000d	Public Health - Civil Rights - Federally Programs
U.S. Supreme Court	Description
551 U.S. 393	Morse v Frederick (2007)
Case Law	Description
Morse v. Frederick	551 U.S. 393 (2007)
Cross References	
Code	Description
102	Equal Educational Opportunity
102-R(1)	Equal Educational Opportunity - Grievance Procedure
102-E(1)	Equal Educational Opportunity - Annual Notice of Nondiscrimination
102-E(2)	Equal Educational Opportunity - Continuous Notice of Nondiscrimination
102-E(3)	Equal Educational Opportunity - Notice of Section 504 Student and Parental Rights
102-E(4)	Equal Educational Opportunity - Discrimination Complaint Form
102-E(5)	Equal Educational Opportunity - Witness Disclosure Form
401.01	Equal Employment Opportunity
402.03	Abuse of Students by School District Employees
404	Employee Conduct and Appearance
404-R(1)	Employee Conduct and Appearance - Code of Professional Conduct and Ethics Regulation
404-R(2)	Employee Conduct and Appearance - Code of Rights and Responsibilities Regulation
604.11	Appropriate Use of Online Learning Platforms
605.06	Internet - Appropriate Use
605.06-R(1)	Internet - Appropriate Use - Regulation
605.06-E(1)	Internet - Appropriate Use - Internet Access Permission Letter to Parents
605.06-E(2)	Internet - Appropriate Use - Violation Notice

605.08
605.08-R(1)

[Artificial Intelligence int the Educational Environment
Artificial Intelligence int the Educational Environment -
Regulation](#)

713
713-R(1)

[Responsible Technology Use & Social Networking
Responsible Technology Use & Social Networking -
Regulation](#)

Legal Reference: Iowa Code §§ 274.1, .2, .6, .7; 278.1(9); 279.8; 594A (2005).

Cross Reference: 200 Legal Status of the Board of Directors

Approved _____

Reviewed _____

Revised _____