

# Hamburg Community School District



## Parent/Student HANDBOOK 2024-2025

Hand in Hand  
We Learn and Grow

309 S Street

Hamburg, IA 51640

(712) 382-2017

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The Hamburg Community School District does not discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's Equity Coordinator, Dr. Mike Wells, Superintendent, 309 S Street, Hamburg, IA 61640; Phone 712-382-2017; Email [mwells@hamburgcsd.org](mailto:mwells@hamburgcsd.org)

## HAMBURG COMMUNITY SCHOOL DISTRICT

309 S Street

Hamburg, IA 51640

[www.hamburgcsd.org](http://www.hamburgcsd.org)

PHONE: 712-328-2017 FAX: 712-382-1932

Front Office: Ext 1220

Principal: Ext 1230

SBO: Ext 1260

District Secretary: Ext 1240

Superintendent: Ext 1210

Nurse's Office: Ext 1250

Welcome to the 2024-2025 school year! The Hamburg Community School District strives to provide all our students the best educational experience possible, and we hope this year will be full of new and rewarding learning experiences.

This Student/Parent Handbook is the primary and most efficient way for our school district to provide students and parents notice of the school districts' policies and practices. This handbook informs students and parents about the Boards' position on many issues such as discipline, attendance and eligibility for extracurricular activities. In addition, it conveys the school's spirit and the expectations of the school district. This handbook specifically addresses the rights and responsibilities of students. It is necessary that parents and students read all of this information together carefully at the beginning of the school year. If you need clarification on any part of it, please contact your child's building administrator.

In addition to this handbook, it is extremely important that parents carefully and completely read all communication that comes home from school, from the principal's office and from your child's teacher. The elementary school provides a "take-home" folder which we encourage children to use. Please make it a regular habit to check these "take-home" folders for information from school. If you have students in school, please make it a regular habit each day to ask them if they have school related information that you need to know. We also post updated information on the website, [www.hamburgcsd.org](http://www.hamburgcsd.org), as well as send notifications through JMC.



## **THE MISSION OF HAMBURG COMMUNITY SCHOOLS**

The mission of the Hamburg Community School District is to empower students to become intellectual explorers.

## **HAMBURG COMMUNITY SCHOOLS CORE BELIEFS**

We believe...

- all decisions (**we make**) will be based on what is best for students.
- our school will be a World Class School and will offer a World Class Education for ALL students.
- our school is a quality facility for students to learn and teacher to teach.
- our school is a respectful, loving, safe, and compassionate environment.
- students can discover the leader within.
- high expectations, accountability, and appropriate discipline lead to high achievement in and out of the classroom.
- a quality education is a shared responsibility that is achieved through meaningful collaboration among staff, students, families, and community members.

# STAFF DIRECTORY

## Administration

<p>Superintendent: Dr. Mike Wells  Principal/Athletic Director: Alec Hendrickson  School Business Officer: Melissa Chambers  Administrative Assistant/Human Resource Director: Brandi Oakes</p>
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## Marnie Simons Elementary Faculty

Preschool: Sydney Fischer	Fifth Grade: Matt Peters
Kindergarten: Brenda Brandt/Emma Haning	Sixth Grade: Cydney Parsons
First Grade: Michele Hendrickson	K-6 Resource: Lora Lea Owen
Second Grade: Lisa Welch	Art/TAG: Karen Wells
Third Grade: Lindsey Fann/Lilly Purtinun	Physical Education: Ray McCreary
Fourth Grade: Wendy Duncan	Music/Band: Sheri Hunter

## Hamburg Middle School/Hamburg Charter High School Faculty

Language Arts: Kim Dovel	Art/TAG: Karen Wells
Math: Kayti Hayes	Music/Band: Sheri Hunter
Science:	PE/Health: Ray McCreary
Social Studies: Sophie White	Resource: Cara Davis
Welding: Ben Roberts	Construction Trades: Nick Matheson
Culinary Arts: Amber Graham	Business/Technology: Julie Strange

## Marnie Simons Elementary/Middle School Support Staff

Secretary: Trisha Peeler	Library Assistant: Brianna McCreary
Counselor: JH Wolf, Lindsey Fann SBI: Kim Leininger	Custodians: Colton Pabst, Karen Allumbaugh
School Nurse: Nicole Matheson	Athletic Director: Alec Hendrickson
Print Shop Director: Kaitlin Stockstell	Bus Drivers: Deb Robinson, Curt Crain
Head Cook: Vicki Hansen Assistant Cook: Deb Crain	Para Professionals: Rachel Heuertz, Cheryl Thompson, Raissa Sleep, Mary Matheson, Emily Graham, Deb Emberton, Selena Jimenez, Emily Welch

## STATEMENTS

### **Equal Educational Opportunity Policy and Harassment Statement**

The board will not discriminate in its educational activities or employment opportunities on the basis of age, race, color, national origin, gender, creed, sexual orientation, gender identity, religion, sex, disability, socioeconomic status or marital status.

There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's Equity Coordinator Dr. Mike Wells, 309 S Street, Hamburg, Iowa 51640 phone: 712-382-2017; email: [mwells@hamburgcsd.org](mailto:mwells@hamburgcsd.org)

In addition, the District prohibits hostile work and learning environment harassment toward employees or students that are not allegations of discrimination. Complaints of hostile work or learning environment harassment may be filed with Brandi Oakes, Human Resource Director, at 309 S Street, Hamburg, Iowa phone: 712-382-2017; email: [boakes@hamburgcsd.org](mailto:boakes@hamburgcsd.org)

The district is committed to maintaining a learning and working environment free of any form of sexual harassment toward personnel and students on school grounds, on school time, at a school-sponsored activity or in a school-related context. Complaints of sexual harassment filed against students and complaints of sexual harassment filed against employees or adults may be filed with Dr. Wells at [mwells@hamburgcsd.org](mailto:mwells@hamburgcsd.org)

Inquiries or grievances related to this policy may be directed to the Equal Employment Opportunity Commission Chicago Office, 500 W. Madison Street, Suite 2000, Chicago, IL 60661, 1-800-669-4000. Inquiries may also be directed to the Director, Iowa Department of Education, Grimes State Office Building, 400 E. 14th Street, Des Moines, IA 50319-0146.

### **Non-Discrimination Policy**

It is the policy of the Hamburg Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Dr. Mike Wells, 309 S Street, Hamburg, Iowa 51640, phone 712-382-2017 or by email [mwells@hamburgcsd.org](mailto:mwells@hamburgcsd.org)

**Multicultural (MC)** approaches to the educational program are defined as those which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, including race, color, national origin, sex, disability, religion, creed, and socioeconomic background. The contributions and perspectives of Asian Americans, African Americans, Hispanic Americans, American Indians, European Americans, and persons with disabilities are presented in our educational programs.

**Gender Fair (GF)** approaches to the educational program are defined as approaches which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of women and men to society. The program shall reflect the wide variety of roles open to both women and men and which provide equal opportunity to both sexes.  
Code No. 102.E2

### **Jurisdictional and Behavioral Expectations Statement**

This handbook is an extension of board policy and is a reflection of the goals and objectives of the school board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students, teachers, employees and visitors are expected to treat each other with respect and courtesy so that all may be safe within the school environment. Students may not use abusive language, profanity or obscene gestures or language.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect twelve (12) months a year. A violation of a school district policy, rule, regulation or student handbook may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies, rules, regulations and student handbook. Students who fail to abide by the school district's policies, rules, regulations and student handbook may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules, regulations and student handbook provisions as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact their student's building administrator for information about the current enforcement of the policies, rules, regulations or student handbook of the school district.

### **Public Conduct on School Premises**

The board expects that students, employees and visitors will treat each other with respect, engage in responsible behavior, exercise self-discipline and model fairness, equity, and respect. Individuals violating this policy will be subject to discipline. Students will be disciplined consistent with the student conduct policies. Employees will be disciplined consistent with employee discipline policies and laws. Others will be subject to discipline according to this policy.

Individuals are permitted to attend school sponsored or approved activities or visit school premises only as guests of the school district, and, as a condition, they must comply with the school district's rules and policies. Individuals will not be allowed to interfere with or disrupt the educational program or activity. Visitors, like the participants, are expected to display mature, responsible behavior. The failure of individuals to do so is not only disruptive but embarrassing to the students, the school district, and the entire community.

To protect the rights of students to participate in the educational programs or activities without fear of interference or disruption and to permit the school officials, employees, and activity sponsors and officials to perform their duties without interference or disruption, the following provisions are in effect:

Abusive, verbal or physical conduct of individuals directed at students, school officials, employees, officials, and activity sponsors of sponsored or approved activities or at other individuals will not be tolerated.

Verbal or physical conduct of individuals that interferes with the performance of students, school officials, employees, officials, and activity sponsors of sponsored or approved activities will not be tolerated.

The use of vulgar, obscene or demeaning expression directed at students, school officials, employees, officials, and activity sponsors of sponsored or approved activities participating in a sponsored or approved activity or at other individuals will not be tolerated.

If an individual becomes physically or verbally abusive, uses vulgar, obscene, or demeaning expression, or in any way interrupts an activity, the individual may be removed from the event by the individual in charge of the event. Law enforcement may be contacted for assistance.

Individuals removed from school premises have the ability to follow the board's chain of command and complaint policies should they choose to do so. The exclusion is in effect should the individual choose to appeal the decision of the superintendent. The term "individual" as used in the policy also includes students and employees.

If an individual has been notified of exclusion and thereafter tries to enter a school building or attend a sponsored or approved activity, the individual will be advised that his/her attendance will result in prosecution. The school district may obtain a court order for permanent exclusion from the school building or from future school sponsored or approved activities.

## **Definitions**

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings and vehicles. The term "school activities," means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

## **Definition of Homeless/Child Youth**

A homeless child or youth ages 3-21; A child who lacks a fixed, regular and adequate nighttime residence and includes the following: A child who is sharing the housing of others (includes doubled-up families) due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, or camping grounds due to the lack of alternative accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital, or is awaiting foster care placement, a child 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 humans beings; a child who is living in a car, park, abandoned building, substandard housing, bus or train station, or similar setting; or a migratory child/youth who qualifies as homeless because of the living circumstances described above; includes youth who have run away or youth being forced to leave home.

# **GENERAL INFORMATION**

## **School Day**

The student day for PreK-8<sup>th</sup> grade: 8:00 a.m. until 3:30 p.m. Monday thru Thursday. The school day for High School will run 8:00-3:36 Monday – Thursday. The school day on Friday runs from 8:00 a.m. to 1:30 p.m. for all levels.

## **Arrival/Dismissal Procedures**

Buses will drop students off and pickup them up on the west side of the building.

Parents will drop off and pickup students in the front of the building. When picking up students after school, please pull up to the next available spot and wait for the staff to dismiss your child.

Walkers or bike riders will be dismissed after the buses and parent pickups have occurred.

## **Inclement Weather**

When school is canceled because of inclement weather prior to the start of the school day, students and parents are notified over the following radio stations in Shenandoah 960 AM and 99.3 FM and it will be posted to the school website: [www.hamburg.csd.org](http://www.hamburg.csd.org). Generally if school is canceled it is canceled by 6:00 a.m. Parents will receive a JMC text/e-mail alert to let them know about delays and cancellations. Occasionally roads become treacherous after 6:00 a.m. and a later decision becomes necessary. If school is dismissed because of inclement weather after the school day has begun, parents



are notified by the same means. The missed school day may have to be made up at a later date. We ask that all parents carefully plan the options available to them in the event that school is dismissed early in the day. Planning ahead for an early dismissal helps to avoid confusion for all involved and helps to avoid communication problems in transporting your child where he/she needs to go.

Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are generally canceled and rescheduled. The principal may determine whether to hold extracurricular activities or practices. If the extracurricular activity is to be held, students and parents are notified in the same manner as the notification that school was dismissed.

**Withdrawal from School**

Students planning to move from the district should notify office personnel and get a transfer sheet to be completed by the teacher and signed by the administrator. All textbooks, library books and computers must be returned to school and all school fees paid before records will be transferred.

**Lunch and Breakfast Programs**

The school district operates a lunch and breakfast program. The school participates in the Free Universal Breakfast program that allows each student in our district the opportunity to enjoy a free breakfast Monday thru Friday. Students may either bring their own lunch to school or purchase a lunch which includes milk. Monthly menus are sent home with each student and can also be found on the district website.

Students are expected to observe proper behavior and good manners during breakfast and lunch. The students are expected to keep the noise at an appropriate level. A computerized “meal tracker” system is installed in the school district so that students may deposit any amount of money in their account. Breakfast, lunch, and afternoon milk (for students in grades K-5) will be deducted as they use it. Individual tickets are not necessary and parents may, if they so desire, have one “family account” for all of their children, regardless of grade level.

Parents are notified when an individual’s account or a family’s account is getting low. A letter/text message/email is sent to the parent/guardian notification of the account balance is sent home with the students. This awareness gives approximately one week to deposit money into their account before reaching a negative balance. If the account is negative, a student is not allowed to receive ala carte items. See the Student Fee Chart below for a listing of breakfast, lunch, and milk charges.

**Lunch Prices for the 2024-2025 school year are as follows**

Student Lunch.....	Free Universal Lunch
Adult Lunch.....	\$4.10
Reduced Lunch Price.....	\$0.40
Extra Milk.....	\$0.30

**Breakfast Prices for the 2024-2025 school year are as follows**

Student Breakfast.....	Free Universal Breakfast
Adult School Breakfast.....	\$2.25
Extra Milk.....	\$0.30

**STUDENT ATTENDANCE**

**Compulsory Attendance Iowa Code Chapter 299**

A child who has reached the age of six and is under sixteen years of age by September 15<sup>th</sup> is of compulsory attendance age. If a child reaches the age of sixteen (16) on or after September 15, the child shall be subject to the provisions of this

policy until the end of the regular school year. In addition, a parent or guardian who has enrolled a child age five (5) in kindergarten or enrolled a child age four (4) in the statewide voluntary preschool program shall be subject to the requirements of this policy unless the parent or guardian notifies the District in writing of his or her intent to withdraw the child from school.

A child of compulsory attendance who is a resident of the District must enroll in the District schools unless:

- a. The child is enrolled in another accredited school; or
- b. The child has completed the requirements for graduation in an accredited school or has obtained a high school equivalency diploma; or
- c. The child is excused for sufficient reason by a court of record or judge; or
- d. The child is attending religious services or receiving religious instruction; or
- e. The child is attending a private accredited college preparatory school; or
- f. The child is blind or deaf, and the superintendent of the state school determines that the child is physically or mentally unable to attend school; or
- g. The child is exempted by the Director of the Iowa Department of Education based on religious beliefs and principles of the child's parents or guardians; or
- h. The child is receiving competent private instruction in accordance with Iowa law and the rules of the Iowa Department of Education, either directly by a licensed teacher in a non-accredited nonpublic school, directly by a licensed teacher in a tutorial or home school setting, indirectly by a licensed teacher assisting and supervising a parent, guardian or custodian who provides instruction, or directly by a parent, guardian or custodian.

Legal Reference: Iowa Code §§ 239.5B; 259A; 279.10-.11; ch. 299; 299A (2001).  
441 I.A.C. 41.25(8).  
1978 Op. Att'y. Gen. 379.

Cross Reference: 501 Student Attendance  
601.1 School Calendar  
604.1 Competent Private Instruction

All students enrolled, including those not of compulsory attendance age, are expected by the Board of Education to attend school each day that school is in session, unless otherwise excused or exempted as outlined in this policy or Iowa law.

Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the education program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to an absence can never be replaced. Regular attendance and being well prepared for class help students in school as well as prepares students for adulthood. Students who know they will be absent must notify the office prior to the absence.

### **Attendance Policy**

Attendance is part of a student's permanent record and will be furnished to prospective and/or current colleges and employers. This information may also be requested by the armed services as part of the recruiting process.

Students who know they will be absent must notify the office prior to the absence. If advance notification is not possible, parents must notify their child's building office on the day of the absence prior to 8:00 a.m. If notification is not received, the office attempts to contact the parents at their emergency number. If no school/parent contact was made on the day of the absence, upon their return, the student must bring a note signed by the student's parents to the office explaining the reason for the absence. Please email Mrs. Peeler at [tpeeler@hamburgcsd.org](mailto:tpeeler@hamburgcsd.org) or call her at (712)382-2017 to report an absence or appointment.

Students are expected to be in class on time. Being tardy for class is considered an unexcused absence unless approved by the principal. The school determines when an absence is excused, unexcused or truant.

### **Excused Absences (include but are not limited to the following:)**

1. Illness
2. Funeral
3. Medical and Dental Appointments
4. Required Court Appearance
5. School Sponsored Activity
6. Absences to attend a religious service or to receive religious instruction
7. Other absences excused by the administration

School administration may require verification in order to classify any absence as excused. Verification may be requested in the form of a doctor's note, written statement by a clerk of the court, written excuse by a minister or other means an administrator may deem sufficient to determine whether or not an absence shall be classified as excused.

Students are responsible for arranging make-up schoolwork. Students who know they are going to be absent prior to an absence must make arrangements with their teachers in advance to make up schoolwork. **Students have 2 days to make up schoolwork upon return from the absence.** Administration can lengthen the amount of days to make up work due to extenuating circumstances.

### **Unexcused/Unverified Absences**

- An absent student not meeting the provisions required to have an absence excused will have an unexcused/unverified absence.
- An absence is when a student misses three or more periods in one school day
- Parents shall have one week from the time a student returns to school to provide appropriate documentation to excuse the absence. Administrator approval will be needed for those seeking to excuse absences after the one week policy
- Attendance notification letters will be sent to parents/guardians upon accumulation of 5 day increments of absences.
- Physician notes are required for students to be excused when they accumulate a total of 10 absences and/or when a student misses three consecutive days. Students **must be seen** at the doctor's office to be excused. Other options to excuse a student may be granted upon approval of school administration.
- Possible interventions or the means to determine appropriate interventions may include, but are not limited to, developing a Student Support Plan (SSP); referral for a Family Team Meeting (FTM); completion of an Attendance Cooperation Agreement (ACA); referral to the board of education; meetings with the school-based interventionist, designated truancy officer, guidance counselor, administrator, and/or teachers.
- Students that have reached (10) days of absences and it is determined that they (student and family) are not actively engaged in resolving the attendances issue, will have a referral made to the County Attorney for truancy mediation and/or a meeting with the school board.
- If the student continues to have multiple absences and tardy days after the truancy mediation contract has been signed, an affidavit will be filed with the County Attorney's office.

### **Truancy**

Students who are absent from their assigned class or class activity for reasons other than those listed as excused are truant. A student is also considered truant when a student is absent from school or absent from assigned classes without school permission after reporting to school. Students may not leave school without permission from the Principal or other designated individual. Leaving school grounds without prior approval will be considered truancy. If a student becomes ill, he/she should report to the school nurse or to the office so that prompt action can be taken. Acts of truancy may result in interventions; denial of academic credit or grade level or course retention (after 10 days); required appearance before the



board of education; and/or placement in alternative learning opportunities; and/or referral to the County Attorney.

First offense: 1 day of in-school suspension and contact parents; Second offense: 2 days of in-school suspension, contact parents, and loss of credit for work; Third offense: 5 days of in-school suspension, contact parents, loss of credit, and contact local authorities.

### **Family Trips**

Family vacation trips during the regular school year are discouraged because of the number of days students are absent during that time. When families decide to take vacations during the academic school year and days of school will be missed, a written request for the absence must be made. It must be signed by the parents and given to your child's building administrator at least 5 days before leaving. This allows teachers to prepare for work to be made up in advance. These absences will be counted as unexcused.

### **Arriving Late/Leaving School Early**

Any student arriving to school late must check at the office to obtain a tardy slip. Students leaving school before dismissal time must be signed out in the front office by a parent. This procedure helps to ensure that staff and drivers know that your child is out of the building and won't be riding the bus. The first two tardies students will receive a warning. Any other tardies, the student will be assigned a 30 minute detention.

### **Absences and Activities**

Students participating in school activities must be in school at least one-half day on the day of the event in order to participate in a school activity. The remaining half-day must be an excused absence. Only in extraordinary circumstances, may this rule be waived by the principal.

## **STUDENT SCHOLASTIC ACHIEVEMENT**

### **Iowa Core Standards**

The Iowa Core Standards provide Iowa schools a guide to delivering instructional content that is challenging and meaningful to students. The standards identify the essential concepts and skill sets for English Language Arts, Mathematics, Science, Social Studies, and 21st Century Learning Skills (Civic Literacy, Financial Literacy, Technology Literacy, Health Literacy, and Employability). The Iowa Department of Education and its partners have and will continue to provide guidance and assistance to Iowa's school districts and teachers in incorporating these skills and concepts into their local curriculum. The goal of the Iowa Core Standards is to ensure Iowa students are engaged in rigorous curriculum. You can find information on all Iowa Core Standards at the website, [www.iowacore.gov](http://www.iowacore.gov).

### **Grade Reports**

Students receive progress reports in the form of report cards at the end of each quarter and semester. They also receive midterm reports in the middle of each quarter. Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance.

Students who receive an incomplete in a class must complete the class within 2 weeks after the start of the next quarter. Extensions may be granted by the teacher with the permission of the principal. Failure to finish an incomplete may result in a failing grade and loss of credit. At the end of the 4<sup>th</sup> grading period, arrangements to make up incompletes must be made between the student, teacher, and the building principal. Exceptions to the two-week period must be cleared with the building principal. If work is not completed in the allotted time, the incomplete may become an "F" resulting in loss of credit.

### **3-12<sup>th</sup> Grade Grading Scale**

A+	100-98
A	97-95
A-	94-90
B+	89-88
B	87-84
B-	83-80
C+	79-77
C	76-73
C-	72-70
D+	69-67
D	66-65
D-	64-61
F	60-00
I	Incomplete
W	Withdrawal

### **Progress Reports and Ineligible List**

Beginning with the third week of each quarter, middle/high school teachers will submit a weekly ineligible list with students earning a grade of F in their classes. On Monday morning, teachers will notify students in their classes that they are on the ineligible list with a failing cumulative grade. The principal will attempt to make contact (phone, message, or email) with the parent/guardian to inform them of the situation. It is the parents' responsibility to make sure the office has the current contact information. Unless otherwise stipulated in the student's IEP, any student failing any classes will be ineligible to participate in extracurricular activities (including performances, competitions or dances) the following week (Monday through Saturday). Students will be expected to attend all practices and performances (unsuited) during that week. Students who are ineligible with an F at the end of the eighth week remain ineligible through the end of that quarter.

### **Homework**

Teachers assign homework, extra class activities or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make-up incomplete class work. Students are expected to complete homework on time. Failure to complete homework in a timely manner may result in loss of class credit and a failing grade in the class. Students may be asked to stay after school to make up work they have not completed at school only after a personal contact is made by the teacher. Students who need additional assistance are encouraged to meet with the teacher to schedule time outside of class for extra help.

### **Honor Roll and Academic Honors**

The school district honors students who excel academically during a semester. Student who earn a grade point average of 4.0 – 3.5 will earn the Gold Honor roll. Students who earn a grade point average of 3.5-3.0 will earn the Silver Honor Roll.

### **Talented and Gifted (TAG)**

If at any time, you feel your child, at any grade level, would be better served by placement in a higher grade (acceleration), you should discuss this with your child's teacher or principal. The school will also make recommendations based on your child's academic performance.

### **Open Enrollment**

Iowa's open enrollment law allows students residing in one district to request transfer to another school district upon the

parent's request. Students wishing to open-enroll to another district must apply for open enrollment. Open enrolled students from low-income families may qualify for transportation assistance. Open enrollment may result in loss of athletic eligibility for students open enrolling. Students interested in open enrollment out of the school district must contact the home district superintendent for information and forms. July 1st is the final day for open enrollment.

## **STUDENT HEALTH, WELL-BEING AND SAFETY**

### **Child Abuse/Child Neglect**

The Code of Iowa, Chapter 235A.3, requires all school employees to report suspected child abuse or willful neglect. Staff members who have reason to believe or suspect that a child has been abused or neglected are legally responsible to report such information to the Department of Human Services (DHS). The school may notify parents that a report is being made to DHS but is not required by law to do so.

### **School Safety Plan**

The Hamburg Community School District's Safety Plan ensures the safety of our students. This policy requires all visitors to enter the building via the front doors, sign in at the office, and receive a visitor's badge which is to be on display while in the building. Upon leaving the building, visitors are to sign out at the office. All doors are locked at all times. All visitors must be "buzzed" in by office personnel at the front doors.

### **Emergency Drills**

Periodically the school holds emergency fire, intruder, and tornado drills. The difference between the fire alarm and the tornado alarm is easily distinguished. Proper procedures for these drills will be practiced throughout the school year. At the beginning of each semester teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms.

Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials.

In case of a tornado or another disaster, elementary and middle school children will be dismissed to their parents only, or to another adult who has written permission from the parents of that child.

### **School Nurse**

The school nurse serves all aspects of human growth and development. Sudden or chronic illness is one reason to visit the nurse for treatment, monitoring or consultation. The nurse evaluates infectious or communicable health problems and advises the administration or parents on recommended actions. Parents are contacted for serious health concerns. Other roles of the nurse include health screening and health education. At the elementary level immunization notices, notices regarding visits to the health room due to illness and accident reports will come home in your child's "take-home" folders. Special health problems such as asthma, allergies and other chronic illnesses should be reported to the nurse.

### **Immunizations/Dental/Vision and Lead Screenings**

Prior to starting school or when transferring into the school district, students 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. Only for specific medical or religious purposes are students exempt from the immunization requirements. In addition to current immunizations, dental, vision, and lead screenings are required by law for all entering Kindergarten students. Also, vision screenings are required for entering 3rd grade students and dental screenings are required by entering 9th grade students. Parents who have questions should contact the school nurse.

### **Physical Examinations**

Parents are encouraged to have their children receive periodic physical examinations. It is policy that all preschool and

kindergarten students have a current physical on file with the school nurse. Students participating in athletics are required to provide a school district physical examination form signed by the student's doctor stating the student is physically fit to perform in athletics prior to the start of the sport. Failure to provide proof of a physical examination makes the student ineligible.

### **Emergency Forms**

At the beginning of each school year, parents must file an emergency form with the office providing emergency telephone numbers of parents as well as alternate persons to contact in the event the school is unable to contact the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be located. Parents must notify office personnel if the information on the emergency form changes during the school year.

### **Administration of Medication at School**

Students may need to take prescription or non-prescription medication during school hours. Students may carry medication only with the permission of the parents and principal. The school must know the medications a student is taking in the event the student has a reaction or illness. Students must provide written instructions for administration of the medication as well as parental authorization for school personnel to administer the medication.

Medication is held in a locked cabinet and distributed by the school nurse, health associate or another staff member who has the Medication Administration certification. The dispensing of prescribed drugs is time consuming. Because of this we ask that if at all possible students not take medicine at school. If, however, medication must be given on a regular basis at specific times at school the following procedures will be followed:

Medication must be in the original container with the following information either on the container, in the instruction sheet or in the parental authorization: name of the student; name of the medication; directions for use including dosage, times and duration; name, phone number and address of the pharmacy; date of the prescription; name of the physician; potential side effects; and emergency number for parents.

### **Student Illness or Injury at School**

A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student will be released to the student's parents or, with parental permission, to another person directed by the parents.

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school will contact emergency medical personnel, if necessary, and attempt to notify the parents where the student has been transported for treatment.

### **When to Stay Home**

A student should not attend school when their temperature is 100 degrees or higher in the morning. Any student who has a temperature of 100 degrees or higher when at school will be sent home. A student must be fever free for 24 hours without Tylenol or any fever reducer medication before returning to school. For strep throat, a student may return to school 24-48 hours after beginning antibiotic treatment. Stomach aches or ear-aches that have interrupted sleep at night are generally organic in nature and often signify infection. Vomiting that occurs, followed by a fever usually indicates intestinal flu. Please keep your child at home to restrict the diet. Generally, intestinal flu is accompanied by vomiting, diarrhea, or both.

### **Student Insurance**

The school does not carry insurance on the students who attend school. Student athletes must have health and accident insurance in order to participate in intramural or extracurricular athletics. Students must provide written proof of

insurance prior to the start of the athletic activity. A letter from the parents stating that the student is covered is adequate proof of insurance. Student athletes who do not have and cannot afford insurance should contact their coach.

### **HAWK-I Insurance for Children**

Parents can apply for low- or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children, birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescription, immunizations, physical therapy, vision care, speech therapy and hospital services to name a few. Parents are urged to call 1-800-257-8563 (toll-free) or go to the web site at <http://www.hawk-i.org/> for more information.

### **Human Growth and Development**

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction by contacting the building principal or school nurse. Before instruction begins parents will be notified.

### **Allergens**

Parents must notify school personnel of their child's existing allergies and complete required district forms regarding allergies and reactions. Medical authorities must verify the allergies, specify foods to be omitted from the student's diet if applicable and include acceptable substitutions. In addition, it is the obligation of the student's parent or guardian to ensure that the information in the student's file is kept up-to-date with student health plans and accurate medication.

Allergens such as peanut/tree nut and natural rubber latex can be airborne, therefore triggering an anaphylactic reaction just by inhaling the allergen. As a public school building, Hamburg CSD cannot guarantee an allergen-free environment for students nor an allergen-free area in our school. However, we ask parents and guardians in our school community for cooperation and support to make our school as safe as is reasonably possible in this regard. Due to the number of children allergic to airborne allergens we solicit parental support for the following:

\*When sending snacks to school for classroom events, DO NOT send nuts, products containing nuts, or food items processed in a facility that may contain allergens relating to nuts. Additionally, it is requested NO HOMEMADE FOOD ITEMS be brought to the building for snacks, including class parties and birthday treats. Please send only prepackaged items that have been checked and are free of allergens that may cause anaphylactic reactions. Parents and teachers will sign a form indicating the pre-packaged item is allergen-free (to the best of their knowledge) prior to serving the snack.

Also, while we cannot mandate or dictate what students bring in their "sack lunch" from home, we do request that parents/students consider food items that are free of peanuts and peanut dust. It should be stressed that minute amounts of certain foods like peanut when ingested, touched or inhaled, can be life threatening. Children have had skin reactions just from simply contacting residual peanut butter on tables wiped clean of visible material. Therefore, protection of the anaphylactic child requires the school to exercise reasonable control over all food products, not only those directly consumed by the anaphylactic student. Because we cannot guarantee sack lunches are "peanut free", students bringing sack lunches from home will sit with their class at a "sack lunch" table.

### **Physical/Sexual Abuse and Harassment of Students by Employees**

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The Hamburg School district has designated Dr. Mike Wells at 712-382-2017 as its Level I investigator.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times



when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm.

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

### **Communicable and Infectious Diseases**

Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without their personal physician's approval. Infectious or communicable diseases include, but are not limited to, mumps, measles and chickenpox.

### **Physical Restraint of Students**

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 on 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.

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](http://www.iowa.gov/educate) and search for Timeout, Seclusion and Restraint.

### **Asbestos Notification**

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 ([AHERA](#)) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools. The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

A certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the office.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **Educational Records**

Student records containing personally identifiable information, except for directory information, are confidential. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board

secretary, in the central administration office.

The Family Educational Rights and Privacy Act ([FERPA](#)) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue  
SW, Washington, DC 20202-5901  
<http://www.ed.gov/policy/gen/guid/fpc/ferpa/index.html>

## **Directory Information**

The parent has the right to inform the school district the parent does not want directory information, as defined below, to be released. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by September 1<sup>st</sup> to the principal. The objection needs to be renewed annually.

Directory Information Is:

Name, address, telephone listing, date and place of birth, e-mail, address, participation in officially recognized activities and sports, weight and height of athletic participant, dates of attendance, degrees and awards received, the most recent previous school or institution attended by the student, photograph and likeness and other similar information.

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories, names, addresses, and telephone listings, unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

### **Dress Code (Student Appearance) Board Policy 502.1**

There is a strong connection between academic performance, students' appearance and students' conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and 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; wearing shoes with cleats except for outdoor athletic practices; and wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays. Under certain circumstances or during certain classes or activities a stricter dress code may be appropriate, and students must comply with the stricter requirement.

#### **Guidelines for proper attire:**

1. Halter/tube tops should not be worn at school.
2. The midriff/torso must be covered.
3. Mesh shirts and tank tops should not be worn to school as the only shirt worn.
4. Shorts, skirts, and dresses should come to mid thigh.
5. Caps, hats, hoods, etc. are not to be worn in the building during the school day.
6. No undergarment is allowed to show.

The administration/staff reserves the right to determine what is acceptable and what needs to be changed. Clothing will be provided to wear during the day of the infraction.

If students are not abiding by dress code, they will be asked to change into more appropriate clothing. If the student does not have appropriate clothing at school, they will be assigned to an in-school suspension until appropriate clothing can be brought to him/her.

### **Appropriate Use of Computers, Computer-Like Equipment, Computer Network Systems, and the Internet**

The Hamburg School Board is committed to making available to students and staff members access to a wide range of electronic learning facilities, equipment, and software, including computers, computer-like equipment (such as tablets), Ipads, computer network systems, and the internet. The goal in providing this technology and access is to support the educational objectives and mission of the School District and to promote resource sharing, innovation, problem solving, and communication. The District's computers, computer-like equipment, computer network systems and internet connection are not a public access service or a public forum. The District has the right to regulate the material created, accessed, stored, transmitted and/or posted through the use of its computers, computer-like equipment, computer network systems and/or internet connection. The District's computers, computer-like equipment, computer network systems and internet connection are the property of the District and no student or staff member shall have any expectation of privacy in any materials therein.

Access to the District's computers, computer-like equipment, computer network systems, and the internet shall be available to all students and staff within the District. However, access is a privilege, not a right. Each student and staff



member must have a signed acceptable use agreement on file prior to having access to and using the District's computers, computer-like equipment, computer network systems and the internet. The amount of time and type of access available for each student and staff member may be limited by the District's technology and the demands for the use of the District's technology. Even if students have not been given access to and/or use of the District's computers, computer-like equipment, computer network systems and/or the internet, they may still be exposed to information from the District's computers, computer-like equipment, computer network systems and/or the internet in guided curricular activities at the discretion of their teachers.

Every computer and/or computer-like equipment in the District having internet access shall not be operated unless internet access from the computer is subject to a technology protection measure (i.e., filtering software). The technology protection measure employed by the District shall be designed and operated with the intent to ensure that users are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or, with respect to student users, are otherwise harmful to minors. The technology protection measure may only be disabled for an adult's use if such use is for bona fide research or other lawful purposes. If a student is enrolled in a college class and experiences issues they will need to contact our tech support at [greenhillsaea@hamburgcsd.org](mailto:greenhillsaea@hamburgcsd.org)

The District's technology coordinator may close a user account or otherwise restrict use of the District's computers, computer-like equipment, computer network systems, and/or the internet at any time, and District administrators, faculty, or staff may request the technology coordinator deny, revoke, close, suspend, or otherwise restrict user accounts and/or privileges. Any user identified as a security risk or having a history of problems with computer systems may be denied access to the District's computers, the District's computer-like equipment, the District's computer network systems and the internet. The District may charge a student or staff member for any loss of or damage to the District's computers, computer-like equipment, computer network systems, and/or internet caused by the student or staff member. Students and staff members will be instructed by the District's technology coordinator or other appropriate personnel on the appropriate use of the District's computers, computer-like equipment, computer network systems and the internet.

The use of the District's computers, computer-like equipment, computer network systems and internet access shall be for educational purposes only. Students and staff members shall only engage in appropriate, ethical, and legal utilization of the District's computers, computer-like equipment, computer network systems, and internet access. Student and staff member use of the District's computers, computer-like equipment, computer network systems and internet access shall also comply with all District policies and regulations.

Students will be able to access the District's computers, computer-like equipment and computer network systems, including use of the internet, through their teachers and/or other appropriate supervisors. Individual electronic mail addresses will be issued to students. Students will not be allowed to use e-mail except under very specific, limited educational circumstances. If a student has an electronic mail address that has been set up outside of school, the student will not be permitted to access that e-mail account or use that address to send and receive mail at school. All e-mail usage must follow the same privacy, ethical, educational, legal, and other considerations observed regarding other use of the District's computers, computer-like equipment, computer network systems, and the internet.

Parents will be required to sign a permission form to allow their students to access the District's computers, computer-like equipment, computer network systems and the internet. Students and staff members will sign a form acknowledging they have read and understand the District's policies and regulations regarding appropriate use of the District's computers, computer-like equipment, computer network systems and the internet; that they will comply with the policies and regulations; and that they understand the consequences for violation of the policy or regulations. Prior to publishing any student work and/or pictures on the internet, the District will obtain written permission from the student's parents to do so.

### **Other General Technology Rules**

- Students are not to change settings on the computers. This includes any screen savers, desktops, icons, cursors and colors.
- Students are not to play games unless the teacher expressly grants permission. The games permitted by teachers

will be educational in nature.

- Students may not use e-mail at school except for Google accounts.
- Students may not use other students' passwords and usernames.
- Students are not allowed to use Facebook or other social networking sites on school computers.

### **Cell Phone Policy**

Cell phones, Smartwatches, Ipods, etc. are to be turned off and deposited in the assigned compartment in each classroom. between the hours of 8:00 a.m. and 3:30/3:36p.m. If a student has their cell phone out during the hours of 8:00 a.m. and 3:30/3:36 p.m., it will be confiscated and returned to the student at the end of the day. If a second offense occurs the cell phone will be confiscated, and parents will have to pick it up from the principal and they will be issued a detention. Any occurrence thereafter will result in confiscation, parental pickup, either after school detention or in-school suspension and the cell phone must be brought to the office during school hours any time it is brought to the school in the future.

The Hamburg Community District would like to remind all parents that all contact with their students throughout the school day should come through the main office. Cell phone access throughout the day has caused disruptions in the learning environment and loss of learning for our students.

### **Illegal Items Found in School or in Students' Possession**

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products, vapes and vape pens or look-a-like substances. Weapons are not allowed on school grounds or at school activities including hunting rifles even if unloaded and locked in cars with the exception of weapons in the control of law enforcement officials, or those which are being used for educational purposes and approved by the principal. Students bringing firearms to school or possessing firearms at school will be expelled for not less than one year. Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials.

### **Student Searches**

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, student's belongings and school owned lockers and desks may be searched or inspected. A search of a student's belongings will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

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

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

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

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

A student's personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.

## **Student Lockers and Desks**

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

Although school lockers, desks and other spaces are temporarily assigned to individual students, they remain the property of the school district at all times. Each student will be assigned a locker that belongs to the school district. Obscene or lewd pictures are not allowed in school lockers. Food and drink are not to be stored in lockers because of sanitation and health concerns. Food and drink, other than water, must be kept in designated food service areas.

The physical education teacher and or coach may assign the students a physical education locker. The school cannot be responsible for items stolen from lockers.

The school district has a reasonable and valid interest in insuring the lockers, desks and other spaces are properly maintained. For this reason, lockers, desks and other spaces are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker, desk or other space. Periodic inspections of all or a random selection of lockers, desks or other space may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

The contents of a student's locker, desk or other space (coat, backpack, purse, etc.) may be searched when a school official has reasonable suspicion and can articulate the suspicion to believe that illegal, unauthorized or contraband items are contained inside or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness.

## **Care of School Property**

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

## **Driving and Biking to School**

Students riding bicycles to school need to proceed with caution. Streets are narrow and some cars travel at a high rate of speed while others are parked on the street. Buses are coming to school and there are pedestrians on the sidewalks and on some roadways. All of these things combined may make bicycle travel hazardous.

## **Threats of Violence**

All threats of violence, whether oral, written, or symbolic, against students, employees, visitors, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school. Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior: the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the student and his or her parent(s) or guardian(s) in the investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.

## **Cheating and Plagiarism**

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, providing your work to another student for them to copy, copying from other sources or similar cheating is not tolerated. First offense, loss of credit on the test, paper or assignment and teacher will notify the parent and administration in writing that the offense occurred. Second offense, suspension from school and/or removal from the class with loss of credit from the class. In addition to the discipline outlined in this handbook, discipline may include the loss of use of media center or computer.

## **Dual Enrollment Students**

Home school or home school assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the building administrator where the student would attend.

# **STUDENT ACTIVITIES**

## **Assemblies**

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

## **Field Trips**

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

While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones and guides with respect and courtesy. Prior to attending a field trip, students must return written permission signed by the student's parents.

## **School-Sponsored Student Organizations**

School-sponsored student organizations are those which are recognized by the school district and board. Please see the administrator for more information.

Participation in school-sponsored student organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation may be suspended or canceled for violating an individual coach's or sponsor's rules as well as for violation of school district policies, rules or regulations.

## **Student Funds and Fundraising**

Students may raise funds for school activities upon approval of the principal at least 4 weeks prior to the fundraising event or the start of a fundraising campaign. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must have the approval of the principal prior to spending the money raised. Classes that wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift.

Students may not solicit funds from teachers, employees or other students during the school day. Students who violate



this rule will be asked to stop. Violations of this rule may result in future fund raising activities being denied.

### **Use of School District Facilities by Student Organizations**

School district facilities are available during non-school hours to school-sponsored and non-school sponsored student organizations for the purpose of meetings or activities. Students wishing to use the school district facilities should contact their sponsor or their building principal to reserve a room. School district policies, rules and regulations are in effect during these meetings.

### **Dances**

School-sponsored dances must be approved by the principal at least two weeks prior to the dance. Students who leave a dance are not allowed to re-enter the dance. School district policies, rules and regulations apply to students as well as non-students at school dances. Students and non-students violating school district policies, rules or regulations are asked to leave the dance and school grounds. Students with dates not enrolled in the district must sign them up in the office the week before the dance. A student's date who does not attend Hamburg must be approved by the principal and can not be more than two years removed from high school.

## **EXTRACURRICULAR ACTIVITIES**

### **Extracurricular Expectations**

Participation in extracurricular activities is a privilege. Students involved in these activities must be responsible both in the classroom (academically) and exhibit good behavior. On a weekly and on a quarterly basis, a student must be passing all classes to be eligible. Students failing at the end of a semester will be ineligible for 30 consecutive days of the next semester or summer. If the student has an IEP, the decision will be left to the jurisdiction of the local LEA. (This follows the Iowa code set by the IHSAA, IGHS AU, and IHSSA.) All students, including athletes, performers and spectators must be at school one-half day (four full class periods) in order to attend or participate in the event. Exception is a verified doctor/specialist appointment or other emergency.

Students are not in good standing and are ineligible when:

1. They are academically ineligible
2. They are in violation of the Good Conduct Policy
3. They are currently under (ISS) or (OSS) penalty
4. They have detentions not served
5. They are not at school for one-half day (four (4) full class periods) \*Exception is a verified doctor/specialist appointment, or other emergencies
6. They are currently under a Good Conduct Policy violation from another school.
7. If a student is ineligible under any circumstance, they are ineligible for all activities whether sanctioned, non-sanctioned, or out of state.

### **Legal Status of Student**

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

### **Good Conduct Rule**

The Board of Directors of the Hamburg Community School District offer a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of our schools throughout the calendar year, whether away from or at school. Students who exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must

refrain from activities that are illegal, immoral, or highly inappropriate. Participation in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors. The school principal shall keep records of violations of the Good Conduct Rule.

Activities in which a student may lose eligibility by violating the Good Conduct Rule include but are not limited to: athletics, instrumental and vocal music performances and contests, drama productions, speech contests, FCCLA, all co-curricular clubs (e.g., Art Club, Math Club), all honorary and elected offices (e.g. Class officer, student government officer or representative), state contests attendance at art fairs and art trips, and student dances.

Extracurricular activities that are graded in the classroom and contribute to classroom credit are exempt from the Good Conduct Policy.

### **Academic Eligibility**

To be eligible for an activity, students participating must:

- Be enrolled or dual-enrolled in school;
- Have met academic eligibility standards according to the Hamburg Student Handbook.
- Have met all transfer requirements, if the student is a transfer student, or eligible under state law and regulations if the student is an open enrollment student.

Special Education students or students covered by a Section 504 plan shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by the staffing team towards the goals and objectives on the student's IEP or accommodation plan.

To retain eligibility for participation in Hamburg Middle/Charter High School's extracurricular activities, students must conduct themselves as good citizens, at all times, both in and out of school. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community.

Any student, after being confronted with the allegation, the basis of the allegation, and given the opportunity to tell the student's side and is considered more likely than not to have violated the school's Good Conduct Rule will be deemed ineligible for a period of time, as described below. A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- Possession, use, or purchase of tobacco products, regardless of the student's age;
- Possession, use, or purchase of alcoholic beverages, including beer and wine;
- Possession, use, or purchase of illegal drugs or the unauthorized possession, use, or purchase of otherwise lawful drugs;
- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s).

If a student transfers in from another Iowa school or school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school district, the student shall be declared ineligible.

### *Penalties*

**When the administration believes it is more likely than not that the student violated the Good Conduct Rule, during the school year or summer, the student is subject to a loss of eligibility as follows:**

- **First offense** within the student's school career – Up to thirty (30) calendar days of ineligibility **commencing with the next public performance or contest.**
- **Second offense** within the student's school career – Up to forty-five (45) calendar days of ineligibility **commencing with the next public performance or contest**
- **Third offense** within the student's school career – Up to sixty (60) calendar days of ineligibility **commencing with the next public performance or contest.**

- **Fourth or more offense** within the student's school career – Up to one calendar year of ineligibility **commencing with the next public performance or contest.**

### **Ineligible Students**

- The student shall attend all athletic practices during the ineligibility period.
- Athletes shall attend all performances and sit on the bench during the ineligibility period.
- The ineligible athlete shall not wear a uniform during performances.
- Ineligibility time shall not be credited to the student for nonattendance at practice or games unless mutually agreed to by the coach and principal.
- Ineligibility time shall not be credited to the student between athletic seasons or other extra-curricular activities or events.
- School holidays shall not be credited as ineligibility time served.
- Students may not serve their ineligibility in extra-curricular activities as a new participant for the sole purpose to serve ineligibility time. Exceptions may be granted to freshman and sophomore students at the discretion of the principal.
- The student must complete the season/activity for the ineligibility to be fulfilled.

**Violation for Use of Tobacco/Vape:** Ineligibility for the possession, use, or purchase of tobacco/vape products may not exceed 60 days. However, each violation that is tobacco-related does advance the student to the next offense (e.g., if a student previously had three violations of the Good Conduct Rule, and is caught purchasing, using, or in possession of a tobacco product, the period of ineligibility may not exceed 60 days even though the offense is considered that student's fourth offense. The student must note that the next violation of the Good Conduct Rule, that is not tobacco-related, will cause that student to be ineligible for one year).

### **Appeals**

Any student who is found by the administration to have violated the Good Conduct Rule may appeal this determination to the superintendent by contacting the superintendent within three (3) days of being advised of the violation. The penalty will be in effect pending the superintendent's decision.

If the student is dissatisfied with the decision of the superintendent, he or she may appeal to the school board by filing a written appeal with the board secretary at least three (3) days prior to the next board meeting. The review of the board will be in closed session unless the student's parent (or the student, if the student is at least 18 years of age) requests an open session. The grounds for appeal to the school board are limited to the following: the student did not violate the good conduct rule, or the student was given inadequate due process in the investigation and determination of the Good Conduct Rule. The penalty will remain in effect pending the outcome of the meeting with the board.

If the school board reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.

## **DISCIPLINE**

The goal of the Board of Education is to ensure the right of all students to a safe and productive educational environment in which they may learn the skills and attitudes necessary to develop and mature as responsible adults who are responsible for their own actions. School discipline is the guidance of the conduct of students in a way that ensures the orderly and efficient operation of the school. It is very important that your child understands and follows the rules and regulations in order to create the best possible learning environment.

## **Forms of Disciplinary Actions**

Students may be disciplined in a variety of ways according to the severity and the number of occurrences of the offense. Discipline may be in the form of loss of privileges, removal from class, missed recesses, detention, conferences, parent contact, suspensions, expulsions, etc.

### **Assault**

A person commits assault if: (1) he/she attempts to cause or recklessly causes physical injury to another person; or (2) with criminal negligence he/she causes physical injury to another person by means of a deadly weapon; or (3) he/she purposely places another person in apprehension of immediate physical injury; or (4) he/she recklessly engages in conduct which creates a grave risk of death or serious physical injury to another person; or (5) he/she knowingly causes physical contact with another person knowing the other person will regard the contact as offensive or provocative.

- First Offense:** Five to ten days out-of-school suspension (OSS), notification of parents, notification of authorities, possible recommendation for expulsion
- Second Offense:** Ten days out-of-school suspension (OSS), notification of parents, notification of authorities, recommend expulsion

### **Fighting/Threats**

Since fighting disrupts the learning environment and/or threatens the safety of students, fighting in school or at school-related activities will not be tolerated. Fighting is engaging in or threatening physical contact in which one or both parties have contributed to the conflict either verbally, written or by physical action including, but not limited to: verbal challenges, pushing, shoving, hitting, tripping, or spitting on or at someone.

- First Offense:** One to five days of in-school suspension (ISS), notification of parents.
- Second Offense:** Three to five days of in-school suspension (ISS), notification of parents
- Third Offense:** Five to ten days out-of-school suspension (OSS), notification of parents, appear before the Board of Education for recommended expulsion.

### **Foul Language/Disruptive Speech**

Foul language cannot be tolerated in school or at school activities by anyone associated with the school. Verbal, written, drawn or symbolic speech that materially or substantially disrupts classroom work, school activities, or school functions; or simply talking in class when told not to do so; and/or behavior that is disruptive to the orderly educational procedure of the classroom cannot be tolerated. Students who do not function in an appropriate manner in hallways may be assigned direct teacher supervision during transition times.

- First Offense:** 30-minute detention for each incident, notification of parents.

### **Fire Alarm/ Bomb Threat**

The dialing of 911 without just cause or the reporting of false fire reports or alarms, bomb threats, or other actions similar in nature, cause disruption in the school and endanger the public safety of students and staff, and is prohibited.

- First Offense:** Five to ten days out-of-school suspension (OSS), notification of parents, notification of authorities
- Second Offense:** Ten days out-of-school suspension (OSS), notification of parents, notification of authorities, recommendation for expulsion

### **Gambling**

Gambling by students is prohibited. Gambling is the participation in games of chance for the purpose of exchanging money or property.



<b>First Offense:</b>	Two days in-school suspension (ISS), notification of parents
<b>Second Offense:</b>	Five days in-school suspension (ISS), notification of parents, notification of authorities
<b>Third Offense:</b>	Ten days out-of-school suspension (OSS), notification of parents, notification of authorities, recommend expulsion.

### **Insubordination**

Defiance, refusal, or failure to comply with the reasonable request of school personnel is insubordination. Insubordination may include obscene gestures. School personnel include administrators, teachers, aides, workers in the kitchen, custodians, bus drivers, secretaries, school board members etc. Insubordination can, at times, be disruptive or passive.

<b>First Offense:</b>	Two days in-school suspension (ISS) or Saturday school, notification of parents
<b>Second Offense:</b>	Five days of in-school suspension (ISS), notification of parents
<b>Third Offense:</b>	Ten days out-of-school suspension (OSS), notification of parents, and possible recommendation of expulsion.

### **Lighters/ Flammable Liquids**

Possession of lighters, matches, fireworks, or any ignitable liquid or material is prohibited at school, on school property, or at any school activity. If such material is needed for the classroom, the school will provide it. Consequences may range from detention to suspension and/or expulsion.

### **Printed or Electronic Material/ Inappropriate Objects**

Students should not bring items, or printed matter to school that may be inappropriate, that contains profanity, or that is derogatory toward religion, religious views, ethnic groups, or is a representation of racism. Printed matter and/or objects depicting lewd conduct, drugs or alcohol are not allowed.

<b>First Offense:</b>	Confiscate item, notification of parents
<b>Second Offense:</b>	Confiscate item, detention, notification of parents
<b>Third Offense:</b>	Confiscate item, one to three days in-school suspension (ISS), notification of parents, possible recommendation of expulsion.

### **Public Display of Affection**

School is neither the time nor the place for contact such as embracing, kissing, etc. Parents will be notified and discipline consequences will escalate if behavior continues.

<b>First Offense:</b>	Warning
<b>Second Offense:</b>	Detention, notification of parents
<b>Third Offense:</b>	One day in-school suspension (ISS), notification of parents

### **Theft**

Stealing or attempting to steal private property or school property shows a lack of respect for others.

<b>First Offense:</b>	One to five days in-school suspension (ISS), restitution, notification of parents, possible notification of authorities.
<b>Second Offense:</b>	Three days out-of-school suspension (OSS), notification of parents, restitution, notification of authorities
<b>Third Offense:</b>	Five days out-of-school suspension (OSS), notification of parents, restitution, notification of authorities, recommendation for expulsion.

### **Vandalism**

The willful damage or attempt to damage property (real or personal) belonging to the school, staff, or students is vandalism. Students caught vandalizing school property will be asked to make financial restitution to the school for the amount of money it would cost to replace or repair the property that has been damaged. The following action will be taken against students caught vandalizing school property or the personal property of others while at school:

- First Offense:** Detention or one day in-school suspension (ISS) or Saturday school, notification of parents, restitution and /or community service, possible notification of authorities
- Second Offense:** Three to five days out-of-school suspension (OSS), notification of parents, restitution and /or community service, notification of authorities
- Third Offense:** Ten days out-of-school suspension (OSS), notification of parents and authorities, restitution, recommendation for expulsion.

#### **Verbal Conflict**

The use of language that is disparaging, obscene, demeaning, abusive, degrading, disrespectful, and/or profane is verbal conflict. The use of such language to staff or students is harmful and will not be tolerated.

- First Offense:** One-day in-school suspension (ISS), notification of parents
- Second Offense:** Two-day in-school suspension (ISS), notification of parents
- Third Offense:** Three days out-of-school suspension (OSS), notification of parents possible recommendation for expulsion

#### **Offenses Involving Substances**

**Possession:** Possession, use, attendance after recently using, or being under the influence of scheduled (controlled) substances, drug paraphernalia, alcoholic beverages, inhalants with intoxicating or hallucinogenic properties, or substances represented to be such is prohibited.

- First Offense:** Five to ten days out-of-school suspension (OSS), notification of parents, and notification of authorities.
- Second Offense:** Ten days out-of-school suspension (OSS), notification of parents, notification of authorities, completion of rehabilitation program.
- Third Offense:** Ten days out-of-school suspension (OSS), notification of parents, notification of authorities, recommend expulsion.

**Sale or Distribution of Substances:** The sale or distribution of alcoholic beverages, controlled substances, and inhalants with intoxicating or hallucinogenic properties or substances representing to be such is not tolerated.

- First Offense:** Ten days out-of-school suspension (OSS), notification of parents, notification of authorities, recommend expulsion.

**Tobacco/Vape Use:** The policies of the Hamburg Community School District prohibit students from smoking or chewing tobacco on school property or at school activities. Students shall not possess cigarettes, juuls, juul pods, vape pens, vaping paraphernalia, lighters, cigarette packages or chewing tobacco. These items will be confiscated and disciplinary action will result.

**Definition of Smoking:** Smoking consists of holding a lit or unlit cigarette, throwing a cigarette away, having smoke come out of the nose or mouth, admitting having smoked on school property or at a school function, or in possession of any tobacco-related items, or using a juul, juul pods, vape pen, or other vaping paraphernalia..

- First Offense:** One to five days of in-school suspension (ISS), notification of parents, authorities notified

<b>Second Offense:</b>	Three to five days in-school suspension (ISS), notification of parents, authorities notified
<b>Third Offense:</b>	Ten days out-of-school suspension (OSS), notification of parents, authorities notified recommend expulsion.

**Note to parents and adults:** Iowa law mandates that all school buildings and grounds are tobacco and tobacco like free environments and that smoking is prohibited.

### **Weapons/ Firearms**

The safety of students and staff is a matter of utmost concern. Both state and federal statutes are very specific about the prohibition of guns in schools. Any person utilizing a school facility or attending a school-sponsored activity or event shall not carry, conceal or transmit any weapon in school buildings or on or about the school district's grounds or at school-sponsored activities. Weapons will be confiscated and turned over to the administration. The Superintendent of Schools may modify the suspension on a case-by-case basis. The Hamburg Community School District also prohibits bringing dangerous objects to school. Dangerous objects will be confiscated and turned over to the administration. Students found to be carrying, concealing, or transmitting dangerous objects may be suspended for up to ten (10) days pending an investigation and may be expelled. A dangerous object will include but are not limited to:

1. **Knife:** Any dagger, dirk, stiletto, or bladed hand instrument that is readily capable of inflicting serious physical injury or death by cutting or stabbing a person.
2. **Switchblade Knife:** any knife which has a blade that folds or closes into the handle or sheath, and opens automatically by pressure applied to a button or other device located on the handle; or that opens or releases by the force of gravity or application of centrifugal force.
3. **Knuckles:** any instrument that consists of finger or guards made of a hard substance that is designed or adapted for the purpose of inflicting serious physical injury or death by striking a person with a fist enclosed in the knuckle.
4. **Blackjack:** any instrument that is designed or adapted for the purpose of stunning or inflicting physical injury by striking a person, and which is readily capable of lethal use.
5. **Fabricated Objects:** any metal, plastic or glass object that is altered or fabricated into an object that could threaten, intimidate, or injure students or staff.
6. **Explosives:** any solid, liquid, or gas material designed or adapted for the purpose of inflicting serious injury, death, or the destruction of personal property or public property.
7. **Projectile Weapon:** any bow, crossbow, pellet gun, slingshot, or other weapon that is not a firearm, which is capable of expelling a projectile that could inflict serious physical injury or death by striking or piercing a person.
8. **Firearm Silencer:** any instrument, attachment or appliance that is designed, adapted, or fabricated to muffle the noise made by the firing of any firearm.
9. **BB guns, carbon dioxide pistols and rifles:** starter pistols, toy weapons or look-alike items that could be used to intimidate are also prohibited items.
10. **Spring Gun:** any fused, timed on non-manually controlled trap or device designed or adapted to set off an explosion or expel a projectile which could inflict serious injury or death.
11. **Explosive Weapons:** any explosive, incendiary, or poison gas bomb or similar device designed or adapted for the purpose of inflicting death, serious physical injury or substantial property damage; or any device designed or adapted for delivering or shooting a weapon.
12. **Gas Gun:** any gas ejection device, weapon, cartridge, container or contrivance that is designed of adapted for the purpose of ejecting any poison gas that will cause death or serious physical injury.
13. **Machine Gun/Assault Weapon:** any firearm that is capable of firing more than one shot automatically, without manual reloading, by a single function of the trigger.
14. **Rifle:** any firearm designed or adapted to be fired from the shoulder and to use the energy of the explosive in a fixed metallic cartridge to fire a projectile through a rifled bore by a single function of the trigger.
15. **Shotgun:** any firearm designed or adapted to be fired from the shoulder or hand and will make use of the energy of the explosive in a fixed shotgun shell to fire a number of shot or single projectile through a smooth bore barrel by a single function of the trigger. Harassment and abuse are violations of school district policies, rules and

regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

## **Detention**

Detention is sometimes used as the consequence for violating class rules or a portion of the code of discipline. Detention is time spent before school, after school, or during lunch for those students who fail to meet and follow expectations. The purpose of detention is not to punish students; rather, it is to help school personnel manage behavior.

The guidelines for detention are as follows:

1. The instructor must tell the student directly that he/she has a detention.
2. Parents will be notified by the teacher that the child has been assigned a detention.
3. Students involved in any extracurricular activities/sports will miss a half hour of their practice/game and any additional consequences will be left up to the coach.
4. Students will serve detention on Friday's after 1:30.
5. Occasionally students skip detention after being notified that they are to be in attendance. If a student deliberately misses detention, the following action will be taken: detention doubled, notification of parents, loss of eligibility for next event/sport.

\*Students are not allowed to have their cellphone while in detention. The cellphone will be given to the school staff who is responsible for the student in detention.

After the accumulation of five (5) detentions in one quarter a student will be assigned one day of In-School Suspension. A detention is given for inappropriate actions. The following are some common reasons for detention: Talking out, being unprepared for class, violating classroom rules, tardiness, use of electronic devices (cell phone on, iPod, etc.) without permission, profanity/inappropriate language, defiance of authority, disturbing class, disrespectful/rude behavior, harassment, and whatever else the administration and staff see fit.

## **In School Suspension (ISS)**

In-school suspension is served when it is deemed by the administration that it would be best if a student remain at school. It may be used as one of the first steps prior to more severe consequences. Rules for (ISS) include but are not limited to the following:

1. No sleeping.
2. Students will be assigned a report after which they may work on completing assigned school work.
3. All scheduled tests/projects are to be completed.
4. Ineligible for extra-curricular activities for that day.
5. Failure to serve (ISS) results in (OSS) being assigned.
6. No cellphones will be allowed during ISS. The cellphone will be given to the school staff who is responsible for the student in ISS.

## **Out of School Suspension (OSS)**

Out of school suspension is served when it is deemed by the administration that it would be best if a student does not return to school for a period of time. It may be used as a more severe consequence for students' actions.

## **Expulsion**

The building administrator is responsible for the origin of the recommendation for expulsion. The building administrator shall have the authority to suspend the student up to five days and ten days with superintendent approval. Where a student is suspended pending a hearing, said student shall be afforded means of alternative education during the period of such suspension.

When it is felt that sufficient reasons exist for calling a meeting of the Board of Education to consider the expulsion of a student, the Superintendent of Schools shall notify the student and parents, or legal guardians, of said student, of the place and time at which the Board of Education will hold said meeting. Such notice shall be both oral and written and shall also include a summary of the specific reason(s) for the consideration of the expulsion of the student. Furthermore, the above mentioned student and said parent(s), shall be made aware of their right to have themselves represented by counsel and their right to have present at such meeting witnesses who, in their opinion, may have vital information material to that specific consideration of expulsion.

At the meeting, the Board shall have in attendance the person(s) who initiated the request for the student's expulsion and such other persons as it may wish to call as witnesses. All written statements to be considered in the expulsion hearing shall be made available at the meeting and shall be accessible for examination by the student, his/her parent(s) or guardian(s), and representatives of the student.

The Board will hear the evidence and render its decision. The president of the Board of Education will instruct the secretary of the Board to issue to the student and his/her parent(s) or guardian(s), a written summary of the Board's decision in the matter specifying terms and provisions of the decision.

In the absence of any overriding judicial directive, the Board shall determine whether the school shall provide or deny alternative education to the expelled student.

When expelled by the Board of Education, a student may be readmitted only by the Board of Education and upon such terms as prescribed by the Board or by law.

### **Due Process/ Student Suspension**

The Code of Iowa gives the Board of Directors the power to suspend students and the authority to confer this power on members of the district administrative team. The principal may suspend a student for a period not to exceed five days for disciplinary reasons by following the due process procedures which include the right of the student to

1. Be given oral and/or written notice of charges.
2. Be given the opportunity to admit or deny such charges.
3. Be given an explanation of the evidence against the student if he/she denies the charges.
4. Be given an opportunity to explain the situation.

If after hearing the facts of a case, the building administrator decides that suspension of the student is warranted, he/she shall take the following steps:

1. Shall inform the Superintendent of Schools of his/her decision to suspend the student explaining the basic facts of the case.
2. Inform the student of the suspension, explaining the length and provisions of the suspension and the basis for the decision to suspend.
3. Inform parents orally, and in writing, of the decision to suspend the student and the basic facts of the case.
4. Give written notice of the events to the Superintendent of Schools that may be relayed to the Board of Directors.

The superintendent may extend the suspension upon the Principal's request, for a total of no more than ten days. An informal hearing may be called to determine the most appropriate educational program for the student. It may also be used to consider an administrative recommendation to the Board of Education for expulsion. The superintendent and principal shall attend the informal hearing with any student, parents, and any other persons deemed appropriate by the superintendent or requested by the parents or student.



## **Principal Office Referrals**

The following are ways that students may earn an office referral:

- Possession or use of a weapon, drugs, tobacco, or alcohol
- Threats or acts of violence
- Refusal to follow directions
- Verbal or physical assault
- Destruction or theft of property
- Disrupting the learning environment
- Displaying racial intolerance or bigotry

Consequences of getting an office referral include but are not limited to:

- Variety of classroom interventions
- Timeout
- Teacher, Parent, Counselor intervention
- Detention – recess, lunch, before or after school, Saturday school
- In-school suspension
- Out-of-school suspension
- Police Involvement
- Recommendation for expulsion

## **Initiations, Hazing or Harassment**

Harassment and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Students who feel that they have been harassed or bullied should:

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

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of a verbal or physical

nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

- places the student in reasonable fear of harm to the student's person or property
- has a substantially detrimental effect on the student's physical or mental health
- has the effect of substantially interfering with the student's academic performance
- 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

Any person who promptly, reasonably, or in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report.

Individuals who knowingly file a false complaint may be subject to appropriate disciplinary actions.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceedings, is also prohibited. Individuals who knowingly file a false harassment complaint or any person who gives false statements in an investigation shall 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 measure 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.

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

### **Student Complaints**

Students may file a written complaint, which may be found on the school website or a paper copy may be picked up from the school secretary, regarding school district policies, rules and regulations or other matters by complying with the following procedure. This procedure is strictly followed except in extreme cases.

- If an employee is involved, discuss the complaint with the employee within 3 days of the incident;
- If unsatisfied with the employee's response or if there is no employee involved, talk to the principal within 3 school days of the employee's response or the incident;
- If unsatisfied with the principal's response, talk to the superintendent within 3 days of the principal's response;
- If unsatisfied with the superintendent's response, students may request to speak to the board within 7 days of the superintendent's response. The board determines whether it will address the complaint.

## **SCHOOL/HOME RELATIONS**

### **Teacher Qualifications/Parental Right to Know**

Parents and Guardians in the Hamburg Community School District have the right to learn about the following qualifications of their child's teacher: state licensure requirements for the grade level and content areas taught; the current licensing status of your child's teacher; and baccalaureate/graduate certification/degree.

### **Statement of Assurance Related to Highly Qualified Teacher Assignments:**

If, due to circumstances out of the districts control, a substitute or replacement teacher will be assigned to your students classroom or class for a period of time of four or more consecutive weeks and that teacher is not highly qualified in accordance with federal and state laws then the district will notify you of the situation. It is the intention of both the Hamburg Community School Districts to provide 'highly qualified' teachers in all areas to the best of the districts' ability throughout the school year.

Parents or guardians may request this information from the Office of the Superintendent by calling 382-2017 or sending a letter of request to Office of the Superintendent, 309 S Street, Hamburg, Iowa 51640.

### **HOMELESSNESS INFORMATION FOR PARENTS**

If your family lives in any of the following situations:

- in a shelter, motel, vehicle, or campground
- on the street
- in an abandoned building, trailer, or other inadequate accommodations, or
- doubled up with friends or relatives because you cannot find or afford housing then, your preschool-aged and school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act of 2001.

Your children have the right to:

- go to school, no matter where you live or how long you have lived there. They must be given access to the same public education, including preschool education provided to other children.
- continue in the school they attended before you became homeless or the school they last attended, if that is your choice and is feasible. If a school sends your child to a school other than the one you request, the school must provide you with a written explanation and offer you the right to appeal the decision.
- receive transportation to the school they attended before your family became homeless or the school they last attended, if you or a guardian requests such transportation.
- attend a school and participate in school programs with children who are not homeless. Children cannot be separated from the regular school program because they are homeless.
- enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
- enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrolling your children.
- receive the same special programs and services, if needed, as provided to all other children served in these programs.
- receive transportation to school and to school programs.

When you move, you should do the following:

- Contact the school district's local liaison for homeless education (see phone number below) for help in enrolling your child in a new school or arranging for your child to continue in his or her former school. Or, someone at a shelter, social services office, or the school can direct you to the person you need to contact.
- Contact the school and provide any information you think will assist the teachers in helping your child adjust to new circumstances.
- Ask the local liaison for homeless education, the shelter provider, or a social worker for assistance with clothing and supplies, if needed.

Hamburg Local Contact: Dr. Wells, 712-382-2017, [mwells@hamburgcsd.org](mailto:mwells@hamburgcsd.org)

### **ANTI-BULLYING/HARASSMENT POLICY Code No. 104**

Harassment and bullying of students, employees and volunteers are against federal, state and local policy, and are not tolerated by the District or the Board. The District and the Board are 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. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.



The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, race, color, national origin, sex, sexual orientation, gender identity, socioeconomic status, disability, religion, creed, age, marital status, or genetic information. Harassment against employees and volunteers based upon race, color, national origin, gender, sexual orientation, gender identity, socioeconomic status, disability, religion, creed, age, marital status, or genetic information is prohibited.

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

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

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- 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.

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

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

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

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

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or

- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive educational environment.

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

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

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

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

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal or designee will be responsible for handling all complaints by students alleging bullying or harassment. The building principal or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

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

## **ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES**

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
  - tell a teacher, counselor or principal; and
  - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
    - what, when and where it happened;
    - who was involved;

- exactly what was said or what the harasser did;
- witnesses to the harassment;
- what the student said or did, either at the time or later;
- how the student felt; and
- how the harasser responded.

## **COMPLAINT PROCEDURE**

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

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

## **INVESTIGATION PROCEDURE**

The principal/investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The principal/investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The principal/investigator may also interview witnesses as deemed appropriate. Upon completion of the investigation, the principal/investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

## **RESOLUTION OF THE COMPLAINT**

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

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

## **POINTS TO REMEMBER IN THE INVESTIGATION**

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

## **CONFLICTS**

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

ANTI-BULLYING/HARASSMENT COMPLAINT FORM

Name of complainant: \_\_\_\_\_

Position of complainant: \_\_\_\_\_

Date of complaint: \_\_\_\_\_

Name of alleged harasser or bully: \_\_\_\_\_

Date and place of incident or incidents: \_\_\_\_\_

Description of misconduct: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of witnesses (if any): \_\_\_\_\_

\_\_\_\_\_

Evidence of harassment or bullying, i.e., letters, photos, etc. (attach evidence if possible):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any other information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

ANTI-BULLYING/HARASSMENT WITNESS DISCLOSURE FORM

Name of witness: \_\_\_\_\_

Position of witness: \_\_\_\_\_

Date of testimony, interview: \_\_\_\_\_

Description of incident witnessed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any other information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# HAMBURG COMMUNITY SCHOOLS

## CHAPERONE GUIDELINES

### FOR FIELD TRIPS

- The field trip supervisor must be a faculty member of the institution taking the trip.
- All chaperones must be at least 18 years of age and a member of the school faculty/staff or a district registered volunteer.
- Overnight chaperones must assume a 24-hour day responsibility for students from the time they leave until the time they return.
- The level of student supervision of students while on a field trip is no less than the level of supervision of students required when students are on campus, participating in class, or participating in other school or school board activities
- Chaperones are expected to be familiar with the Student Code of Conduct and Discipline, and shall report all suspected violations to the field trip supervisor immediately. Chaperone behavior should always fall within the expected behavior of the Student Code of Conduct.
- Chaperones may not discipline a student, staff member, or another chaperone.
- Hamburg Schools are smoke and drug-free schools. Drinking of alcoholic beverages or drug use (including smoking) by a chaperone at any time during a field trip is prohibited.
- Chaperones must actively supervise and keep an accurate check on members assigned to them.
- Chaperones will not be permitted to bring siblings of participating students or other persons on a field trip.
- Chaperones will not be permitted to join a field trip at its destination unless the chaperone application is completed ahead of time.
- Gender of the group members shall be considered when assigning chaperones and floor/room assignments.
- Chaperones must wear appropriate clothing at all times.
- Chaperones must use appropriate language at all times.
- Medical release waivers for each student shall be carried on all field trips. In case of an accident, the medical release waivers shall be presented to the treating physician. A student's permission slip shall be attached to the student injury incident report which is required with an accident.
- Chaperones are required to report any illness of students to the field trip supervisor/sponsor.
- Overnight chaperones may not retire until all students are in their rooms, all visiting between rooms has stopped, and the chaperones are sure the students are secure.

<b>Hamburg Schools</b> <b><i>Chaperone Application</i></b>	
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To chaperone on a field trip for Hamburg Community Schools, applicants must be at least 18 years of age and consent to a background check.

☐ Yes, I consent to the Hamburg Community Schools conducting a background check. **(Please check.)**

**Important Submission Information:** Please submit to the school in which you are requesting to chaperone at least two weeks prior to field trip to ensure your application can be processed in time for the field trip.

Please print in **black or blue ink**, or type. Items with an "\*" are **REQUIRED**.

<b>Personal Information</b>		Title: <input type="checkbox"/> Dr. <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Mr.
* Last, First, and Middle Name:		Suffix: (Jr., Sr., III, etc.)
E-mail Address:		Home Phone #:

* DOB: (mm/dd/yyyy)      /      /	*Gender: <input type="checkbox"/> M <input type="checkbox"/> F	Alternative Phone #:
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### Safety Information

To become a Hamburg Community Schools volunteer, a criminal history check may be conducted. A prior criminal record may or may not result in your disqualification for volunteering; however, **failure to disclose your record** on the application **WILL disqualify** you from volunteering.

\* Have you ever been convicted of a criminal offense?   ☐ Yes   ☐ No

\*Are there any injunctions, charges currently pending against you and/or have been placed on probation?   ☐ Yes   ☐ No

**If the answer is "yes" to any of the above safety questions, you must provide information below: (If you have multiple convictions or need additional space, attach a separate sheet to this application, along with court documents, police report and a detailed letter of explanation).**

Nature of Charge	Date (mm/dd/yyyy)	City, County, State, Country	Level of Offense	Disposition/Outcome

### Field Trip (A chaperone application must be submitted for each field trip.)

*Type of Trip: <input type="checkbox"/> Daytime <input type="checkbox"/> Overnight <input type="checkbox"/> Out-of-State	*Field Trip Date (mm/dd/yyyy):	
*School:	Teacher:	
Student's Name: (First and Last)		Grade:
Relationship to Student: <input type="checkbox"/> Parent <input type="checkbox"/> Step-Parent <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Grandparent <input type="checkbox"/> Aunt <input type="checkbox"/> Uncle <input type="checkbox"/> Other _____		
Destination:		

☐ \*I have read and agree to abide by Hamburg Schools' Chaperone Guidelines on the backside of this form.

☐ I understand that I am offering my services to the Hamburg Schools without compensation. **My signature below certifies that I have provided correct information.**

Print Name: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## RELEASE AND MEDICAL TREATMENT AUTHORIZATION

The undersigned represent that they are the parents or legal guardian of \_\_\_\_\_, a minor, and hereby consent to said minor's participation in a field trip on \_\_\_\_\_ by members of the \_\_\_\_\_ of Hamburg Community Schools to \_\_\_\_\_ which said trip is to be supervised by the \_\_\_\_\_.

The undersigned further states that they thereby release the said school and the parents, their heirs, administrators, executors and assigns, from liability for any and all injuries, losses and damages to person and property which may be sustained or received by the aforesaid minor and arising out of and in connection with the said trip. The undersigned further states that in the event of a medical emergency during the period of said trip, the said above sponsors are hereby authorized to obtain all medical care and treatment for said minor which in the sole judgment and discretion of the above named supervisors shall be deemed necessary, including but not limited to, surgery, anesthesia, blood transfusion and hospitalization. The undersigned further agree to indemnify the said supervisors and save them harmless of and from any and all expense arising of said medical care and treatment rendered on behalf of said minor.

Date: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Sponsor's Signature

\_\_\_\_\_  
Principal's Signature

## **MISCELLANEOUS ISSUES**

### **Video Cameras on School Premises**

The Hamburg Community School District Boards of Directors have authorized the use of video cameras in general areas of the school, such as hallways, the gym, the playground, the parking lot, the lunchroom, and all outside entrances. The video cameras will be used to monitor student behavior to maintain order in the school and 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 to be 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.

### **Buses and Other School District Vehicles**

The privilege of riding the bus may be revoked at any time for behavior that distracts, is violent, intimidating, or abusive toward others. Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules and regulations. Students are respectful to the driver while on the bus or in another school vehicle, loading or unloading or leaving the bus. The driver has the ability to discipline a student and will notify the principal of a student's inappropriate bus conduct.

### **Video Cameras on Buses**

The Hamburg Community School District Boards of Directors have authorized the use of video cameras on school district buses and in general areas of the school, such as hallways, the gym, the playground, the parking lot, the lunchroom, and all outside entrances. The video cameras will be used to monitor student behavior to maintain order on the school buses and in the school 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 to be 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.

### **School Bus/Vehicle Guidelines/Rules/ Consequences**

Persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor and chaperones are to follow the school district policies, rules and regulations for student violations.

- Riders must be at the designated loading point *before* the arrival time.
- Students boarding a bus which is not their usual bus need a written note for the bus driver.
- Riders must wait until the vehicle comes to a complete stop before attempting to enter.
- Riders must not extend arms or heads out of the windows at any time.
- Aisles must be kept cleared at all times.
- Riders shall load and unload through the right front door. The emergency door is for emergencies only.
- Riders will depart from the vehicle at the designated point unless written permission to get off at a different location is given to the driver.
- Riders may be assigned a seat by the driver.
- Riders who damage seats or other equipment will reimburse the school district for the cost of the repair or replacement.
- Riders are not permitted to leave their seats while the vehicle is in motion.
- Waste containers are provided on all vehicles for riders' use.
- Permission to open windows must be obtained from the driver.
- Classroom conduct is to be observed by students while riding the vehicle except for ordinary conversation.
- The driver is in charge of the riders and the vehicle, and the driver is to be obeyed promptly and cheerfully.

- Riders should assist in looking after the safety and comfort of younger riders.
- Riders who must cross the roadway to board or depart from the vehicle must pass in front of the vehicle (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
- Riders must not throw objects about the vehicle nor out through the windows.
- Shooting paper wads, squirt guns or other material in the vehicle is not permitted.
- Riders must keep their feet off the seats.
- Roughhousing on the vehicle and at the bus stop is prohibited.
- Riders must refrain from crowding or pushing.
- The use or possession of alcohol, tobacco or look-a-like substances is prohibited in the vehicle.
- Students riding the bus must go directly into the school building and may not go somewhere else in town.
- The good conduct rule is in effect.

### **Bus Rules:**

- Be Seated When Bus is in Motion
- No Touching; No Yelling
- Throw Away Your trash
- Do Not Damage Seats
- Bus Driver is in Charge

### **Consequences:**

Inappropriate bus behavior will be reported to the administration by filing a Bus Conduct Report. Consequences may include, detention, a meeting with parents, or suspension from the bus.

A student who has been suspended from the bus three times must address the board with their parents before being allowed to ride the bus again. Final determination of consequences will be left to the discrimination of the building principals and superintendent.

### **Library**

The Library is central to the learning environment of our students. It is a work center. Students and teachers are encouraged to use the Library. However, rules and rights of others must be respected. Students in the Library are expected to conduct themselves in a manner that allows others to concentrate and study. The teacher-librarian, is available to help when preparing projects, reports, papers, and other assignments which involve research.

The following guidelines must be followed:

1. Students are to have a pass from a teacher in order to come to the Library.
2. No food or drink is allowed in the Library.
3. Talking is to be kept to a minimum.
4. Books may be checked out for two weeks and renewed once.
5. Books may be put on hold at a student's request.
6. Any lost materials will be paid for at replacement cost. Students who do not pay their fines will not be allowed to check out books until the fine is paid.

### **Student Assistance Team**

The Student Assistance Team – S.A.T. – is a building-level system designed to assist problem solving by and for teachers and students. Two general education teachers, counselor, and the building principal will serve as a core team, but the size of the team will vary to include other individuals on an ad hoc basis. The SAT team process is based on the belief that we can work through a group problem-solving process and address the needs of any student that is in need of assistance. If you would like to refer a student, please call the building principal.

### **Guidance Program**

The school district guidance program is divided into counseling and information services. Each of these categories is interdependent and assists students with their personal, educational and career development and in becoming



well-rounded, productive adults. Confidentiality is maintained by the employees involved in the guidance program.

### **Textbooks**

Students should plan to bring their textbooks to class each day unless the teacher instructs them otherwise. Textbooks are the property of the Hamburg Community Schools. If a student has lost a textbook for over a week, the student will be assessed the replacement cost of the book. A letter will be sent to the parents as notice of payment due. At that time, the student will be issued another textbook for use. If the original book is found, reimbursement will be made. Students are asked to take care of their textbooks and respect the property of the school. **Students will be asked to pay for lost or damaged books.**

### **Citizenship**

Being a citizen of the United States, of Iowa and of the school district community entitles students to special privileges and protections as well as requiring the students to assume civic, economic and social responsibilities and to participate in their country, state and school district community in a manner that entitles them to keep these rights and privileges.

As part of the education program, students have an opportunity to learn about their rights, privileges and responsibilities as citizens of this country, state and school district community. As part of this learning opportunity, students are instructed in the elements of good citizenship and the role quality citizens play in their country, state and school district community.

### **Inspection of Educational Materials**

Parents and other members of the school district community may view the instructional materials used by students. Copies may be obtained according to board policy. Tests and assessment materials are only available for inspection with the consent of the superintendent. Persons wishing to view instructional materials or to express concerns about instructional materials should contact their child's building principal.

### **TITLE I Reading**

Qualifying students receive skill interventions in small group instruction in addition to regular reading program provided in the classroom.

### **Title I Parent Involvement Policy**

It is the policy of the Hamburg Community Schools that parents of participating children shall have the opportunity to be involved jointly in the development of the district plan and in the district's review process for the purpose of school improvement. Recognizing that parental involvement is the key to academic achievement, we seek to involve parents in an effective home-school partnership that will provide the best possible education for our students. The district encourages parent involvement and supports this partnership through providing information about standards and assessments; providing training and materials for parents to help their children; educating school personnel about involving parents and the value of parent contributions; and developing roles for community organizations and businesses to work with parents and schools.

1. This jointly developed and agreed upon written policy is distributed to all parents in our Title I schoolwide building through the Parent Handbook which is distributed to every family during the first week of school.
2. Two annual meetings, one in the fall and one the spring, are held, for all parents of participating children. Additional meetings with flexible times shall be held throughout the year and be determined by parent suggestions. Notification will be sent in the building newsletter. Family Activity Nights may be implemented during the school year as they have been in past school years and the Title I meetings may be incorporated into these evenings.
3. Parents are given assistance in understanding the Title I requirements, standards, and assessments through the annual meetings and parent-teacher conferences.
4. Parents receive an explanation of the school's performance profile, the forms of academic assessment used to measure student progress, and the expected proficiency levels in the annual progress report which is available to all patrons in the fall of the year for the previous school year, through individual reports given to parents at conference time, and through report cards.

5. Parent recommendations are encouraged and responded to in a timely manner. Verbal or written responses will be given for all recommendations.
6. Parents will be involved with the planning, review, and improvement of the schoolwide programs through the Title I Parent Advisory Committee. If the schoolwide program is not satisfactory to the parents of participating children, they may submit comments to the Title I PAC. Parents will be notified in a timely manner should their child be taught for four or more consecutive weeks by a teacher who is not highly qualified.
7. A jointly developed school/parent/teacher/principal compact outlines how parents, the entire school staff, and students all share responsibility for improved student achievement. The compact also describes the means by which the school, parents, teachers and principal will build and develop a partnership to help children achieve our local high standards. It is printed in the parent handbook and is reviewed at the annual meeting. It is distributed to all students the first week of school. Three copies of the signed document will be made, one for the parents, one for the student to keep in a folder in their desks and one copy for the student's cumulative folder.
8. The Title I program provides opportunities for parents to become partners with the school in promoting the education of their children both at home and at school. Parents are given help monitoring their student's progress and provided assistance on how to participate in decisions related to their student's education. The school also provides other reasonable support for parental involvement activities as requested by parents. Parents are encouraged to participate as volunteers in the school setting. Individual conferences will also be held upon request. A parent resource center, which contains reports on educational issues, books and videos, is available to parents for check out at the elementary building.
9. The school continues to coordinate and integrate, to the extent feasible and appropriate, the parent involvement policy and other programs and activities within the district. Transitional information for students moving from sixth grade to seventh grade will be provided to parents at Marnie Simons Elementary at the annual spring meeting.
10. An annual evaluation of this parental involvement policy shall be conducted to determine its effectiveness. Findings will be used to design strategies for school improvement and revision of policies. The annual spring meetings will serve as the site for discussions of program adjustments.

Providing all students with equal access to quality education is our primary purpose. It is crucial that all partners (students, parents, educators, and communities) have the opportunity to provide input and offer resources to meet this purpose. As these partnerships are mutually beneficial, developing cooperative efforts will ensure improved academic achievement for all students.

Each student and parent will be required to complete the following compact each school year. The compact will be sent home for a parent signature, once it is returned to the school two copies will be made, one for the student, one will be sent home for the parent, and the original will be placed in the student's cumulative folder.

## **BASIC STUDENT RESPONSIBILITIES**

Your school is a special place for learning. At school you will learn by reading books, listening to teachers and other students, and doing group and individual activities. You will also learn from meeting different kinds of people. Even though all students and adults you meet may not become your best friend, you can, and are expected to, get along with everyone.

Remember that you, and all the other students, are in school to learn as much as possible. We would like you to enjoy your learning experiences every day.

To make this run as smoothly as possible, and to protect the safety of everyone, there are basic rules that every student and

teacher must observe. Try to know all the rules of fair conduct in school so you can be fair with everyone.

Every member of the school system, including each student, has a responsibility to contribute to the successful operation of the school. Each employee of the school has a job description listing his/her specific job responsibilities. Your responsibilities as a student are as follows:

### **STUDENT JOB DESCRIPTION**

1. To apply yourself to the best of your ability to the learning tasks assigned to you.
2. To attend school regularly and on time.
3. To act in a way which will help school be a place where all kids can enjoy learning.
4. To use the school facilities respectfully so that they can continue to be used.
5. To follow school rules and to help in enforcing and making school rules.

### **The 7 Habits**

During the school year we will continue to teach the Leader in Me habits in each of our classrooms. We will use these skills and guidelines as the basis for our behavior management program in each classroom as well as in other areas of the building, on the playground and on the buses. The 7 Habits are:

Be Proactive	Begin with the End in Mind	Put First Things First	Think Win-Win
Seek First to Understand, Then be Understood		Synergize	Sharpen the Saw

### **School Rules**

There are four basic rules which we expect you to follow every time you are at school. These rules apply in the classroom, the hallways, the gym, the playground, everywhere.

1. Respect yourself.
2. Respect others.
3. Respect the building and grounds.
4. Obey the adult in charge.

### **School Rules Against Bullying**

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will include students who are easily left out.
4. When we know somebody is being bullied, we will tell an adult at school and an adult at home.

*Tattling* is telling just to get someone in trouble.

*Reporting* is telling to keep someone out of trouble or from being hurt.

### **Playground Recess Guidelines**

Use playground equipment properly:

- Balls are not to be thrown against the building or kicked or thrown over the fence.
- Football is touch, not tackle. No football is to be played on the wood chip area.
- Snowballs may not be thrown at all.
- Swings: Sit in swings. Do not go crooked or link together in swings. Do not push a swing that is not occupied.
- Slides: One person at a time down slide. Only people on slide. Go down sitting on your bottom. Do not climb up the slide.
- Zip Line- only one person at a time may ride.
- Rock wall- must wear a harness.
- The wood chip area is designated for playing on the equipment.

- The grassy area is to be used to tag, football, kickball, or other games.
- Zero tolerance for rough housing, ex. tackling, pushing, shoving, hitting, etc...
- No climbing on the outside of the equipment.

If students choose to disobey a recess rule they may be directed to stand in time out (by the fence or on the playground) where they will stay as long as the supervisor tells them to. If the problem persists there will be missing recess time or possible detention, as worked out by teachers/supervisors/principal.

### **Gym Recess Guideline**

When indoor recess is necessary, students may be asked to bring a “sit down” activity with them to the gym for the recess period or be expected to participate in activities organized by staff.

### **Breakfast Procedures**

1. Enter the building and go directly to the lunchroom and sit down at a table until 7:30.
2. If you are eating breakfast, at 7:30 you may go through the breakfast line to get a tray. Sit down at a table and eat.
3. When you are finished eating, return tray quietly. Go directly back to sit at the table. Remain seated in the lunchroom until you are dismissed to go to your classroom by the person on duty at 7:45.
4. Breakfast will stop being served at 7:50. You need to be in your classroom by 7:55 a.m.

### **Lunchroom Procedures**

1. Proper manners are expected at all times.
2. You may talk quietly to your neighbors.
3. Each table will be dismissed by the supervisor to dump trays.
4. After you take your tray back, go directly back to your table.
5. Students will be dismissed by lunchroom staff to go to recess/class

### **BLOOD CONTACT**

Students should not touch or clean up blood of another student in any setting. The district has procedures designed to deal with bleeding incidents. Students should notify a staff member if a bleeding incident occurs.

### **EMERGENCY DRILLS—FIRE, TORNADO AND BUS EVACUATION**

Emergency drills are practiced several times during the year to prepare students for the event of an actual fire, tornado or bus emergency. Instructions are posted in each room regarding the proper procedures. All procedures are supervised by the teachers.

### **Fire Drill**

The fire drill will be the intermittent buzzes of the fire alarm system.

Before you leave the room, please close all windows and the classroom door if possible. Students should then walk single file to their outside location and wait for the all clear signal before going back into the school.

### **Tornado Drill**

The tornado drill will be announced over the intercom.

Students are to walk single file to their tornado shelter locations, taking a hard cover book with them if possible, to open over the back of their neck. The principal is lookout. All other teachers should be with their respective group or class.

# HUMAN GROWTH AND DEVELOPMENT STUDENT EXCUSE FORM

Student Name:				Grade:		
Parent/Guardian:				Phone #:		

Please list the curricular objective(s) from which you wish to have your child excused and the class or grade in which each is taught. An example is provided for you to follow.

Objective

Class/Grade

*Example (To understand the consequences of responsible Health Education/6 and irresponsible sexual behavior.)*

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

I have reviewed the Human Growth and Development program goals, objectives, and materials and wish my child to be excused from class when these objectives are taught. I understand my child will incur no penalty but may/will be required to complete an alternative assignment that relates to the class and is consistent with assignments required of all students in the class.

Signed:		Date:	
	(Parent or Guardian)		
Signed:		Date:	
	(School Administrator)		



GRIEVANCE FORM FOR COMPLAINTS OF DISCRIMINATION  
OR NON-COMPLIANCE WITH FEDERAL OR STATE REGULATIONS  
REQUIRING NON-DISCRIMINATION

I, \_\_\_\_\_, am filing this grievance because

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(Attach additional sheets if necessary)

Describe incident or occurrences as accurately as possible:

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(Attach additional sheets if necessary)

Signature \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

If student, name \_\_\_\_\_ Grade Level \_\_\_\_\_

Attendance Center \_\_\_\_\_

## Hamburg Charter School Graduation Requirements

	Credits Beginning of Year	Credits Need for Promotion
Freshman	0.00	12.00
Sophomores	12.00	24.00
Juniors	24.00	36.00
Seniors	36.00	48.00

### GRADUATION REQUIREMENTS

<u>Subject Area</u>	<u>Required</u>	<u>Total Credits</u>
English		8
Social Studies:		6
	American History 2 credits (semesters) US Government 1 credit (semester)	
Science:		6
Math:		6
Health:		1
Physical Education:		2
Fine Arts:		2
CareerTech:		12
Required Classes:		43
Elective Classes:		5
		Total 48

# 2024-2025 Student/Parent Handbook

## Parent Signature Sheet

The Hamburg Community Schools make a student handbook available to each student who requests a copy. The handbook can also be viewed at [www.hamburgcsd.org](http://www.hamburgcsd.org). The handbook contains rules and general information affecting students throughout the school year. We ask that you sit down and review the contents of this handbook. If you have any questions, please contact your building principal.

I (we) have read and discussed the information contained in this handbook with my (our) child,

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Child's Name

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Parent(s) Signature(s)

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Date

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Parent(s) Signature(s)

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Date