

**SOUTH HAMILTON
HAWKS**



7-12 STUDENT HANDBOOK 2018-2019

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Middle School/High School Administration

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Board of Education

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The school reserves and retains the right to modify, eliminate, or establish school district policies, rules, and regulations as circumstances warrant, including those contained in the handbook. Students or parents with questions or concerns may contact the principal's office for information about the current enforcement of the policies, rules or regulations of the school district. Not every issue, guideline, policy, or consequence is outlined in this handbook. However, those items not found in this handbook will be dealt with in accordance with the procedures outlined in this handbook.

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

The South Hamilton Community School District does not discriminate on the basis of race, color, national origin, gender, sexual orientation, gender identity, marital status, socioeconomic status, religion, creed, age, physical attributes, physical or mental ability, ancestry, political party preference, political belief, or familial status in its educational programs, activities, or disciplinary procedures.



South Hamilton Community School District

Home of the Hawks

WELCOME TO THE 2018-19 SCHOOL YEAR!

We are looking forward to a great year, with a tremendous faculty and staff, and great student leadership. We hope you are excited about the various academic opportunities, activities, and special occasions that will be a part of our school year.

As with every other year we will set our expectations high for all students, in all areas. This all starts with the quality leadership that has become a tradition here at South Hamilton High School, specifically from our Junior and Senior classes. To our upper classmen, we challenge you to create an environment that produces a more successful school year than the previous years. This is a tall order, and will take tremendous communication, dedication, cooperation, and leadership by example on your parts. We are extremely confident that the classes of 2019 and 2020 can and will excel in these areas.

Once again our Sophomores and Freshmen will be asked to follow the lead of our upperclassmen, while finding ways in which you can also become leaders for our school, staff, and students. You will be setting the tone and creating an environment for yourselves and for students that will follow you. We encourage you to get involved in activities, and to challenge yourself academically. Set a good foundation in terms of a quality GPA, and academic success will open doors you never knew existed.

Likewise our 7th and 8th graders will now find they have opportunities to lead and succeed in the areas of academics, activities, and student government. These opportunities will prepare you for high school, as well as make your middle school years a great experience.

This all gets accomplished with a simple philosophy, *work hard and treat others as you would like to be treated*. You will hear staff, coaches, directors, and teachers say this throughout the year. Being from South Hamilton means something special, whether you are talking about academics, activities, character, sportsmanship, respect of self and others, service to community, or a sense of family. We represent our school, our families, and our communities with this in mind. GO HAWKS!

Have a great year!

Mr. Dryer, Principal

Mr. Coy, Athletic Director

Mrs. Gelder, Guidance Counselor

***** *GENERAL INFORMATION******

SOUTH HAMILTON MISSION STATEMENT

The South Hamilton School and community will provide students a safe environment with high educational standards in which students will have the opportunity to acquire the knowledge and skills to be productive, responsible members of society.

SOUTH HAMILTON FIGHT SONG

We're from South High
And we'll be proud till the day we die.
Hail red and white,
As we hold our banners high.
Fight on, South High!
Oh, hear our battle cry,
As we fight through the night.
We will bring home the victory.

School Hours

No students should be in the building before 7:45 AM or after 4:00 PM unless a staff member supervises them. All students are to report to the MS/HS Rotunda, the library, or the lunchroom before 8:00 AM. Students should not be in the gym, auditorium, or other areas not listed above at anytime without direct supervision of a staff member.

******SCHOOL POLICIES******

ACADEMIC/GENERAL

Graduation

Students who are in good standing and who meet the graduation requirements set by the Board of Education are allowed to participate in the graduation ceremony and in senior activities. Students who are being disciplined at the time of the graduation ceremony or other senior activities may not be allowed to participate. Students are not required to participate in the graduation ceremony in order to graduate.

School Fees

The school district reserves the right to charge fees for certain items. Students who have concerns about the fees should contact the Superintendent.

Visitors/Guests

Visitors to the school grounds must check in at the principal's office. Students who wish to bring a guest to school must receive permission from the principal prior to the guest's visit. Guest must be a 7th – 12th grade student to be allowed to visit. Visits will only be allowed in half-day increments.

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 may result in loss of class credit, a failing grade in the class, or a homework detention with the teacher.

Academic Dishonesty

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, copying from other sources, sharing of work or similar cheating is not tolerated. In addition to the discipline outlined in this handbook, discipline may include the loss of class credit, a failing grade, ineligibility, and/or removal from a group or organization.

Human Growth & 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. To do so, parents should contact the principal.

Closed Campus

South Hamilton Schools operate under a closed campus policy. Students must stay on the school grounds from 8:20 AM to our 3:30 PM dismissal or until they are picked up by the school bus or their own parents/guardians. Students must receive parent/guardian permission to leave school for any reason. South Hamilton does not have open lunch, even with parent permission.

The following rules pertain to lunch:

1. Students must go to the lunchroom area during their designated lunchtime.
2. They may use restrooms, but must stay north of the double doors.

Food & Drink In Building

Students are not to bring beverages, including pop and coffee, beyond their lockers during the school day. They may, with instructor's permission, have it in the building at after school practice sessions, but never in classrooms. Water and sports drinks may be brought to class. No food or drinks will be allowed in the auditorium or library. Food items should be consumed in the lunchroom.

The school district will promote whenever possible the use of food or beverages, that meet the nutrition standards for food and beverages sold individually.

Student Automobiles & Parking

Students who drive to school must observe the following rules:

1. Park in the assigned areas, observing the no parking zones. Students are not allowed to park in the circle drive without administrative permission.
2. Have permission to drive from school grounds during school hours. Must obtain permission from parent and check out in the office.
3. Obtain permission from the office to go to the parking lot during school hours.
4. Drive responsibly on the school grounds and on the streets bordering the school.

Attendance

Student Attendance

Students are expected to be in class and to make attendance a top priority. 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. Attending school regularly and being well prepared for class will help students now and in adulthood. Students earn credit to fulfill graduation requirements by attending class and by completing academic requirements as established by the course curriculum and teacher. Attendance is recorded for all classes, including study halls by the supervising teacher.

Notifying SH MS/HS Attendance Office of Absence

A parent/guardian must call the SH MS/HS Attendance Office at (515) 827-5418, within 48 hours of an absence in order to have the absence excused or verified. If a phone call is not possible, a signed note from the parent/guardian explaining the absence will be accepted within the same time frame. The SH MS/HS Attendance Secretary will attempt to contact the parent/guardian when notification of a tardy/absence has not been received.

- Scheduled absence for appointments, etc. known in advance must be communicated to the SH MS/HS Attendance Office by telephone or written note by the day of the absence. **NO STUDENT WILL BE ALLOWED TO LEAVE WITHOUT PRIOR WRITTEN OR PHONE PERMISSION.**
- Because of the obvious safety and responsibility risks, any student forging a parent/guardian signature or making a fake phone call or other misrepresentation in order to clear an absence will receive disciplinary consequences ranging from detention to suspension.
- For PRE-ARRANGED ABSENCES (ESPECIALLY OF MORE THAN ONE DAY) students should collect work and check teacher blogs in advance and submit work prior to the absence or as teachers indicate, at the teachers' discretion.
- The student, parents, and teacher should have a set plan prior to any student missing a class, this is the student's responsibility. Notifying the office prior to absences is the responsibility of the parents and the student.

Students who know they will be absent must have a parent/guardian notify the office before the absence. If advance notification is not possible, parents must notify the office at 515-827-5418 on the day of the absence before 8:45 a.m. If notification is not received, the office attempts to contact the parents at their emergency numbers. **The school determines whether an absence is excused or unexcused.**

Checking In - Students who arrive after the start of the school day must check in at the office.

Checking Out - Students who become ill at school or need to leave for any reason must check out with the office at the time of departure. Leaving without checking out may result in an unexcused absence. Students should not call their parents on their cell phones if they are sick, and need to come home. They should report to the nurse/office.

A student must be in attendance at least the last four (4) full periods of the school day to compete in contests or practices, or to attend practices or meetings in any activity, unless medical documentation is provided for an appointment. Permission to compete or practice may also be given for excused absences as outlined in the attendance policies, or if permission has been approved by the principal.

THE SOUTH HAMILTON SCHOOL POLICY AND PROCEDURES ARE AS FOLLOWS:

Absences (excused)

- A. According to **State of Iowa guidelines**, the school district determines whether an absence is excused or unexcused. The following reasons for absence are exempt and WILL NOT COUNT TOWARDS THE TOTAL OF TEN (10) ABSENCES:
1. Hospitalization or other extended treatment of the student that is verified by a medical doctor.
 2. Extended or chronic illness (such as mononucleosis) that is verified by a medical doctor.
 3. Routine appointments as verified by a medical doctor.
 4. Absence to attend mandatory (documented) court proceedings.
 5. Absence to attend a religious service or ceremony.
 6. Absence for approved college visits (juniors & seniors are allowed two college visits per year with written/faxed confirmation of attendance from the college admissions office)
 7. Absence to attend a funeral.
 8. Absence to attend a school sponsored activity.
 9. Classroom absence because of school imposed in-school or out-of-school suspension.
 10. Other absences at the discretion of the building principal may be exempted.

ALL OTHER ABSENCES, EVEN IF "EXCUSED" BY A PARENT/GUARDIAN, WILL COUNT TOWARDS THE TOTAL OF TEN (10). ABSENCES FOR THINGS SUCH AS FAMILY VACATIONS, ROUTINE ILLNESS, AND TRANSPORTATION PROBLEMS WILL COUNT TOWARDS THE TOTAL OF TEN (10) ABSENCES.

B. Four (4) Absences

After four (4) periods of absence in a given class per quarter, the SH MS/HS Attendance Secretary will send notice to the parent/guardian to inform of absences and reasons, along with a copy of the attendance policy. The principal will meet with the student to discuss attendance, urge the student to attend class, and review the attendance policy.

C. Eight (8) Absences

When a student accumulates eight (8) absences to any class during a quarter, he/she will receive written notification of his/her status. Once a student reaches eight (8) absences, parent(s) and student will meet with the Principal and Guidance Counselor. During this meeting the student may receive an academic contract/plan. The student may be required to make up missed class time above the eight (8) day limit. This time will be made up before or after school, or on a Saturday.

D. Consequences of Tardiness and Unexcused Absences

Absences should be cleared in advance to determine status. School officials, not parent/guardian, determine if an absence is excused or unexcused. The following are examples of unexcused absences:

- Working at home without prior arrangement with school officials.
- Working any place other than for parents.
- Over sleeping.
- Personal appointments (non-educational; e.g. jobs)

Tardies To Class – Students who are late to first period class will be sent to the office for a pass. Students more than 20 minutes late to 1st Period will be counted absent. Teachers will individually handle tardies to all periods other than first period and report to the MS/HS Attendance Secretary when a student has exceeded 3 tardies. Students more than 15 minutes late to all periods other than first period, without prior teacher approval, will be counted absent. **All consequences due to tardies will be made up with the classroom teacher.**

Disciplinary Consequences for Tardiness & Unexcused absences

- a. Tardy
 - Third (3rd) (4th and 5th as well) tardy to class per quarter = 15 minutes of detention before or after school with the teacher.
 - Each additional tardy to class per quarter over the 5th tardy = 30 minutes of detention before or after school.
 - Failure to make up this time in a very timely manner will result in students making up the time with closed lunch in the office, during in in-school suspension. The closed lunch in the office or ISS may end up being more time than the student actually owes for their tardies.
- b. Unexcused Absences
 - A parental conference/phone call will be made.
 - Student will make up time missed in detention before or after school.
 - 1st Offense** – student will serve time equivalent to time missed.
 - 2nd Offense** – student will serve time equivalent to time missed.
 - 3rd Offense** – 1 day In-School Suspension.
 - *Note: Students missing 1/4 to a full day of school due to an unexcused absence will make up their time as an In-School Suspension (ISS) on the day they return. Privileges will be revoked for school activities for the full day of the In-School Suspension. Failure to make up the time, for 1st and 2nd offenses, in a very timely manner will result in students making up the time with closed lunch in the office, or during in in-school suspension. The closed lunch in the office or ISS may end up being more time than the student actually owes for their tardies.

E. Hall Passes

Students must have teacher permission to be in halls when classes are in session. Students must log out on an **office issued sign-out sheet** when leaving any classroom.

F. Makeup Work

For excused absences, students will be permitted one day for every day of absence plus one additional day to submit makeup work. For example, if a student is absent on Monday, the makeup work for classes missed on Monday will be due on Wednesday. At their discretion, teachers may require students to submit long-term assignments or to take an exam on the

specified date if notice of the assignment or exam was given prior to an absence. For example, if the teacher notifies students that an assignment is due or a test is scheduled one week later and a student misses class the day the assignment is due, then the student may still be required to submit the assignment or take the test on the first day he/she is back in attendance.

School work missed or due the day of an unexcused absence must be turned in the day the student returns to school in order to receive full credit for the work, some teachers may also require the student to turn in the work electronically the same day they are gone.

G. Assignments During Disciplinary Suspension

When a student is placed on in-school or out-of-school suspension for disciplinary reasons, teachers are required to provide all assignments for the period of the suspension, and assignments and teachers will be made available to the student. ALL ASSIGNMENTS PROVIDED DURING A SUSPENSION ARE DUE UPON COMPLETION OF THE SUSPENSION, UNLESS OTHER SPECIFIC ARRANGEMENTS ARE MADE ON AN INDIVIDUAL BASIS WITH TEACHERS, OR AS APPROVED BY ADMINISTRATION. The Makeup work policy explained above for excused absences does not apply to days missed for suspension (whether in-school or out-of-school).

Discipline

Student Conduct At School & School Activities

***Please keep in mind that not ALL policies, rules, guideline, or scenarios are written in this handbook, and may be better covered in Board Policies, District past practices, or common sense.**

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. Students are expected to know the contents of the handbook and comply with it. The board, administration, and employees expect students to conduct themselves in a manner appropriate for their age and maturity. Students are also expected to treat teachers, staff, other students and visitors with respect and courtesy.

These school district policies, rules, and regulations are in effect while students are on any property within the jurisdiction of the school district, in school-owned and/or school-operated vehicles or chartered buses, or at any school activity and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the School District.

Students are expected to abide by the school district's policies, rules, and regulations. Students whose conduct disrupts any educational program and its disciplined atmosphere, or interferes with the efficient and orderly operation of the school district or school activity, or threatens the rights of other students to obtain their education or participate in school activities will be disciplined. Disciplinary measures include, but are not limited to items A-O in the following section. Discipline can also include prohibition from participating in extracurricular activities. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

Breach of discipline is any conduct of a student which interferes with the maintenance of school discipline. Behavior which conflicts with the educational program or which is antagonistic to the rights of other students to attain their education shall not be permitted. Breaches of discipline may include, but are not limited to:

1. Fighting
2. Bringing items that could be used as weapons, or look-a-likes (i.e. firearms, knives, explosives) to school.
3. Verbal abuse of fellow students, guests, or staff (ex: swearing, name calling, inappropriate comments electronically).
4. Physical attack or threat of physical attack to students, guests, or school personnel.
5. Insubordination (not following directions of staff member).
6. Classroom disruptions or refusal to follow appropriate classroom behavior (as prescribed by each classroom teacher or supervisor).
7. Stealing (may be reported to local police).
8. Cheating
9. Refusal to do class work even though capable of doing such.
10. Vandalism
11. Initiations, hazing, harassment/bullying*, or careless behavior.
12. Breaking any state or federal laws.
13. Possession, being under the influence, or use of alcoholic beverages on school grounds or during school activities (will be reported to the police).
14. Possession, being under the influence, dispensing or use of drugs / mind altering substances / look-a-like substances on school grounds or during school activities (will be reported to the police).
15. Possession or use of tobacco in any form (including VAPE like substances, or items containing banned substances) on school grounds or during school activities (will be reported to the police).
16. Sexual Harassment/Bullying*
17. Sexual Act or Intent
18. Organizing or belonging to an organization whose activities may cause substantial disruption of, or interference with, school and school activities, or that may be offensive to the patrons of the school or community members.
19. Behaviors or actions that may cause substantial disruption of, or interference with, school and school activities, or that may be offensive to the patrons of the school or community members.

*Described in detail on following pages.

The following procedures may be used in dealing with inappropriate behavior:

A. Counseling

Students may be referred for counseling for inappropriate behavior.

- B. Restricted Study Hall
Students who do not observe regulations may be assigned to a restricted study hall for a specific length of time. (Any student with a combination of three or more detentions and/or restricted study halls may be issued an in-school suspension.)
- C. Detentions (to be served with the staff member assigning the detention)
Students may be assigned detention by the administration or any staff member. Students will be given 24-hour notice so that they can arrange transportation. **Students will be expected to make up detentions with the person assigning the detention.** This should take place the next AM, the next PM, or the following AM. If it is not taken care of, it will be reported to the principal for immediate consequences and doubled detention time. (Any student not making up their detention time as described above, may be given ISS.)
- D. In-School Suspension (ISS)
The administration may issue an in-school suspension with students. Students will make up all work they missed because of the suspension, and they will receive credit for the work. ISS may be utilized when students fail to make-up their detention time, or the issue in question requires a more severe consequence.
- E. Out-of-School Suspension (OSS)
If the previous means have not changed a student's behavior or if his/her behavior was flagrant, an out-of-school suspension will be used. Emergency removal of a student from school may also occur if other students' welfare is in jeopardy. If the issue involves violence, fighting, or other physical behavior, OSS may be used with all students involved, including the victim. This is done to protect all involved, and to insure no more issue will arise with these students.
- F. Financial Retribution
- G. Denial of extracurricular activities (contests and/or practices) or privileges.
- H. Removal from class to the principal's office (time-out). Review of the student's conduct, determination of the conditions for readmission to class, or any further disciplinary measures will follow.
- I. Probation, a conditional attendance during a trial period may be imposed for conduct which violates the regulations or rules established by the school board. Breach of the conditions of probation may result in more severe sanctions.
- J. Removal from a specific class for the remainder of the quarter/semester with a recorded grade of F.
- K. Loss of computer privileges.
- L. Homebound Instruction
- M. Expulsion
The South Hamilton Board may, by a majority vote of the members present at a hearing to determine the severity of the alleged misconduct, expel a student from school. The legal grounds for expulsion are: (1) immorality, (2) violations of rules and regulations set or approved by the Board, (3) evidence that the presence of the student is detrimental to the best interest of the school. Students expelled from school shall be considered for readmission only by the Board of Directors.
- N. Off-Campus Referral
The South Hamilton CSD utilizes outside agencies/extra support services for OSS students as needed. Students with OSS for more than three (3) days may be assigned to these agencies/support services.
- O. Supervision during the school day. Students can be assigned a staff member to be with them throughout the day.

Due Process

Minimal due process procedures grant the students these rights:

1. Oral and/or written notice of the charges.
2. The opportunity to admit or deny any charges.
3. The explanation of the evidence against the student.
4. The opportunity to explain the situation.

Public Display Of Affection

It will be a violation of conduct for students to demonstrate overt displays of affection at school or school activities, at home or away. Public acts of affection are not appropriate for the educational environment and will not be tolerated. This includes prolonged embraces, kissing, fondling, hand holding, or other inappropriate physical contact.

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, students and their belongings and school owned lockers (including locker room lockers), storage areas, and desks may be searched or inspected. Likewise, parking lots may be searched from time to time. A search of a student 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 body and/or 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.

All electronic devices brought into the schools including; cell phones, Mp3 Players, flash drives, and student assigned computers can all be subject to searches if there is reasonable cause. All school equipment is subject to routine maintenance and monitoring of the district's system shows that a user has violated this agreement, another school district agreement or law, school district officials will conduct an individual investigation or search — if there is a reasonable suspicion the search will uncover a violation of law or district agreement.

Personally intrusive searches will require more compelling circumstances to be considered reasonable. If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student's body, handbags, book bags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of the student's automobile on the school premises may be searched if the school official has reasonable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

Student Lockers & 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 shall be the responsibility of each student to keep the student's locker and desk clean and undamaged. The expenses to repair damage done to a student's locker and desk are charged to the student. **Padlocks are required on all hall lockers and gym lockers.** South Hamilton is not responsible for lost or stolen items when a locker is not properly secured.

Although school lockers, desks and other spaces are temporarily assigned to individual students, they remain the property of the school district at all times. 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 and articulable suspicion that the contents contains illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

All electronic devices brought into the schools including; cell phones, Mp3 Players, flash drives, and student assigned computers can all be subject to searches if there is reasonable cause. All school equipment is subject to routine maintenance and monitoring if the district's system shows that a user has violated this agreement, another school district agreement or law, school district officials will conduct an individual investigation or search — if there is a reasonable suspicion the search will uncover a violation of law or district agreement.

The South Hamilton CSD reserves the right to utilize a Law Enforcement Drug Dog to do periodic searches of any school property, or student property on school grounds.

Electronic Devices

Discipline will be as follows:

Offense – Principal will conference w/ student before he/she will receive the electronic device.

Cell Phones: Can only be used during lunch, in the lunchroom, north hallway, or gym.

Personal Electronic Devices: Must be approved by the Principal or Technology Director prior to being used at school.

Appropriate use of cell phones and personal electronic devices is covered in the district's Acceptable Use Policy (please refer to the AUP).

Personal electronic devices are allowed in the building at the discretion of administration. Headphones, MP3 players or other electronic devices may be permitted in the classroom at the discretion of the teacher. Students may use their cell phones in the building before or after school hours and during the student's lunch period. If a personal emergency arises during a time when cell phones are not allowed, a student must bring their cell phone to the office to use.

School Dress Code

Students are expected to adhere to reasonable levels of cleanliness and modesty because of the 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 other students, employees, and visitors on school grounds.

It is generally accepted that school is in session daily, Monday through Friday, beginning at 7:45 AM and concluding at 4:00 PM. There may be occasions for certain classes or activities (ex. field trips) that this time frame may need to be expanded and students will be expected to comply. It is imperative that the following be strictly adhered to during "school time" periods. **It must be realized that clothing acceptable outside the school setting may not be considered suitable for the school day and as such should not be worn to school. The following are recommended guidelines in determining what to wear to school: If you would not wear it to work, Church, or to an interview, do not wear it to school.**

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol, drugs, or tobacco, and from wearing clothing which displays obscenity, profanity, vulgarity, double-meanings, racial or sexual remarks, or any references to any prohibited conduct.

Students must wear shoes at all times. Trench coats, dusters, large parkas/jackets, etc. are not allowed in the education setting. Sunglasses, caps, hats, bandannas, "colors", or other gang related apparel are not to be worn. Wallet chains, chain belts, extreme necklaces, or other similar beads/earrings/nose rings/straps/chains are prohibited. Baggy pants that expose undergarments are not appropriate. Underwear, underwear shirts, underwear shorts, pajama tops, bedroom slippers, or other similar items of clothing worn as regular item of clothing are not permitted. Bermuda shorts, walking shorts or pants are allowed. Midriff-baring tops are not to be worn. Short skirts or short shorts are also not permitted. No cleavage or backside/lower back should be exposed at anytime.

Any clothing that is cut/torn or worn so that it exposes excessive skin, or inappropriate areas of the anatomy and does not properly cover the body is not suitable for the school setting and is not acceptable.

It is never appropriate or acceptable to have undergarments showing.

While the primary responsibility for students' personal appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. The initial decision as to clothing's appropriateness for classroom attire will rest with the classroom teacher. Teachers should ask the student to change if possible, or go to the office. If there is a question, the final decision will be made by the building principal. When in the judgment of the principal, a student's dress is inappropriate, the student shall be required to immediately change, make modifications to their clothing, or leave the school.

*******EXTRACURRICULAR ACTIVITIES*******

School-Sponsored Organizations & Activities (Extracurricular/Co-curricular)

Participation in school-sponsored student organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. A student's privilege of participation may be suspended or cancelled for violating a coach's or sponsor's rules as well as for violating school district policies, rules, or regulations. Parents and students will be notified by the coach, director, sponsor, or Athletic Director prior to any suspension or expulsion from activities.

Students are urged to participate in a wide variety of the extracurricular/co-curricular activities that interest them. Extracurricular is defined as any activity where the student represents the school district outside the classroom. Co-curricular is defined as any activity that is an extension of the classroom and may or may not be graded by a teacher. Examples of co-curricular may be FFA, TAG, Spanish trip, or other programs of this nature. In order to take advantage of extra learning opportunities, students should plan their activity schedule carefully.

Activities will be scheduled during the day or after school at times convenient to the group and its advisor. Students who remain in the building after school hours should have supervision from school personnel.

A student must be in attendance at least the last four (4) full periods of the school day to compete in contests or practices, or to attend practices or meetings in any activity, unless medical documentation is provided for an appointment. Permission to compete or practice may also be given for excused absences as outlined in the attendance policies, or if permission has been approved by the principal.

Academic Eligibility For Extracurricular/Co-curricular Activities

7-12: Eligibility will be based upon each grading quarter. Students must have passed all courses taken to be eligible for the next grading period. If all classes are not passing, the student will become immediately (or on the first legal **playing** date of their next activity, if they are not currently involved in an activity) ineligible for all school activities for thirty (30) calendar days. Special Education staffing teams will meet to determine eligibility of special education students if the need arises.

7-12: ATHLETICS: The following requirements are set by the Iowa Department of Education, Iowa High School Athletic Association, and the Iowa Girls High School Athletic Union effective 7-1-2008:

- A student must receive credit in at least four (4) subjects at all times.
- A student must pass all and make adequate progress toward graduation to remain eligible.
- If a student is not passing all classes at end of a final grading period, student is ineligible for first period of thirty (30) consecutive calendar days in the interscholastic athletic event in which the student is a contestant. There is no requirement that the student competed in the sport previously. Students in baseball or softball have the same penalty as all other students.

- If a student is not passing all courses at any check point (if school checks at any time other than the end of a grading period), the period of ineligibility and conditions of reinstatement are left to the school. Currently the penalty is ten (10) consecutive calendar days from the day the student is notified.
- Schools must check grades at the end of each grading period; otherwise, a school determines if and how often it checks grades. *South Hamilton Community Schools checks for eligibility at the end of each grading quarter. If failing, students and coaches/sponsors will be notified.*
- A student with a disability and an IEP is judged based on progress made toward IEP goals.
- The ability to use summer school or other means to make up failing grades for eligibility purposes is not available. The rule now also requires that all original failing grades (even those remediated for purposes other than athletic eligibility) be reported to any school to which the student transfers.

7-12: MUSIC / SPEECH: If at the end of any grading period a participant receives a failing grade in any course, the participant is ineligible to participate in any event that is non-graded within a period of thirty (30) consecutive calendar days. The period of ineligibility will start at the beginning of the following term.

Code Of Conduct for Extracurricular Activities

The conduct of students reflects the standards, attitudes and philosophy of the school because society judges by what it sees. Perhaps this is unfair, but it cannot be ignored. Therefore, as long as students are representing their school, South Hamilton will have a Code of Conduct that will affect all students.

In general, the Code of Conduct will rely heavily upon common sense and good judgment. Young people know what is expected of them and students who display the wrong type of conduct will be judged by the evidence and circumstances of that case.

This code will be in effect for the entire year (12 months) including summer months. Middle school and high school students will be subject to the same code of conduct. However, the middle school conduct code record will not be carried over to high school, even though their consequences will move into the summer for those in summer activities. High school record starts the day after an eighth grader's last day of school in eighth grade.

Reminder that ALL students are representatives of the school district and should maintain a high level of pride whether active in extracurricular activities or not.

It is the philosophy of the board of education, administration, coaches, and faculty advisors that students representing the school in extracurricular activities have a responsibility to themselves and the school. In short, when a student volunteers for an extracurricular activity in school and/or participates in entire student body functions (ex. dances, pep assemblies, spring fling, etc.):

1. the student is asking for the privilege to be chosen,
2. the student agrees to conform to the requirements and rules of that activity;
3. most importantly, the student agrees to represent the school

Only activities whose major practice sessions occur outside the regular class period are covered by the policy (examples: swing choir, jazz band, contest FFA, and dance).

Due Process Provision

1. A student shall be provided a hearing with the middle school/high school principal and the AD. The student will be given oral or written notice of this hearing at least the day before the hearing, and a reasonable effort will be made to notify the parents/guardians of the hearing. During the hearing, the student shall be told the basis for the accusation and shall be given an explanation of the evidence. The student shall be given an opportunity during the hearing to present his/her side of the story. The principal shall determine whether the student has violated the Conduct Code and shall notify the parents/guardians in writing of the decision.
2. The student and parents/guardians may appeal the decision of the principal and AD to the board of education in writing within five days through the superintendent. The superintendent shall schedule the appeal for a regular or special meeting of the board of education within ten days of receipt of the appeal. The decision of the board shall be final. The student is not eligible while waiting for an appeal hearing.

Conduct Violations

The following are covered by this code:

1. Any student who is observed by a school employee, admits to, or is judged by legal authorities of having taken, having possession of, dispensing, or being under the influence of nonprescription drugs, mood altering, look-alike drugs, or controlled substances will be suspended from all co-curricular activities.
2. Any student who is observed by a school employee, admits to, or is judged by legal authorities to have been found drinking, having possession of, or being intoxicated by alcoholic beverages will be suspended from all co-curricular activities.
3. Any student who is observed by a school employee, admits to, or is judged by legal authorities to have found to be using or having possession of tobacco products (including VAPE like substances, or items containing banned substances) will be suspended from all co-curricular activities.
4. Any student who comes under the jurisdiction of any court officer or has committed a crime, except minor traffic violations, will be suspended from all co-curricular activities.
5. Any student who violates the Student Conduct Code at School and/or School Activities Policy (items 1-17) may be suspended for a period of time set by the administration.

Conduct Violators

Students, whether involved in extracurricular activities or not, at the time of the reported violation will lose the opportunity to participate in entire student body functions (ex. school dances, pep assemblies, prom, spring fling, etc.).

Conduct violators will be handled in the following manner, with the suspensions beginning immediately following the decision of the administration:

1st Offense - minimum of six (6) weeks suspension from activities and apologize to teammates/members.

2nd Offense - minimum of three (3) months suspension from activities and attendance at three drug/alcohol counseling sessions, if offense was drug/alcohol related. The school is not responsible for the costs associated with this counseling.

3rd Offense (and subsequent offenses) - Six (6) months suspension from activities and attendance at three drug/alcohol counseling sessions, if offense was drug/alcohol related. The school is not responsible for the costs associated with this counseling.

If law enforcement agencies are not involved and a student admits to any of the above violations (within 72 hours of violation) before being approached by officials, suspension from extracurricular activities will be as follows (even during vacation and summer months).

1st Offense – 2 weeks suspension and twenty (20) hours of community service at location approved by administration. Hours must be completed within thirty (30) days to maintain eligibility. The student will make all arrangements regarding community service.

2nd Offense - minimum of six (6) weeks suspension and attendance at three drug/alcohol counseling sessions, if drug/alcohol related. The school is not responsible for the costs associated with this counseling.

3rd Offense (and subsequent offenses) - three (3) months suspension and attendance at three drug/alcohol counseling sessions, if offense was drug/alcohol related. The school is not responsible for the costs associated with this counseling.

Information received from students and/or parents who voluntarily seek help from school authorities concerning the student's chronic use of controlled substance, before being found to be using or possessing such substances by school or law enforcement officials, will be maintained in confidence and will not serve as a basis for disciplinary actions. However, this does not provide immunity for disciplinary action should the student continue to use, possess, or distribute controlled substances as provided here.

Pep Bus Rules

1. Riders are to follow the school bus riding rules.
2. Chaperones will examine duffle bags.
3. Only radios with headphones may be used.
4. Student who do not follow these rules or are disrespectful to the chaperone will lose future riding privileges.

*******SERVICES*******

Guidance Program

The school district guidance program provides four separate, interdependent services: counseling, information, appraisal, and placement. The goal of the guidance program is to assist students with their educational and career development and to help them become well-rounded, productive adults. All employees in the guidance program maintain confidentiality.

Health Services

Students who do not feel well should always report to the nurse's office first. If the nurse is not there, students should report to the MS/HS office immediately. Students will not be allowed to leave school until their parent/guardian has been notified.

Administration Of Medication

Students who take prescription medication during school hours must have the nurse's permission in the event the student has a reaction or other problem. Parents must also provide written instructions for the administration of the medication and authorization to administer it. Medication is held in a locked cabinet and distributed by the school nurse or secretary. 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 (if applicable); date of the prescription (if applicable); name of the physician (if applicable); potential side effects; and emergency number of the parents.

Bus Riding Regulations

Students who ride the bus must observe the following:

1. Once a bus arrives at school in the morning, students must stay at school.
2. Walk to the bus stop, leaving home early enough to arrive on time
3. Wait for the bus in a safe place, and cross the roadway only upon the bus driver's signal.
4. Enter the bus in an orderly manner, take a seat and leave the other riders alone.
5. Follow the instructions of the school bus driver.
6. Remain in seat while the bus is in motion.
7. Keep head and arms inside the bus.
8. Keep aisles clear at all times.
9. Remain quiet and orderly. Talking should be only to those seated with or across from the student. Loud noises can be very distracting to the bus driver.
10. Be courteous to the bus driver and fellow passengers.
11. Be alert to traffic when leaving the bus.
12. Always sit facing the front so that a quick stop will not cause a student to be thrown out of the seat.
13. Refrain from throwing objects on the bus.
14. Receive special permission to eat, drink, or use distracting equipment such as radios on the bus.

*****LEGAL NOTICES*****

Asbestos Notification

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.

Open Enrollment

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Students wishing to open enroll to another school district must apply for open enrollment by March 1 of the school year preceding the school year in which they wish to open enroll. Students interested in open enrolling out of the school district must contact the superintendent's office for information and forms.

Initiations, Hazing, Bullying, Or Harassment By Other Students

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

- submission to such conduct is made either explicitly or implicitly a term or condition of the student's participation in school programs or activities
- submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student
- such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile working or learning environment

Sexual harassment includes, but is not limited to:

- verbal, physical, or written harassment or abuse
- pressure for sexual activity
- repeated remarks to a person with sexual or demeaning implications
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats

Harassment and bullying mean any electronic, written, verbal, or physical act of 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.

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

Students who feel that they have been harassed should:

- Communicate to the harasser that the student expects the behavior to stop. If the student needs assistance communicating with the harasser, the student should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the student does not feel comfortable confronting the harasser, the student should:
 - tell a teacher, counselor or principal; or
 - write down exactly what happened, keep a copy, and give any other 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 and/or later
 - how the student felt
 - how the harasser responded

Any student who violates the Bullying or Harassment Policy at school may be suspended for a period of time set by the administration. Consequences may include items

A-O in the "Discipline" section of this handbook.

ANTI-BULLYING/HARASSMENT POLICY

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. 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 other students, by school employees, and by 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 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. Harassment against employees based upon the employee's race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while in 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 which may include suspension or expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures which may include exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

When looking at the totality of the circumstances, 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:

- Repeated remarks of a demeaning;
- Implied or explicit threats concerning one's grades, achievements, property, etc.
- Demeaning jokes, stories, or activities directed at the student and/or
- Unreasonable interference with a student's performance.

Sexual harassment of a student by an employee 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 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 education 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 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 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 school district.

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

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's web site,

and a copy shall be made to any person at the central administrative office at 315 Division St., Jewell, IA.

Approved 4/06

Reviewed: 3/10 Revised 7/07
Reviewed: 2/14 Revised 5/08

Legal References: 20 U.S.C. §§ 1221-1234i (2004).
29 U.S.C. § 794 (1994).
42 U.S.C. §§ 2000d-2000d-7 (2004).
42 U.S.C. §§ 12001 *et. seq.* (2004).
Senate File 61, 1st Regular Session, 82nd General Assembly, (2007).
Iowa Code §§ 216.9; 280.3 (2007).
281 I.A.C. 12.3(6).
Morse v. Frederick, 127 S.Ct. 2618 (2007)

Cross References: 502.2 Student Conduct

ANTI-BULLYING/HARASSMENT COMPLAINT FORM

Name of complainant: _____

Position of complainant: _____

Name of student or
employee target: _____

Date of complaint: _____

Name of alleged harasser or bully: _____

Date and place of incident
or incidents: _____

Nature of Discrimination or Harassment Alleged (Check all that apply)

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color		
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed		

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: _____

DISPOSITION OF ANTI-BULLYING/HARASSMENT COMPLAINT FORM

Name of complainant: _____

Name of student or employee target:: _____

Grade and building of student or employee: _____

Name and position or grade of alleged perpetrator /respondent: _____

Date of initial complaint: _____

Nature of discrimination or harassment alleged (Check all that apply)

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color		
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed		

Summary of investigation: _____

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 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 principal, the designated investigator. The alternate investigator is the school nurse or counselor. 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 investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the 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.

Physical Or Sexual Abuse & Harassment Of Students By Employees

The school district does not tolerate employees who physically or sexually abuse or harass students. Physical abuse is defined as a non-accidental injury that leaves a mark, which is visible at least 24 hours after the incident. While employees cannot use physical force to discipline a student, they can use physical force to stop a disturbance, to obtain a weapon or other dangerous object, to defend themselves, to protect others and/or school property, to remove a disruptive student, or to protect a student from harming him/herself. (The instances when an employee may use physical force are not limited to this list.)

Sexual abuse includes, but is not limited to, sexual acts involving a student and an employee and sexual harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature whose terms or conditions interfere with a student’s academic or extracurricular performance by creating an intimidating, hostile, or offensive environment.

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 the investigation of 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 school district has designated Paul Hemphill, elementary principal, and Scott Dryer, middle/high school principal as its Level I investigators. Vicki Olthoff, school nurse, may also be contacted directly.

Multicultural & Nonsexist Education

Students in the school district shall have an equal opportunity for a quality public education without discrimination, regardless of their race, color, national origin, gender, sexual orientation, gender identity, marital status, socioeconomic status, disability, religion, or creed.

The educational program shall be free of such discrimination and provide equal opportunity for the participants. The educational program shall foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. The program shall also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

It is the policy of the South Hamilton Community School District not to illegally 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 grievances related to compliance with this policy by the South Hamilton CSD please contact the Mr. Ken Howard, Superintendent, at 315 Division St. Jewell, IA 50130-2042, phone number 515-827-5410. Further information and copies of the procedures for filing a grievance are available in the central administrative office and the administrative office in each attendance center.

Educational Mandatory Reporters

According to Code 232.69 of the State of Iowa, all school personnel are required by law to report suspected child abuse. According to Iowa State Code 3232.75, any school personnel not making such a report is guilty of a simple misdemeanor. The phone number you are required to call if you suspect child abuse is 1-866-474-5366.

*****SAFETY*****

Storm & Evacuation Drills

In the event of a tornado drill or warning, an alarm of an interrupted burst from hand-held foghorns will be sounded. At that time, teachers will instruct the students where to seek shelter. The safest body position is a crouch with hands covering the head.

In the event of an evacuation, an alarm system will sound. Students should follow teacher instructions for evacuation, which generally is out the nearest exit.

Inclement Weather

When inclement weather forces the cancellation of school or an early dismissal of classes, school patrons will be notified via radio stations WHO (1040) or KQWC (1570) or television channels 5 (ABC), 8 (KCCI) & 13 (NBC). Parents may also receive e-mail alerts by subscribing to mailing lists on the South Hamilton homepage, or the HOIAC Calendar. In the case of an early dismissal, the superintendent’s notification will also inform parents if they should pick up students at their school and/or which routes buses will follow. Missed days will have to be made up at a later date.

Extracurricular activities or practices scheduled for the day or evening of a day when school is cancelled or dismissed early are generally cancelled and rescheduled. The school administration will determine whether to hold extracurricular activities or practices. If the extracurricular activity is to be held, students and parents are notified via Infinite Campus message, and on the HOIAC Calendar.

2018-19 7-12 CLASS SCHEDULES

REGULAR DAY CLASS SCHEDULE

<u>Period</u>	<u>Time</u>
1 st	8:20 - 9:00
2 nd	9:04 - 9:44
3 rd	9:48 - 10:28
4 th	10:32 - 11:12
5 th Period	11:16-12:49
A Lunch (11-12)	11:16-11:46
A Class:	11:16-11:46
B Lunch (7-8)	11:50-12:15
B Class:	11:50-12:15
C Lunch (9-10)	12:19-12:49
C Class:	12:19-12:49
6 th	12:53 - 1:33
7 th	1:37 - 2:17
8 th	2:21 - 3:01
Seminar	3:05 - 3:30

P/T Conf. Dismissal 3:01
Pep Assembly 3:01 - 3:30

1 HOUR LATE START

<u>Period</u>	<u>Time</u>
1 st	9:20 - 9:58
2 nd	10:02 - 10:37
3 rd	10:41 - 11:16
5 th Period	11:20-12:50
A Lunch (11-12)	11:20-11:48
A Class:	11:20-11:48
B Lunch (7-8)	11:52-12:18
B Class:	11:52-12:18
C Lunch (9-10)	12:22-12:50
C Class:	12:22-12:50
4 th	12:54 - 1:29
6 th	1:33 - 2:08
7 th	2:12 - 2:47
8 th	2:51 - 3:30

1 HOUR EARLY DISMISSAL

<u>Period</u>	<u>Time</u>
1 st	8:20 - 8:58
2 nd	9:02 - 9:37
3 rd	9:41 - 10:16
4 th	10:20 - 10:55
5 th Period	10:59-12:31
A Lunch (11-12)	10:59-11:27
A Class:	10:59-11:27
B Lunch (7-8)	11:31-11:59
B Class:	11:31-11:59
C Lunch (9-10)	12:03-12:31
C Class:	12:03-12:31
6 th	12:35 - 1:10
7 th	1:14 - 1:49
8 th	1:53 - 2:30

REGULAR DAY BELL SCHEDULE

<u>Period</u>	<u>Time</u>
Start 1 st	8:20
End 1st	9:00
Start 2 nd	9:04
End 2nd	9:44
Start 3 rd	9:48
End 3rd	10:28
Start 4 th	10:32
End 4th	11:12
Dismiss to A Lunch	11:12
Start 5A	11:16
Dismiss from A Lunch	11:46
End 5A	11:46
Dismiss to B Lunch	11:50
Start 5B	11:50
Dismiss from B Lunch	12:15
End 5B	12:15
Start 5C	12:19
Dismiss to C Lunch	12:19
End 5C	12:49
Dismiss from C Lunch	12:49
Start 6 th	12:53
End 6th	1:33
Start 7 th	1:37
End 7th	2:17
Start 8 th	2:21
End 8th	3:01
Start Seminar	3:05
End Day	3:30

2 HOUR LATE START

<u>Period</u>	<u>Time</u>
1 st	10:20 - 10:50
2 nd	10:54 - 11:20
5 th Period	11:24-12:54
A Lunch (11-12)	11:24-11:52
A Class:	11:24-11:52
B Lunch (7-8)	11:56-12:22
B Class:	11:56-12:22
C Lunch (9-10)	12:26-12:54
C Class:	12:26-12:54
3 th	12:58 - 1:24
4 th	1:28 - 1:54
6 th	1:58 - 2:24
7 th	2:28 - 2:54
8 th	2:58 - 3:30

2 HOUR EARLY DISMISSAL

<u>Period</u>	<u>Time</u>
1 st	8:20 - 8:50
2 nd	8:56 - 9:22
3 rd	9:26 - 9:52
4 th	9:56 - 10:22
6 th	10:26 - 10:52
5 th Period	10:56-12:26
A Lunch (11-12)	10:56-11:24
A Class:	10:56-11:24
B Lunch (7-8)	11:28-11:54
B Class:	11:28-11:54
C Lunch (9-10)	11:58-12:26
C Class:	11:58-12:26
7 th	12:30 - 12:56
8 th	1:00 - 1:30