

**SOUTH HAMILTON
HAWKS**



7-12 STUDENT HANDBOOK 2021-2022

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www.shhawks.net

Middle School/High School Administration

Mrs. Heather Holm, Superintendent
Mr. Andy Eckert, 7-12 Principal
Mr. Todd Coy, Athletic Director
Mr. Loyal Winborn, Technology Coordinator

Board of Education

Mrs. Joely Swenson, President
Mrs. Leigh Miller, Vice-President
Mr. Dave Gordon
Mr. Jay Moline
Mrs. Meryl Scarrow

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 handbook belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

It is the policy of the South Hamilton Community School District not to 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 education programs and its employment practices.

Board Approved



South Hamilton Community School District

Home of the Hawks

WELCOME TO THE 2021-2022 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 upperclassmen, 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 2022 and 2023 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. Eckert, Principal

Mr. Coy, Athletic Director

Mrs. Gelder, Guidance Counselor

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 8:00 AM or after 3:30 PM unless supervised by 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. Guests 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 for 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 during the school day 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

No food or drinks will be allowed in the auditorium, library, computer labs, or shop areas during the school day. Food items should be consumed in the lunchroom. Drink items should be in a non open-top container. It is the teachers discretion to allow food or drink into their classrooms.

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. 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.

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.

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.

For PRE-ARRANGED ABSENCES (ESPECIALLY OF MORE THAN ONE DAY) students should collect work and check with their teachers in advance and submit work prior to the absence or as teachers indicate, at the teachers' discretion.

Checking In & Checking Out

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:

A. Absences (excused)

According to **State of Iowa guidelines**, the school district determines whether an absence is excused or unexcused. The following reasons for absence are excused:

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 excused.

ALL OTHER ABSENCES, SUCH AS FAMILY VACATIONS, ROUTINE ILLNESS, AND TRANSPORTATION PROBLEMS, EVEN IF "EXCUSED" BY A PARENT/GUARDIAN, WILL NOT BE EXCUSED.

B. Four (4) Unexcused 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) Unexcused 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 beyond the eight (8) days. 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. Unexcused absences will include, but not be limited to: tardiness, oversleeping, shopping, hunting, concerts, preparation or participation in parties and other celebrations and employment. *Tardies To Class* – Students who enter the building late to class need to check into the office for a pass. Students more than 20 minutes late to any class, without prior approval, will be counted absent.

Disciplinary Consequences for Tardiness & Unexcused absences

- a. Tardy
 - 3rd, 4th, and 5th tardies to class per quarter = 15 minutes of detention before or after school.
 - Each tardy beyond the 5th = 30 minutes of detention before or after school.
 - Failure to make up this time could result in a closed lunch in the office, in school suspension, time served on a Saturday, or other consequences determined by the principal which may end up being more than the student's total time owed.
- 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 or participate in another consequence determined by the Principal and agreed upon by the parents/guardians.
 - 2nd Offense** – student will serve time equivalent to time missed or participate in another consequence determined by the Principal and agreed upon by the parents/guardians.
 - 3rd Offense** – 1 day In-School Suspension or participate in another consequence determined by the Principal and agreed upon by the parents/guardians.
 - Failure to participate in the consequence in a very timely manner will result in the student making up the time with a closed lunch in the office, during an in-school suspension, time served on a Saturday, or other consequences determined by the principal which may end up being more than the student's total time owed.

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 or be in possession of a pass issued by a teacher 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 they are 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. Assignments and teachers will be made available to the student when possible. 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).

Student Conduct at School & School Activities

***Please keep in mind that NOT ALL policies, rules, guidelines, 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 Consequences 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.

Discipline

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 (Described in detail on the following pages.)
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.

Consequences

During some consequences students may be asked to complete a project, including but not limited to research and writing. In these instances the consequence is not considered complete until the project is also complete.

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

- A. Counseling
 - a. Students may be referred for counseling for inappropriate behavior.
- B. Restricted Study Hall
 - a. 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
 - a. 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. This should take place the next AM, the next PM, or the following AM in the location determined by the person assigning the detention. 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)
 - a. 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)
 - a. 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
 - a. 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
 - a. 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 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 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 ensuring 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 articulate 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.

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

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

Students need to respect the privacy rights of others in accordance with both laws and school policies. Cell phones should be kept in the student’s locker, vehicle, school bag, or pocket. If a student needs to use their cell phone during the school day, the student should seek permission from the office/teacher prior to making the call. Cell phones may be used during lunch break and passing time. Cameras on cell phones should not be used without teacher approval and are prohibited in restrooms, locker rooms, or other similar areas.

Music players, video games, and other such electronic devices should not be used in classes without permission from your teacher. Students may use these items in study hall with permission from the supervisor. Use of these devices should be kept at a reasonable volume. Use of personal devices at inappropriate times will result in confiscation of the device and returning the item to the student at the end of the school day. A second offense will result in a parent/guardian meeting and returning the device to the parent/guardian after the meeting. Repeated offenses will result in further disciplinary action.

School Dress Code

Students are expected to dress in a way that is appropriate for the school day or for any school sponsored event. The primary responsibility for a student’s attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.

1. Basic Clothing Principles:
Students are expected to wear clothing that is neat in appearance and adhere to basic cleanliness and hygiene practices. Clothes must be worn in a way such that genitals, buttocks, stomach, and chest are covered with opaque fabric.
2. Students Must Wear:
A shirt/top with fabric covering the front, back, and sides
Pants or the equivalent (sweatpants, shorts, skirts, dresses, or leggings)
Shoes
3. Students Cannot Wear:
Clothing with language or images that are violent or hostile in nature, depict or promote sexual content or drug/alcohol use, or contain profanity or hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, or religious affiliation. Clothing that reveals visible underwear. (Visible straps or bands on undergarments worn under other clothing are not a violation).
Headwear that obscures the face (except for medical or religious purposes).
Any other items that would violate the criteria listed in sections 1 and 2 above.
*Please note that individual teachers may have different clothing policies within their own classrooms, based on the requirements and policies of their course. Specialized courses may require specialized attire, such as athletic apparel or safety gear. Clothing must be suitable for all scheduled classroom activities including physical education, science labs, vocational tech areas, etc.
4. Dress Code Enforcement:
Infractions of this policy will result in progressive discipline as outlined in the Consequences section of this handbook. If highly inappropriate

clothing (i.e. inappropriate language, sexual pictures, racist comments) is worn, students may be asked to change their clothing immediately via one of the following options: The student may be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day. The student may be provided with temporary school clothing to be dressed more to code for the remainder of the day. If necessary, a student's parents may be contacted during the school day to bring alternative clothing for the student to wear for the remainder of the day. Infractions of the dress code policy will be handled by staff in such a way as to not disrupt the student's learning experience by removing them from the classroom or embarrass the student by discussing the issue publicly in front of peers.

Resource Center

It is the right of every student to use the facilities of the Resource Center for study, for reference work, or for leisure reading. Therefore, every effort will be made to make the Resource Center available to students at all times.

With the right to use the center also comes the responsibility to follow the rules and regulations of the area. It is the purpose of this guide to provide you with the information about the use of the Center so that you may protect your right to use it.

Library

7:45 a.m. - 3:45 p.m. Monday - Friday

Students are free to enter and leave the Resource Center before and after school and between classes. At all other times, students will be required to obtain a pass before coming to the Resource Center, unless accompanied by a teacher for a class visitation.

Courtesy Rules and Regulations

The Resource Center is a QUIET STUDY AREA. All students will be considerate of the rights of others.

1. Students in the Resource Center will browse, read, or work quietly.
2. Students who disturb others will be requested to leave the center for the rest of that period.
3. If a class is in session in the center, other students will be about their business quietly and will not disturb the students in the class.

Circulation Rules and Regulations

All materials will be checked out and returned at the circulation desk. Reserve books, current periodicals, and reference books may be checked out of the Resource Center for only one period at a time during the school day. These materials may also be checked out overnight at the end of the school day.

Loan Periods

Two Weeks: Fiction, Nonfiction, Paperbacks, Information file material, Audio-Visual

Overnight: Reserve Books, Periodicals, Reference Books, Newspapers

Overdue

Materials are to be returned on or before the date stamped on the date due slip. Anything returned after that date is overdue.

Fines

1. A fine of 5 cents per school day will be charged for overdue fiction, nonfiction, paperback books, and information file materials.
2. A fine of 50 cents per day will be charged for overdue reserve books, periodicals, reference books, newspapers, and audio-visual materials.
3. A borrower who damages or loses material will pay for the cost of repair or replacement.
4. A borrower may not check out any other materials until the overdue(s) has been returned and the fine paid.

Requests

Requests may be made at the circulation counter for Resource Center materials which are not available at the time the borrower wishes them. As soon as the materials requested are returned, they will be put aside and notification will be sent to the requester that the materials are available.

Number of Items That May Be Checked Out At One Time

There is no limit on the number of items a student may check out. However, students who consistently have overdue materials will be limited to a specific number that they may check out at one time.

Resource Center Rules

- Sign up to reserve the word processing computers, or to bring a class to the resource center to work.
- No class or parts of a class may be in the resource center without the teacher **unless prearranged** with the teacher on duty or the administration.
- Students must have a pass from the classroom teacher or associate to come to the resource center.
- All students coming to the resource center from study hall must have a pass.
- Whenever possible, please furnish the teacher on duty with a copy of your research assignment or project. Students can be helped more effectively if this information is available.

Resource Center Procedures

1. Students will be allowed in the Resource Center for resource materials and study purposes only.
2. There is to be no talking in the Resource Center without permission. Students need a quiet atmosphere in which to study.
3. Only one student may check out to restroom at a time.
4. Students are not to return to study hall/commons at any time period.
5. Students assigned to the resource center should be separated as much as possible and have study materials with them.
6. The only talking that can take place is the help that is being given by the teacher on duty.
7. Any student not following the above-listed rules will:
 - A. Be restricted from the resource center and remain in the study hall.
 - B. Be referred to the principal for a possible schedule change.

7-12 Study Hall Procedures

1. Students are to be in their assigned seats at the beginning of the period so that attendance may be taken. No student should leave study hall, present a pass to the teacher, or otherwise be at the teacher's desk prior to the bell ringing and attendance being taken. Excessive tardiness will result in loss of privileges.
2. Students may be given a pass from study hall teacher to go to the library to check out materials one at a time.
3. Study hall teachers will allow one student at a time to check out for the following: office, guidance office, restroom, locker, or water. Students will sign out on the forms in the black binders provided at the beginning of the year by the office. Students should sign in and out in the teachers' room anytime they leave or come back to the study hall.
4. The atmosphere of study hall will be to induce studying. Study halls will be quiet, and the teachers will be enforcing a study atmosphere. The teachers will check with students to see that they are getting something accomplished and provide assistance as needed.
5. Study hall supervision is a duty and not an extra prep period. Teachers are responsible for the students in their room at all times.
6. Group work may be allowed with special permission from the study hall teacher, as long as it is not disruptive of the study atmosphere of other students.
7. Each student must have something with which to occupy himself/herself for study purposes.
8. If a "large" group meeting (i.e. football, band, speech) is called during a given study hall, students must report to their study hall first to sign out to the meeting. An announcement will be made once the meeting is dismissed to go back to study hall.
9. No passes out of Study Hall unless from a specific teacher. No more than two students can check out to a specific teacher out of any one study hall. A teacher may request more than two, and will do so with a written pass or phone call to that study hall teacher. If the student does not have a pass to go and see another teacher, the study hall teacher can make a phone call to that teacher, make sure the teacher is available to work with/supervise that student, and then write a pass for that student.
10. Teachers writing passes for students to come to their room during a study hall are responsible for those students. These students should have very specific tasks to do for that teacher, or they should stay in study hall. Do not give passes for students to come to your room to "hang out".
11. Study hall teachers will track homework completion with at-risk students as prescribed.
12. A study hall is for student use. Teachers should answer student questions to improve the academic atmosphere of the building.
13. Students with failing grades or outstanding assignments may not use their computer for non-academic purposes. Study hall teachers have access to IC grade book to verify, or can contact the office for details.
14. All discipline will be served and taken care of by the study hall teacher. If a student has issues that are at a high level in terms of frequency or intensity the principal should be notified and will assist with consequences.

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

School-Sponsored Organizations and 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 the end of a final grading period, the student is ineligible for the 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 been 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 a 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 substances, 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 audio with headphones may be used.

4. Students 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 your 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 audio equipment 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 "Consequences" section of this handbook.

SOUTH HAMILTON COMMUNITY SCHOOLS ANNUAL NOTICE OF NONDISCRIMINATION POLICY STATEMENT:

The notice shall include: The South Hamilton Community Schools offers career and technical programs in the following service areas:

- Agricultural, Food, and Natural Resources
- Applied Science, Technology, Engineering, and Manufacturing
- Business, Finance, Marketing, and Management

It is the policy of the South Hamilton Community School District not to 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**:

Amy Trask
315 Division Street - Jewell, Iowa 50130
Phone number: 515-827-5479
Email address: amy_trask@s-hamilton.k12.ia.us

Or the Office for Civil Rights, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661

South Hamilton School Board Policy 500. OBJECTIVES FOR EQUAL EDUCATIONAL OPPORTUNITIES FOR STUDENTS

This series of the board policy manual is devoted to the board's goals and objectives for assisting the students of the school district in obtaining an education. Each student will have an opportunity to obtain an education in compliance with the policies in this series.

It is the goal of the board to develop a healthy social, intellectual, emotional, and physical self-concept in the students enrolled in the school district. Each student attending school will have the opportunity to use it and its education program and services as a means for self-improvement and individual growth. In so doing, the students are expected to conduct themselves in a manner that assures each student the same opportunity.

The board supports the delivery of the education program and services to students free of discrimination on the basis of race, color, sex, marital status, national origin, creed, religion, sexual orientation, gender identity or disability. This concept of equal educational opportunity serves as a guide for the board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students.

In the delivery of the education program, students will treat the employees with respect and students will receive the same in return. Employees have the best interests of the students in mind and will assist them in school-related or personal matters if they are able to do so. Students should feel free to discuss problems, whether school-related or personal, with the guidance counselor or other employees.

Board policies, rules and regulations affect students while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.

Board policy refers to the term "parents" in many of the policies. The term parents for purposes of this policy manual means the legal parents, the legal guardian or custodian of a student, and students who have reached the age of majority or are otherwise considered an adult by law.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, are directed to the Affirmative Action Coordinator by writing to:

Affirmative Action Coordinator
Superintendent of South Hamilton Schools – Heather Holm

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison St., Ste. 1475, Chicago, IL, (312) 730-1560, <http://www.state.ia.us/government/crc/index.html> or Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA. (515) 281-5294. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available in the school district's central administrative office and the administrative office in each attendance center.

Code No. 104

ANTI-BULLYING/ANTI-HARASSMENT POLICY

The South Hamilton Community School is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed.

Bullying and/or harassment of or by students, employees, and volunteers is against federal, state, and local policy and is not tolerated by the board.

Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Complaints may be filed with the superintendent or superintendent's designee pursuant to the regulation accompanying this policy. Complaints will be investigated within a reasonable time frame.

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

Retaliation Prohibited

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures.

Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds.

Definitions

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

- "Electronic" means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging. "Harassment" and "bullying" mean any repeated or potentially repeated electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristic of the individual which creates an objectively hostile school environment that meets one or more of the following conditions:
 1. Places the individual in reasonable fear of harm to the individual's person or property.
 2. Has a substantial detrimental effect on the individual's physical or mental health.
 3. Has the effect of substantially interfering with the individual's academic or career performance. Has the effect of substantially interfering with the individual's ability to participate in or benefit from the services, activities, or privileges provided by a school.
- "Trait or characteristic of the individual" includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- "Volunteer" means an individual who has regular, significant contact with students.

Publication of Policy

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

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

SOUTH HAMILTON COMMUNITY SCHOOL COMPLAINT FORM
(Discrimination, Anti-Bullying, and Anti-Harassment)

Date of complaint: _____

Name of Complainant: _____

Are you filling out this form for yourself or someone else (please identify the individual if you are submitting on behalf of someone else):

Who or what entity do you believe discriminated against, harassed, or bullied you (or someone else)?

Date and place of alleged incident(s):

Names of any witnesses (if any):

Nature of discrimination, harassment, or bullying 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"/>	
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	

In the space below, please describe what happened and why you believe that you or someone else has been discriminated against, harassed, or bullied. Please be as specific as possible and attach additional pages if necessary.

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

Signature: _____ Date: _____

WITNESS DISCLOSURE FORM
SOUTH HAMILTON COMMUNITY SCHOOLS

Name of Witness: _____

Date of interview: _____

Date of initial complaint: _____

Name of Complainant (include whether the Complainant is a student or employee):

Date and place of alleged incident(s):

Nature of discrimination, harassment, or bullying 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"/>	
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	

Description of incident witnessed: _____

Additional 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 COMPLAINT FORM
SOUTH HAMILTON COMMUNITY SCHOOLS

Date: _____

Date of initial complaint: _____

Name of Complainant (include whether the Complainant is a student or employee):

Date and place of alleged incident(s):

Name of Respondent (include whether the Respondent is a student or employee):

Nature of discrimination, harassment, or bullying 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/ANTI-HARASSMENT INVESTIGATION PROCEDURES**Filing a Complaint**

An individual who believes that the individual has been harassed or bullied may file a complaint with the superintendent or superintendent's designee. The complaint form is available in the district office. An alternate investigator will be designated in the event it is claimed that the superintendent or superintendent's designee committed the alleged bullying or harassment or some other conflict of interest exists. Complaints shall be filed within 15 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment upon receipt of a written complaint. The High School Principal (hereinafter "Investigator" will be responsible for handling all complaints alleging bullying or harassment.

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

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

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

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

Additional suggestions for administrative procedures regarding this policy include:

- *Organizing training programs for students, school employees, and volunteers regarding how to recognize bullying and harassing behavior and what to do if this behavior is witnessed; and*
- *Developing a process for evaluating the effectiveness of this policy in reducing bullying and harassing behavior.*

Decision

The investigator, building principal or superintendent, depending on the individuals involved, shall inform the Complainant and the accused about the outcome of the investigation. If, after an investigation, a student is found to be in violation of the policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

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

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 elementary principal Steve Neuberger as its Level I investigator. Shelby Fonken, school nurse, may also be contacted directly.

Multicultural and 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 Heather Holm, Superintendent, at 315 Division St. Jewell, IA 50130-2042, phone number 515-827-5479. 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 and Evacuation Drills

In the event of a tornado drill or warning, an alarm will be sounded, and an automated voice will instruct staff and students that it is a tornado alarm. Staff will then remind/instruct students where to seek shelter, which is posted in each room. The safest body position is a crouch with hands covering the head.

In the event of an evacuation, an alarm system will sound and an automated voice will indicate that it is a fire/evacuation alarm. Students should follow teacher instructions for evacuation, which are posted in each room.

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.