

# **Hinton Community School Student Handbook 2016-2017**



**SUPERINTENDENT: Mr. Pete Stuerman**  
**4-5 & 9-12 PRINCIPAL: Mrs. Betty Wendt**  
**6-8 PRINCIPAL: Mr. Brian DeJong**  
**Preschool-3 PRINCIPAL: Mrs. Kathy Rhodes**

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***NOTE: The policies are derived all or in part from official board policies. If a discrepancy should arise between handbook and board policies, board policy takes precedence. At the time of this printing, items may be subject to change or need further clarification depending on changes in board policies or administrative regulations.***

**NOTE: For the purpose of this handbook, the information included in it is to be followed by all students of the Hinton Community School. In some cases, the information is only pertinent to a certain grade level (s); in which case the bold heading will note the grade level(s) involved.**

## **FOREWORD**

This parent/student handbook is provided to all parents and students in the Hinton Community School District. The purpose of the handbook is to provide information and to serve as a guide and resource so that students and parents have a firm knowledge of the rules and regulations of our school. Please be aware that some of the information contained in this handbook is required by federal or state agencies as a reporting tool for the district.

It is our hope that students and parents will take the time to sit down together to read and discuss the handbook. By doing this, communication lines are opened, and the understanding of the handbook will reach a high level of importance for parents and students. The handbook is based on Board of Education policies. The policies are reviewed and updated by the Board of Education, administration, and staff annually. Therefore, it is necessary to review and read this handbook each year. If there are any discrepancies between this handbook and Board of Education policies or statutes, the policy at the “higher” level will be applicable.

We encourage parents and community members to visit the school at any time. Invitations are not required. Regardless of the reason for your visit, you are always welcome at your school. The faculty, staff and administration at the school are here to keep you informed and to answer any questions you may have about your school. Come visit us and keep those lines of communication open. We do ask that all visitors stop in the office, for a visitor badge.

The Board of Education, administration, faculty, and staff wish the best of success to each and every one of the students through the 2016 – 2017 school year. We hope that the educational experience is rewarding and positive for all.

## **HINTON COMMUNITY SCHOOL MISSION STATEMENT**

A community dedicated to developing responsible life long learners prepared for future challenges.

## **VISION STATEMENT**

The Hinton School Community is committed to academic excellence, physical, emotional, and social well-being, within a safe, caring, and positive learning environment.

## **HINTON BELIEFS**

### **We Believe...**

- A committed community and parents are vital to a successful school.
- High expectations need to be held for all members of the school and community.
- Responsibility and respect are important within the school and community.
- An organized and safe environment enhances learning.
- Education is a fundamentally necessary investment that develops individuals prepared for the worlds of family, work, and citizenship.
- All students learn in a variety of ways and at different paces.
- Problem solving and critical thinking are essential life skills.
- Social skills and understanding of diversity are important.

# HINTON COMMUNITY SCHOOL

## 2016 - 2017

### Office Phone Numbers

7-12 Office	947-4328
4-6 Office	947-4428
TK-3 Office	947-4327
Superintendent's Office	947-4329

### Regular Office Hours

7:30-3:30
8:00-4:00
7:45-3:45
7:15-4:00

### ADMINISTRATION

Pete Stuerman	Superintendent
Betty Wendt	4-5 & 9-12 Principal
Brian DeJong	6-8 Principal
Kathy Rhodes	Preschool -3 Principal

### FACULTY

Michelle Alesch	Transitional Kindergarten
Conor Bertling	Sixth Grade
Laurie Bird	Second Grade
Sarah Boesch	JH Reading / JH Student Council
Stacy Boeve	Preschool
Tanya Breyfogle	Preschool
Holli Brown	HS English / Speech
Julie Clausen	High School Counselor / NHS
Mary Jo Coleman	4-7 Resource Room / Coach
Jodi Cook	Kindergarten
Lisa Cotter	JH Language Arts / Coach
Casey Crawford	HS Math / Coach / JH AD
Diane Culver	Second Grade
Deb Donaldson	Title One
Beth Faber	Third Grade
Kayla Fay	Fourth Grade
Ryan Gillaspie	Success Center / Grade 7 Social Studies / Coach
Laura Garrad	5-12 Instrumental Music
Adrienne Haskell	TK-3 Resource Room
Janell Heimgartner	Fifth Grade
Andrea Held	TLC Coordinator / Literacy Coach
Bruce Held	JH Math / JH & HS PE / Coach
Danica Held	Elementary & MS Counselor / Guidance Classes /
Elementary STUCO	
Alison Hertenstein	HS Family and Consumer Science / Health / JH FCS /
FCCLA	
Ben Hertenstein	District Technology Director / HS Math / Coach
Craig Hoffman	HS Industrial Technology / JH Industrial Technology / Coach
Paula Hodgson	Level 2 Resource Room
Katherine Hunter	HS Spanish / Quiz Bowl / HS Student Council
Angela Iversen	TK - 6 Music
Jennifer Jacobs	HS Social Studies / Coach
Andrew Jindra	Elementary PE / JH PE / Coach
Diane Joanning	First Grade

Cale Kramer	HS Resource Room / HS PE / Coach
Darcy Kuchel	Fourth Grade
Laurie Law	First Grade
Matt Leary	Fifth Grade
Susie Leary	Fourth Grade
Sarah Merrigan	Second Grade
Robin Mohr	JH Science / Coach
Ann Mosher	Kindergarten
Krista Nelson	HS Math / Math Club
Christina Obbink	5/8 Preschool
Emily Olson	Third Grade
Kathi Oetken	Talented & Gifted
Sara O'Reilly	2-12 Art
Kate Ortegren	Third Grade / Coach
Diana Petersen	Sixth Grade
Curtis Rife	Sixth Grade / Coach
Mary Ann Ruden	HS Science
Dustin Rusche	7-12 Vocal Music / Show Choir / Musical
Amy Schorg	Transitional Kindergarten
Jacquie Sitzmann	Kindergarten
Joel Small	Grade 8 Social Studies / HS Social Studies / HS PE / Coach
Chad Sussex	HS Computer / Technology / Yearbook
Adam Teut	HS Science / Coach / Robotics Club
Linda Ward	First Grade
Melissa Wurth	HS English

### **PARA PROFFESIONALS**

Adam Alfredson  
Missy Conley  
Ranita DeRocher  
Sandi Kounkel  
Kathy Lang  
Julie Rice  
Merlin Thompson  
Sam Yates  
Kaitlan Huggenberger  
Rhonda Sessoms  
Tiffany Strickland  
Autumn Goosmann  
Randi Smith  
Gilberto Ramirez

### **PRESCHOOL SUPPORT STAFF**

Lexi Bledsoe  
Jenee Funke  
Kendra Grasmeyer  
Jane Hedlund  
Doris Lahrs  
Linda Larsen  
Destany Newton

Tonya Pecks  
Carrie Trometer

### **SUPPORT STAFF**

Paula Schreck	Business Manager
Diane Fay	7-12 Administrative Assist. / Magazine Sales / Guidance Asst. / Driver Ed.
Janet Held	4-6 Administrative Assistant / AD Asst. / Project Easier / Transportation Director
Kim Jauer	Preschool-3 Administrative Assistant
Val Kovarna	Supt. Administrative Assistant / Board Secretary
Brenda Schindel	Library Aide
Renee Stoulp	Study Hall Supervisor
Tina Zimney	Nurse

### **ADDITIONAL CO-CURRICULAR ASSIGNMENTS**

Football	Varsity/JV: Bruce Held & Steve Diediker Assistants: Joel Small & Cale Kramer JH: Adam Teut & Ryan Gillaspie
Volleyball	Varsity/JV: Mary Jo Coleman / Open Assistant: Andrew Jindra JH: Lisa Cotter & Open
Cross Country	Varsity/JV: Craig Hoffman & Ben Hertenstein
Basketball	Varsity/JV Boys: John Spies & Curtis Rife Assistant: Open Varsity/JV Girls: Joel Small Assistant: Jennifer Jacobs JH: Andrew Jindra & Brian DeJong (Girls) JH: Ben Hertenstein & Ryan Gillaspie (Boys)
Wrestling	Varsity: Casey Crawford Assistants: Marc Wermersen, Jan George, Adam Teut JH: Adam Teut
Track	Varsity Boys: Steve Diediker Varsity Girls: Robin Mohr Assistant Varsity B/G: Craig Hoffman & Kate Ortegren JH: Andrew Jindra (Girls) JH: Open (Boys)
Golf	Varsity Boys: Bruce Held Varsity Girls: Open
Baseball	Varsity/JV: Cale Kramer / Randy Roehrich Assistant: Andrew Jindra
Softball	Varsity/JV: Jennifer Jacobs Assistant: Brian DeJong
Cheerleading	Football / Basketball: Andrea Held Wrestling: Amber DeRocher
Dance Team	Bree Vonheeder
Soundwaves	Dustin Rusche
Musical	Dustin Rusche

## **CUSTODIANS**

Dave Tomlinson- Head Custodian, Randy Roehrich, Lisa Lehner, Wendy Linduski, Gilberto Ramirez

## **TRANSPORTATION**

Janet Held-Transportation Director, Scott Tiesler-Bus Maintenance , Dale Albers, Dave Attrill, Wade Hamil, Amy Kimbell, Warren Knapp, Warren Lahrs, Kim Pope, Sheila Smith, Arlo Swalve

### **School Song, School Colors, and School Mascot**

**School Song:** Minnesota Rouser

**School Colors:** Black and Gold

**School Mascot:** Blackhawks

### **Equal Educational Opportunity**

It is the policy of the Hinton 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 Betty Wendt, Equity Coordinator at 315 West Grand, Hinton, IA, 51108, and [betty.wendt@hinton.school.com](mailto:betty.wendt@hinton.school.com)

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

### **No Child Left Behind**

According to the No Child Left Behind Law, all parents/guardians in the Hinton Community School District have the right to learn about the following regarding their child's teacher's qualifications: state licensure status, special endorsements for grade level/subject area taught, and baccalaureate/graduate certification/degree. Parents/Guardians may request this information from the Office of the Superintendent by calling 947-4329 or sending a letter of request to the Office of the Superintendent, 315 W. Grand, Hinton, IA 51024.

### **Annual Notice of Nondiscrimination**

The Hinton Community School offers career and technical programs in the following areas of study:

- Business
- Health Occupations
- Industrial Arts
- Family and Consumer Sciences

It is the policy of the Hinton 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 Betty Wendt, Equity Coordinator at 315 West Grand, Hinton, IA, 51108, [betty.wendt@hintonschool.com](mailto:betty.wendt@hintonschool.com).

### **Continuous Notice of Nondiscrimination**

It is the policy of the Hinton 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 Betty Wendt, Equity Coordinator at 315 West Grand, Hinton, IA, 51108, [betty.wendt@hintonschool.com](mailto:betty.wendt@hintonschool.com).

### **Jurisdictional Statement**

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

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

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

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

## Definitions

For the purposes of this handbook, the following terms are defined:

- Parent - also means “guardian” unless otherwise stated
- Administrator’s title, such as superintendent or principal - also means that individual’s designee unless otherwise stated.
- School Grounds - includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses.
- School Facilities - includes school district buildings.
- School Activities - means all school activities in which students are involved whether they are school sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds, in or away from Hinton.
- School Grades- ELE refers to students in grades TK-6, JH refers to students in grades 7-8 and HS refers to students in grades 9-12.
- ISS- refers to In School suspension.
- OSS- refers to Out of School suspension.

### Activity Bus for Grades 7-12

The school district will provide transportation from school and back to school for students who are participating in out-of-town activities. Students are expected to ride the bus or van provided for the activity to and from the event. Students must ride home on the activity bus unless prior arrangements have been made with the principal, or the student’s parent / guardian personally appear to the school coach or sponsor and request to transport the student home. Notes from parents are not permissible at the time of the activity, but must be presented to the principal prior to the event. If the student or the parent(s) have misrepresented their child’s intentions about not returning on the bus, Hinton Community School holds no liability responsibility.

### Adding/Dropping Courses for Grades 9-12

Students who wish to add or drop a class may do so only during the first five days of each semester. The teacher, parent, guidance counselor, and principal’s permission are necessary to drop a class after the first week of the semester. In the case of a student with a full load of seven classes and PE, one of the classes may be dropped, if done prior to the end of the first quarter or third quarter. Students with only 6 classes and PE may not drop a class after the first week. No classes may be dropped during the second or fourth quarters. Students may not add a class after the first five days of each semester.

If a student drops a class one week or less, prior to an eligibility period, or on the day of the eligibility period, the eligibility policy remains in force until the next grading period. For example, if a student is failing a class and drops it four days before mid-term, the student remains ineligible until the next grading period (approximately two weeks), even though he is no longer enrolled in the class.

Exceptions on dropping a class, due to medical hardships, may be made by application through the principal’s office.

### **Admission Requirements for TK-K**

Children wishing to enroll in Transitional Kindergarten (TK) or Kindergarten must be at least five (5) years of age on or before September 15 of the year in which they wish to enroll. A child wishing to enroll must present evidence of age in the form of a birth certificate or other comparable evidence and a record of immunization before that child may enroll. It will be within the discretion of the superintendent or the superintendent's designee to determine what is satisfactory evidence for proof of age.

### **Administration of Medicine**

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

Medication is held in a locked cabinet and distributed by the school nurse or trained school personnel. Medication must be in the original container with the following information either on the container, in the instruction sheet or in the parental authorization: name of the student; name of the medication; directions for use including dosage, times and duration; name, phone number and address of the pharmacy; date of the prescription; name of the physician; and potential side effects.

### **Asbestos Notification (Lead, Radon, Hazardous Materials)**

Each year, the school is required by the Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA) to advise all students, employees and school patrons of the presence of asbestos in our school building. To our knowledge, only non-friable asbestos (floor tile) exists in our building. All the friable asbestos identified in our asbestos management plan has been removed.

In accordance with the AHERA, the school, in cooperation with NW AEA, conducts an inspection of our facility every three years. A copy of the results of this inspection and a copy of the management plan are available for public inspection in the Superintendent's office during normal office hours. To the best of our knowledge, there are no levels of lead, radon, or hazardous materials that pose a health risk.

### **Assignment Books for Grades 4-8**

Each student is given an assignment book at the beginning of the school year. Should the book become lost or destroyed, the student will need to pay for a replacement. The book is to help the student organize his/her schoolwork and to act as a communication tool between home and school. The book will allow parents to see the work that has been assigned. It also serves as a hall pass for students needing to use the restroom, go to the library, etc. The assignment books will be checked by the core subject teachers. Guidelines for using the assignment book include:

- Fill in day, dates, and daily assignments.
- Add extra activities, tests, etc. and special dates like parent conferences.
- Show to core teachers.
- Bring to each class every day.
- Take home to show parents.

### **Athletic Participation for Grades TK-6**

Students in grades TK-6 are not eligible to participate in junior high competitive sports. Flyers from various outside organizations are offered to students for extra-curricular activities. Hinton Community School does not promote or endorse any of the outside organizations.

### **Attendance Beliefs**

Research shows that the single most important factor influencing a student's achievement in school is his/her attendance. The attendance policy is based on the fact that something important happens in class every day and that the activity or interaction with teacher and students can never be exactly duplicated.

In order for the Hinton School staff to do the best possible job of educating the students entrusted to them, the students must be in regular attendance. A successful educational program requires the cooperation of the parent, the student, and the school. We cannot teach a student who is not present. The following policy has been developed to encourage good attendance.

### **Attendance for Grades TK-3**

Parents are asked to call the TK-3 office between 8:00-9:00 (947-4327) on any day that their student is absent. This procedure also provides assurance that no harm has come to your child on the way to school. If we do not receive a call from you by 9 AM, the school will attempt to call the parent on the day of the absence. This is a safety factor that will help ensure that the student's whereabouts are known on each school day. **If a child arrives late for any reason please have them stop by the elementary school office to receive a pass before going to the classroom.**

### **Attendance for Grades 4-12**

Parent communication is the "key to success" of this policy. Parents are asked to call the office on any day that their student is absent. If a child is going to be absent from school, parents are expected to call the office between 7:30 - 9:00 AM, explaining the reason and length of time the child will be absent, if this is known. This procedure also provides assurance that no harm has come to your child on the way to school. The student may choose to bring a written note upon returning, stating the reason for the absence to the office. These excuses will verify parent knowledge of the absence. The written note remains filed in the office throughout the current year. It is important to remember that students need to be in school in order to do their best.

Students who leave the building during the day at the request of a parent (for appointments or personal business) **must sign out in the office before leaving.**

### **Absences Excused for Grades 4-8**

Illness verified by a parent or doctor – Work assigned is due 2 days after return for every day ill.

Suspensions - Work assigned is due at the end of the suspension day.

Recognized religious holidays (verified by parent **prior** to the absence) – Work assigned is due upon return.

Funerals of parent, sibling, or member of household – Work assigned is due 2 days after return for every day out. Funeral of friend or acquaintance – Work assigned is due 1 day after return.

Requests from counselors, teachers, or administrators – Work assigned is due upon return.

Field trips, athletic events, etc. – Work assigned is due upon return.

Family Vacations / Business – Parent must give prior notice. – Work assigned is due 2 days after return for every day gone.

Other medical excuses of a routine nature will be excused, such as orthodontic appointments and allergy shots – Work is due upon return.

### **Absences Unexcused for Grades 4-8**

Truancy – Missed tests will be taken immediately upon return. Assignments are due the day after.

Skip days - Missed tests will be taken immediately upon return. Assignments are due the day after.

Work - Missed tests will be taken immediately upon return. Assignments are due the day after.

Oversleeping / late for school - Missed tests will be taken immediately upon return. Assignments are due the same day as for other students.

Tardy- See Tardy Policy

### **Absences Excused for Grades 9-12**

**WHEN A STUDENT KNOWS THEY WILL BE GONE, OR RETURNS TO SCHOOL AFTER AN ILLNESS IT IS THE RESPONSIBILITY OF THE STUDENT TO CONTACT THE TEACHERS TO MAKE UP HOMEWORK AND CLASS WORK.** When a student is unexpectedly absent due to illness, he/she will have two days for every day absent to make up the work. Additional time may be granted at teacher discretion. If a student is aware in advance of an absence (e.g. family vacation, field trip, athletic event), he/she must get an advanced make up sheet and get the assignments and make up the work prior to being gone. Assignments given the student prior to being gone are due upon return to school. If the student does not have enough notice of a scheduled school activity to allow him/her to get assignments, the student should get them upon return to school and the work will be due the next day.

**Students who are not in attendance for the entire school day will not be able to participate in extra curricular events or competitions that day.** Students who miss part of a day, but are in attendance for at least the last 3 periods of the day (1:05-3:20), may attend extra curricular **practices** that day. Scheduled doctor and dentist appointments are exceptions to this policy, although students must bring a note from the doctor / dentist. Other exceptions may be made through the principal's office.

#### **The following are excused absences with work due expectations:**

**Illness verified by a parent or doctor** – *Work assigned is due 2 days after return for every day ill. Students may not participate in activity practices or competitions on days absent.*

**Medical / Dental Appointments** – *Work is due the day after return to school. Student may participate in activity practices or competitions if gone for a reasonable amount of time for the appointment.*

**Suspensions** - *Work assigned is due at the end of the suspension day. Students may not participate in activity practices or competitions.*

**Recognized religious holidays** (verified by parent **prior** to the absence) – *Work assigned is due upon return. Students may participate in activity practices or competitions that day.*

**Funerals of parent, sibling, or member of household** – *Work assigned is due 2 days after return for every day out. Students may participate in activity practices or competitions while out.*

**Funeral of friend or acquaintance** – *Work assigned is due 1 day after return.*

*Students may participate in activity practices or competitions that day.*

**Passes from counselors, teachers, or administrators** – *Work assigned is due upon return. Students may participate in activity practices or competitions.*

**Field trips, athletic events, etc.** – *Work assigned is due upon return. Students may participate in activity practices or competitions.*

**College visitation** (One day per year for juniors and three per year for seniors) THE PROCEDURE FOR HAVING A COLLEGE VISITATION MUST BE FOLLOWED AS WELL. *Work assigned is due upon return. Students may participate in activity practices or competitions that day. If the college visitation procedure is NOT followed, the student may NOT participate in the activity practice or competition.*

**Family Vacations** – *Students/parents should notify the office at least 1 week prior to going on vacation. Students must get work from teachers ahead of going. Work assigned is due upon return. Students may not participate in activity practices or competitions on days absent.*

**Absences excused by a parent, of a personal nature,** will be considered excused, *but work must be made up the day after return and the student is not allowed to attend extra curricular practices unless he/she is in school during periods 6-8 and is not eligible for competition.*

### **Absences Unexcused for Grades 9-12**

**Unexcused absences will not carry the two-day extension.** Students may receive zeros on work/tests completed or turned in that was due the day of the absence (at the discretion of the teacher). Homework assigned on that day will be due the same time as for students who were in attendance or the day following their return to school (at the discretion of the teacher.)

**Truancy (Skipping)** – *Missed tests may result in zeros or will be taken immediately upon return (at the discretion of the teacher.) Assignments given previously are due upon return to school. Students will be assigned detention (45 min.) for every period skipped. Students may not participate in activity practices unless they are in attendance periods 6-8 that day. No competitions.*

**Senior Skip Day** - *Missed tests will be taken immediately upon return. Assignments are due the day after. Students may not participate in activity practices unless they are in attendance periods 6-8 that day. Students may not participate in any competitions. Detention will be assigned as above, if the parent has not notified the school of the student's absence. Parents are expected to call the office between 7:30 AM and 9 AM. Parents are asked not to make excuses for their student, but just let the school know that the student will not be in school. Deadlines for work will be the same, even if the parent has excused the student for the skip day. Senior skip day is not endorsed by the school, as we feel students should be in attendance whenever possible.*

**Work** - *Missed tests will be taken immediately upon return. Assignments are due the day after.*

**Oversleeping / late for school** – *If more than 15 minutes late, will result in a 45 minute detention for every period missed. Missed tests will be taken immediately upon return. Assignments are due the same day as for other students. Students may not participate in activity competitions. Detention will be assigned for each period missed, even if the parent calls the students in as late.*

**Tardy**- See Tardy Policy

### **Books Fees / Fines for Grades 4-12**

Student fees are due at the time of registration, prior to the start of school. Some classes may require an individual fee for materials used or consumed if they are not required for the class (e.g. supplies for individual projects). Students must pay these fees before check out at the end of the year.

Even though Hinton Community School charges a book fee, students are expected to keep books in good condition, with only reasonable wear. If books are not returned or are in unusable condition when returned, the student will be responsible for replacement cost. If excessive wear or abuse to a book occurs, the student will be fined for the damage to the book.

**College classes provide the books for students, but the books are to be returned in good condition.**

### **Fine Schedule for Books**

Fines will be assessed at the end of each semester or year, whichever is most appropriate for the class.

#### **NEW BOOK (1-3 YEARS OLD)**

- |   |  |
|---|--|
| * Cover and/or sides marked with pen, pencil, or marker     | \$4.00   |
| * Cover back, and/or front torn, dog-eared, chewed up, etc. | \$5.00   |
| * Inside pages written on, marked or torn                   | \$4.00   |
| * Spine broken  | \$6.00   |
| * Cover Removed   | \$20.00 or<br>replacement cost whichever is the least. |
| * Lost Book   | Cost of replacement of used book.                      |

#### **OLD BOOK (4-7+ YEARS OLD)**

- |   |   |
|---|---|
| * Cover and/or sides marked with pen, pencil, or marker     | \$2.00  |
| * Cover back, and/or front torn, dog-eared, chewed up, etc. | \$2.50  |
| * Inside pages written on, marked or torn                   | \$2.00  |
| * Spine broken  | \$4.00  |
| * Cover Removed   | \$10.00 or<br>replacement cost, whichever is the least. |
| * Lost Book   | Cost of replacement of used book.                       |

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

Any students in our school system who ride a bus to and from school or on school activities are subject to rules until they get off the bus at school or at their home. Any misbehavior which distracts the driver is a VERY SERIOUS HAZARD to the safe operations of the vehicle, and as such, jeopardizes the safety of all passengers.

Every school bus and driver has been supplied with forms, which reflect the rules for student conduct. Students are expected to refrain from participating in the following activities: Fighting, profanity, spitting, vandalism, throwing objects, littering, loud talking, harassing others, hanging out of the bus windows, refusing to obey the driver and failing to remain seated.

The bus drivers have been instructed to talk to the parents/ guardians when a student misbehaves. If the student's behavior does not improve after involving the parents and counselor, the driver will then report the student to the principal in written

form. If a student is reported to the principal for any of the above activities, the principal will usually take disciplinary action.

The school is concerned with the safety of everyone on the bus. The staff has developed a plan to achieve this. Listed below are the expectations of the students, the supervisor's responsibilities, and the consequences if the rules are not followed.

Expectations of students on the bus:

- Students will be seated facing forward;
- Students will be respectful of themselves, other riders, the bus driver and school property;
- Students will obey school policies;
- Students will not distract the bus driver;
- Students will sit in the assigned bus seat;
- Students will refrain from eating and drinking on the bus.

Supervisors Responsibilities:

- The bus supervisor will make sure the students are taught the appropriate bus behavior, such as seating, voice control, language, clean up, and respect;
- The supervisor will make sure the bus rules are posted in the bus;
- The supervisor will make sure to use the video camera to record bus behavior;
- The supervisor/administrator will be consistent in following the school handbook guidelines for not following the rules.

Consequences for not meeting expectations on the bus:

**First Offense:**

- Bus driver will re-teach the skill and notify the parents.

**Second Offense:**

- If the student has continuously broken the rules and the re-teaching and practicing the skill has not worked, the student will be sent to the principal, and the Building Discipline policy will go into effect.
- This offense will result in suspension of riding privileges for two (2) days.

**Third Offense:**

- Suspension of riding privileges for three (3) days

**Fourth Offense:**

- Suspension of riding privileges for five (5) days

**Fifth Offense:**

- Suspension of riding privileges for remainder of school year

During a transportation suspension, the parents will be responsible for providing transportation for the child. We hope you will take the opportunity to review school bus conduct with your children so that THEY know that YOU know what is expected of them. Hopefully, with parents and bus drivers working together, we can provide a safe environment in which our children can ride to and from school.

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

may request to view videotapes of their child if the videotapes are used in a disciplinary proceeding involving their child.

### **Cafeteria / Lunch Program**

The school district operates a lunch program. Hinton Community School has contracted Lunchtime Solutions to operate the school's lunch program. Parents may contact Lunchtime Solutions at 605-422-3810. Students may either bring their own lunch to school or purchase a lunch and milk. Cost of lunch for students in TK-12 is \$2.60 and for adults is \$3.50. Breakfast cost is \$1.70.

Any student qualifying for free or reduced lunch may get one full meal at the qualifying rate. Any additional items will be charged at the regular rate. (e.g. milk, second entrée)

Each student has an individual account number. Students in grades TK-6 can give lunch money to their homeroom teacher. It is collected and given to the office. Students in grades 7-12 may take their lunch money to the Superintendent's office. Lunch money must be turned into the office by 10:30 AM in order for the deposit to be available for that day's lunch service. To insure proper credit to the account the student's name and account number should accompany payment. If you send cash with your child, please place it in a sealed envelope with their name on it. We are not responsible for lost, unidentified or stolen cash. Parents may also pay for their child's lunch account online through Pay Schools. This service can be accessed on the Hinton School web page.

The lunch program will allow the purchase of one breakfast and one lunch per day at the meal price set for paid, reduced or free qualifying status. When an account balance is low, students receive a minimum of three reminders to bring lunch money. At the point when an account reaches a negative balance of \$10.00, meal and a la carte purchases will stop. A student, who has an account status of free and reduced, will be able to purchase a school lunch, but no extra entrées will be allowed.

Negative balance students will be offered an alternative meal of a cheese sandwich and milk for 5 times.

Students are asked to maintain a positive balance in their lunch account. Parents may access the lunch balance of their students' accounts online through Power School.

Free and Reduced meal application can be picked up at the Superintendent's Office.

Any mess left by a student in the cafeteria will result in the student cleaning up that mess and possible additional consequences. Throwing food is never appropriate. Good manners are expected and poor manners will not be tolerated.

### **Care of School Property**

Students are expected to take care of school property including desks, chairs, books, lockers, and school equipment. Vandalism will not be tolerated. Students found to have destroyed or otherwise harmed school property will be required to reimburse the school district for replacement cost. This would include the cost of windows or doors that may be broken through violent or careless behavior. Other consequences may also be imposed including detention, in school or out of school suspension, community service, and/or revocation of open campus privileges. Vandalism that does not result in destruction of school property but causes staff time and effort to restore may also be subject to the above consequences. Law enforcement authorities may be notified, depending on the severity of the damage.

## Cell Phone Usage

Students in TK-6 may bring their cell phones to school, however, **the phone is to be turned off and put away upon entering the school building**. Students may store the cell phone in their book bag, give to their homeroom teacher or have the office keep it.

Students in grades 7-12 may bring their cell phones to school and use them in between classes (in the hallways, not the classrooms) and at lunch time. However, phones are to **be turned off and put away during class times, including trips to the restrooms and lockers**. Parents may leave messages for their students by texting or voice message, but should not expect students to receive or respond to the message during class times. If parents have an emergency message to relay to a student, they should call the office.

No student shall **call a parent to excuse them from school due to illness**, but are to see the nurse first. She will then determine whether or not to call the parents.

Cell phone violations will result in the following consequences:

- 1<sup>st</sup> violation: Cell phones must be turned in to the office by 8:20 for **3 days**.
- 2<sup>nd</sup> violation: Cell phones must be turned in to the office by 8:20 for the **remainder of the semester** or for one month, whichever is longest.
- The violation sequence will start over at the beginning of second semester.

The school reserves the right to ask parents to come to school to pick up the cell phone of a student who is a chronic abuser of the policy.

Students who turn in phones that are not activated will have detention assigned in addition to the above consequences.

Students who lie about not possessing a phone or do not bring their phones to school during the period of time they are to be leaving them in the office, will have additional consequences assigned, at the discretion of the principal.

## Cheating for Grades 4-12

Hinton Community School makes every effort to encourage students to complete their own work. To do so is an academic responsibility and an important life skill. This not only reinforces our teaching of positive character traits, but also allows for the most accurate evaluation of each student's educational progress. Therefore, if students are found to be cheating, the following consequences will result:

- \* Students caught cheating on homework will be dealt with at the individual teacher's discretion.
- \* Students caught cheating on a quiz, major test, project or paper will receive a "0" for the quiz, test, project or paper.
- \* Students caught stealing or attempting to steal a test or answer key will receive a "0" for the test and a minimum of a step 2 offense (in school or out of school suspension).
- \* Students caught plagiarizing another student's paper or copying information from the Internet, books, or magazines without proper citation will receive a zero for the paper or project.
- \* Texting answers to other students via cell phone, is considered cheating on the part of both the sender and the receiver.

- \* Students caught cheating as mentioned above, will be turned in to the office, and other possible sanctions may be applied, such as revocation of or ineligibility for membership in National Honor Society or ineligibility for activities.

### **Citizenship**

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

As part of the education program, students have an opportunity to learn about their rights, privileges, and responsibilities as citizens of this country, state, and school district community. As part of this learning opportunity, students are instructed in the elements of good citizenship and the role quality citizens play in their country, state, and school district community. Community service is one component of our home rooms. Students are expected to participate in any planned community service projects.

### **Class Loads for Grades 9-12**

Students must be registered for at least six classes plus PE per semester, unless the principal, using the guidelines and regulations as provided from the Iowa Department of Education and board policy, grants prior permission for a reduced load. Class load includes the classes enrolled through the post secondary enrollment act.

### **College Credit for Grades 9-12**

Students in grades nine through twelve may receive college or vocational-technical credits that provide dual credit by successfully completing courses at community colleges, private colleges or state universities. These PSEO (Post Secondary Enrollment Options) classes may be on-campus; online learning courses or off campus (at WITCC). If they are off-campus, students are responsible for their own transportation to the college. Students are required to take a minimum of 3 on campus high school classes each semester in addition to the college classes, to meet the 6 class requirement. All students taking an online class will be assigned to 1 period in the success center each day for each class taken.

The school district will pay for college courses taken by ninth and tenth grade talented and gifted students and all eleventh and twelfth grade students. Students taking a college course must qualify by scoring as proficient in reading and math and by meeting any academic criteria set by the state or college. The school district pays only for courses which are **not** offered by the high school and which are offered during the regular school year by the community college, private college or state university. Students may not use a college class to meet the core requirements for graduation in English, math, science, or social studies, but may meet their elective requirements.

The school district does not pay for the costs of summer school classes or classes taken to make-up up credits for failing grades. However, summer school classes are eligible for high school credit.

College classes will count for high school graduation credit, but will not be counted in a student's GPA.

Students who fail a college course, fail to receive credit in the course, or drop a class after the last college drop date, will be liable for all costs incurred by the district for that course. The school district may waive the cost of the course for students who fail the course for reasons beyond their control, including, but not limited to, the student's incapacity, death in the family or a move to another school district. Students receiving a

D or an F for a course will not be allowed to take more college classes while in high school. All students who participate in this program must sign a form stating the rules of the program and that they will abide by those rules or risk losing credit for the course.

Students interested in participating in this program should contact the guidance office.

### **College Visits for Grades 11-12**

Seniors and juniors are encouraged to visit college campuses on weekends or school holidays. However, if that cannot be arranged, college visits will be excused with prior permission of the principal, with a note signed by the student's parents and signed verification from the college that the student was there. Juniors may be excused for one college day and seniors may be excused for three visitations.

**The student must have a college day form filled out and turned into the office one day after going to the college.** Students may obtain a form for a college visit from the guidance counselor. The form must then be signed by all applicable teachers, counselor, principal, and parent/guardian prior to the visit. Visits to Western Iowa Technical Community College, Briar Cliff and Morningside may be taken only in half-day increments, unless attending a special all-day session at the college. If so desired, two schools may be visited for a full day. All missed work must be made up. Any abuse of college days will result in forfeiture of the remaining college days or discipline procedures or both, whatever is applicable. Students with a completed form will be excused from PE make-up that day. Students **may** participate in extra-curricular practices and events the same day as the college visit, if procedure is followed.

### **Communicable and Infectious Disease**

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

Students are asked to be fever free in order to return to school after an illness.

The school encourages students to stay home for the entire day if they are not feeling well, rather than coming in later "if they feel better" in order to participate in activities.

### **Curriculum for Grades 4-8**

All core classes will meet daily. Students in grades 4-6 will have music, band and PE twice a week and art and keyboarding once a week. Students in grades 7-8 meet daily with core classes and have exploratory classes during seventh and eighth hour, rotating during the school year.

### **Dances for Grades 7-8**

School sponsored dances must be approved by the principal prior to the dance. Students who leave a dance are not allowed to re-enter the dance. School district policies, rules and regulations apply to Hinton students. No guests from outside the school are allowed at JH dances. JH dances may begin at any time, but must end no later than 10 PM. A nominal fee may be charged for the dance to cover the cost of the DJ.

## Dances for Grades 9-12

School sponsored dances must be approved by the principal prior to the dance. Students who leave a dance are not allowed to re-enter the dance. School district policies, rules and regulations apply to Hinton students, as well as their dates who are attending from other schools. Inappropriate forms of dancing including, but not limited to “grinding” will not be tolerated. Students and non-students violating school district policies, rules or regulations will be asked to leave the dance and school grounds. No guests from outside the school are allowed to attend without prior approval from the principal. This includes a dance date sign up form available in the high school office. This form must be completed by the outside date and turned in to the high school office prior to the dance. All dates / guests of Hinton students must be in high school or no older than 20 years of age (proof of age may be required). All students/guests will be asked to submit to an alcohol breath test before entering the dance.

## Discipline Policy for Grades 4-12

One of the most important lessons education should teach is self-discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness and efficiency. It is the key to good conduct and proper consideration for others.

With an understanding of the purposes of discipline in the school, students may form a correct attitude toward it, and not only do their part in making school an effective place for learning, but develop the habit of self-restraint, which will make them a better person.

The Hinton Community School Board of Education has adopted board of education policies dealing with student conduct and discipline. These policies will be used in dealing with discipline and lack of self-control. The faculty, students, administration, and parents can expect complete support from the Hinton Board of Education in enforcing these policies.

Students who choose to violate the school rules can expect to receive the following consequences when they are sent to the principal’s office. Depending on the nature of the offense, the consequence may merit rising to a higher level.

**First Level Offense** - One 30 minute detention to be served before or after school. Parents will receive a discipline referral form notifying them of the incident. Additional time may be assigned for subsequent violations on the first level. First level offenses generally include referrals for classroom disruption, inappropriate remarks, refusing to comply with teacher requests, failure to make up detention or come for retraining, and things of lesser degree. Skipping classes will be at the first offense level, but the time will be assigned as 45 minutes per period skipped.

**Second Level Offense** – One or more days of ISS. Parents will be called and receive a letter notifying them of the incident. Second level offenses generally include using profanity toward a teacher, physical fighting that includes pushing / shoving, or showing disrespect toward a staff member. Students who have accumulated several level one offenses may also be placed on the second level for subsequent level one offenses.

**Third Level Offense** – One to three days of ISS or OSS. A meeting will be held with the student, parents, guidance counselor and/or principal. Parents will receive a letter notifying them of the incident. Law enforcement may or may not be called. Level three offenses generally include possession of alcohol or tobacco products, vandalism, fighting with physical injury, and extreme disrespect / profanity toward a staff member.

**Fourth Level Offense** – Three to five days of OSS. A meeting will be held with the student, parents, guidance counselor and/or principal before the student will be readmitted. Parents will receive a report of the incident and notice of a subsequent

meeting. Law enforcement may or may not be called. Fourth level offenses generally include repeated level three offenses, out of control behavior / fighting, intentionally setting off fire alarms, and excessive vandalism.

**Fifth Level Offense** - Expulsion hearing with the Board of Education. Students will be suspended until an expulsion hearing can be held. The parent and student will be notified, verbally and in writing, of the reasons for the hearing and the date and time of the hearing. Law enforcement may or may not be called. Fifth level offenses include possession and/or sale of illegal drugs, possession of a firearm or explosive device, and extreme violence toward a staff member.

*The principal has the right to deviate from this plan to administer lesser or more severe punishment.*

\*Truancy offenses will be administered according to the procedures of this policy. Truancy is defined as missing school without school or parent knowledge. Unexcused absences are considered as truancy. Skipping a single class during the day will result in serving 45 minutes of detention. Repeated skipping (3 or more times) may result in in-school suspension time.

Although being late (tardy) for school is not an offense, it will result in a 30-minute detention after the maximum of three. A student who is late 15 minutes or more will be considered absent and will be assigned a detention as though he/she missed the entire period (45 minutes). Exceptions to this policy may include medical appointments, weather related emergencies, and family emergencies (as determined by the principal.) Oversleeping or 'running behind' will not be considered exceptions and will result in a detention. In this situation, detention time will be assigned, even if a parent phones the school or writes a note for the student.

\*Possession/use of illegal drugs on school property will result in expulsion with loss of credit. (See Board Policy 502.7R2)

\*Procedures for dealing with special education students will be in accordance with state guidelines and law.

\* Law enforcement may be called for serious issues.

### **Dress Code**

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

Students are prohibited from wearing:

- Clothing advertising or promoting items illegal for use by minors, including, but not limited to, alcohol or tobacco.
- Clothing advertising or promoting a business whose reputation is connected to alcohol, tobacco, or sexual image.
- Clothing displaying or may be interpreted to display obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays.
- Tops and pants, shorts, or skirts that do not meet or are immodest in nature.

- Hats in the school building at any time, with the exception of special dress days (such as homecoming dress up days). Girls may wear headbands only, for the explicit use of keeping their hair in place.
- Clothes in disrepair or that have holes in them, exposing undergarments.
- Tops that are low cut in the front, back, or underarms. (Girls)
- No strapless tops or dresses. (Girls)
- Girls must have a shirt over sports bras at all times.
- T-shirt / tank tops / athletic jersey that are cut low in the arm area. (Boys)
- Shorts/skirts that are short enough to expose the lower buttocks when walking or sitting.
- Shoes with rollers or cleats, except for outdoor athletic practices

Shirts must be worn when participating in or attending a school function. This policy is also enforced during PE, sports, and weight room.

Shoes must be worn in the building at all times.

Students inappropriately dressed will be required to change their clothing or leave the school.

Under certain circumstances or for certain reasons such as safety or to help maintain a student's cleanliness or during certain classes or activities, a stricter dress code may be appropriate, and students must comply with the stricter requirement. The faculty member or the principal makes the final determination of the appropriateness of the student's appearance.

### **Driving to School for Grades 9-12**

Driving to school and parking in the school lots is a privilege that will be revoked for not following rules. Students must park in the designated parking area that is assigned to their grade level. **Seniors should park in the south lot or the last 7 spaces on the South side of the front lot (East and West). Students should not park in the spots adjacent to the South side (locker room) of the building. Underclassmen may park in the back lot on the north side of the building. Students may park along the hill opposite the industrial tech side door, but not past the street light.** Students are not to park in areas designated for staff. Students should park in the designated areas between the lines, and be careful not to park in the bus lanes. **Students may not return to their vehicles during the day without the permission of the principal. Underclassmen are not to drive from the back lot to the front of the school for athletic practice.** Reckless or careless driving will not be tolerated. If rules and regulations are not followed, punishment will be administered up to and including parking off campus, and may go as far as revoking school driving privileges for those on a school permit. Students who fail to follow rules may receive a verbal warning or immediate consequence, depending on the infraction. A written notice will be sent to the parents when consequences are administered. Snowmobiles are prohibited from school grounds.

### **Dual Enrollment Students for Grades 4-12**

Home school or home school assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules, and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the appropriate school principal. Dual enrolled students are eligible to take up to 3 college classes in their junior and senior year.

Students that have been identified as TAG students may begin taking one college class in their freshman and sophomore years.

### **Educational Records (FERPA)**

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

Student directory information is released without parental permission, unless the parent asks the school district not to release it. Parents must notify the school district at the beginning of the school year if they do not want the school district to release directory information. Directory information includes name, address, telephone number, parent's names, and heights and weights of athletes.

### **Eligibility for Extracurricular Activities for Grades 7-12**

Extracurricular activities are an extension of the school day and as such are subject to all school rules.

**Academic Eligibility:** To be eligible for a co-curricular activity a student may not have any "F's" during any grading period (approximately two weeks long). WITCC grades are reported only at the end of each semester. These eligibility requirements do not apply to music concerts and contests or to show choir, which are events conducted as part of a class. Eligibility does affect all other co-curricular activities, including plays, musicals, FCCLA, and DECA events. The policy also applies to all extra-curricular activities including football, basketball, volleyball, wrestling, cross country, track, golf, baseball, softball, cheerleading, and dance team.

Senior students with a failing grade in any class at the end of an eligibility period will lose the open campus privileges until the grade is shown to be passing at the next eligibility period. Students will report to the study hall room during that time.

**(See IHSAA guides on eligibility at the back of this handbook.)(Applies to 9-12 grade students only.)**

**Attendance Eligibility:** Students must be in attendance for the full day of classes to be eligible to participate in any co-curricular/extra-curricular competition or event on that day. Exceptions are made for medical and court appointments. A doctor's note should accompany the student's return to school. Students must be in class for at least periods 6-8 (1:05-3:20) to be eligible to practice in co-curricular/extra-curricular activities. Individual exceptions may be made by the principal when known in advance due to unavoidable or emergency situations (See attendance policy).

If a student is under a disciplinary suspension for any portion of a day, he/she will be ineligible for all co-curricular/extra-curricular activities including practices or events, for the day(s) the student is suspended. (Example: A student receives a suspension on Tuesday morning or afternoon and serves part of the suspension on Tuesday and part on Wednesday; the student is ineligible for both days. Students serving a suspension on Friday will be ineligible on Friday, but not Saturday.

Academic eligibility dates will be posted in the principal's office and the classrooms.

**Conduct Policy:** Students are also subject to a “good conduct policy.” Students are to refrain from using alcohol, tobacco, and narcotics. Violations for these offenses and others similar are spelled out in the “good conduct policy” that students receive and sign-off on each fall. Any offense that is criminal in nature, even if not charged is subject to the policy. (See Appendix) The policy is in effect all year round. The complete Board policy is 503.4R1 and may be viewed in any administrative office.

### **Emergency Drills**

Periodically, the school holds emergency, fire, and tornado drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms by the exit door.

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

### **Emergency Forms**

At the beginning of each school year, parents must file an emergency form with the office providing the emergency telephone numbers of the parents, as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the school nurse or principal’s office if the information on the emergency form changes during the school year. **Emergency forms are required for ALL students.**

### **Field Trips**

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are not considered absences for purposes of activity competition/practice eligibility.

While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones and guides with respect and courtesy. All school rules and policies apply to any school sponsored activity at all times.

Prior to attending a field trip, students must return a note signed by the student’s parents. Any student who has not brought a signed note will not be allowed on the field trip. Students may not go on field trips if they are under suspension.

All school or class activities to the sports complex or within walking distance of the school will not require a parent note.

Students must travel to and from the field trip in school provided transportation unless previous arrangements have been made through the sponsoring teacher and the principal. Field trips shall have the prior approval of the building principal. Field trips outside the state must have the approval of the superintendent or his designated representative. All field trips will be supervised by responsible adults.

## **504 Student and Parental Rights**

The Hinton Community School does not discriminate in its educational programs and activities on the basis of a student's disability. It has been determined that your child has a qualifying disability for which accommodations may need to be made to meet his or her individual needs as adequately as the needs of other students. As a parent, you have the right to the following:

- Participation of your child in school district programs and activities, including extracurricular programs and activities, to the maximum extent appropriate, free of discrimination based upon the student's disability and at the same level as students without disabilities;
- Receipt of free educational services to the extent they are provided students without disabilities;
- Receipt of information about your child and your child's educational programs and activities in your native language;
- Notice of identification of your child as having a qualifying disability for which accommodations may need to be made and notice prior to evaluation and placement of your child and right to periodically request a re-evaluation of your child;
- Inspect and review your child's educational records including a right to copy those records for a reasonable fee; you also have a right to ask the school district to amend your child's educational records if you feel the information in the records is misleading or inaccurate; should the school district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate; and
- Hearing before an impartial hearing officer if you disagree with your child's evaluation or placement; you have a right to counsel at the hearing and have the decision of the impartial hearing officer reviewed.

It is the policy of the Hinton 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 Betty Wendt, Equity Coordinator at 315 West Grand, Hinton, IA, 51108, [betty.wendt@hintonschool.com](mailto:betty.wendt@hintonschool.com).

### **Food and Drink in Classroom**

Students in grades 4-12, are allowed to bring WATER to classrooms in an attempt to remain hydrated. This does not include power aide, juices, flavored waters, soda, etc. The containers must be such that the liquid inside is clearly visible.

### **Gateway to College (GtC) for Grades 9-12**

Hinton Community School participates in a cooperative program with other schools, allowing at-risk students to earn credit. GtC serves as a referral option for in-school students significantly behind in credits or who have dropped out of school. Students participate in small classes, work with tutors and counselors, and receive intensive support services in order to facilitate their success. After the first Foundation semester, students will begin course work toward a chosen field of study and continue to earn credits toward their high school diploma while accruing credits toward their

certificate or degree program goal. The cost of the approved College fees are paid by the student.

### **Grades / Honor Roll for Grades 4-8**

Grades for JH school classes will be based on the following percentages: 99-100 A+, 93-98 A, 90-92 A-, 87-89 B+, 83-86 B, 80-82 B-, 77-79 C+, 73-76 C, 70-72 C-, 67-69 D+, 63-66 D, 60-62 D-, 0-59 F. Some exploratory classes use a pass/fail grading system. There will be two honor rolls for grades 4-8, a Gold honor roll (3.68 or above GPA), and a Black honor roll (3.00-3.67 GPA). All honor rolls will have no grade lower than a C.

### **Grades / Honor Roll / GPA for Grades 9-12**

Grades for high school classes will be based on the following percentages: 99-100 A+, 93-98 A, 90-92 A-, 87-89 B+, 83-86 B, 80-82 B-, 77-79 C+, 73-76 C, 70-72 C-, 67-69 D+, 63-66 D, 60-62 D-, 0-59 F. There will be two honor rolls for grades 9-12, an Gold honor roll (3.67 or above GPA), and a Black honor roll (2.67-3.66 GPA). All honor rolls will have no grade lower than a C. The PE grade will be included when calculating the honor roll. Hinton Community School is on a 4.0 GPA scale. Students may receive bonus points for earning A+ grades. In figuring GPA the following points will be assigned: A+ = 4.33, A = 4.0, A- = 3.67, B+ = 3.33, B = 3.0, B- = 2.67, C+ = 2.33, C = 2.0, C- = 1.67, D+ = 1.33, D = 1.0, D- = .67, F = 0.0.

Students are encouraged to increase the rigor of their academic experiences by taking off-campus, ICN, or online college classes. Recognizing that college classes are often more challenging and not generally graded on the same scale as our on-campus classes, those classes will not be included when figuring cumulative GPA. They will show up with the grades / credit on transcripts.

### **Grade Reports for Grades 4-12**

Students receive progress reports in the form of report cards at the end of each quarter and semester. Mid-term report cards are given to students to take home to parents approximately every four and a half weeks. Ineligibility reports are processed approximately every two weeks for students who are not passing one or more classes at that time and are used to determine eligibility for extra-curricular activities. Students and parents who have concerns about grades should talk to their teachers to determine how they can improve performance. Parent/teacher conferences are held in the fall and the spring. Please consult the master calendar for specific dates.

Any student with an F in one or more classes will be ineligible to participate in extra curricular activities until the next eligibility period. (See eligibility for extracurricular activities).

An incomplete will only be used when a student has been absent and has not had the appropriate time to make up the class work missed during that time. All incomplete grades must be made up within two weeks after the end of the quarter or semester. The teacher, with the permission of the principal, may grant extensions. Failure to finish an incomplete may result in a failing grade and loss of credit.

Parents have immediate access to their students' grades and attendance via Powerschool on the Internet. Daily announcements are also posted on Powerschool. Call the school to obtain passwords for that access.

## **Graduation for Grades 9-12**

Students who have taken high school classes while in middle school (e.g. Algebra I or Geometry) will enter high school with those credits already on their transcript. High school classes taken during middle school years will be figured in the student's cumulative high school GPA.

According to state requirements, all students entering high school as freshmen must have a four year plan with a career goal on file in the guidance office. This plan must be based on the school's graduation requirements and is up-dated once a year.

Each student is required to take a minimum of six subjects plus PE. Students, who have met the forty-six (46) credit requirement for graduation by the end of the first semester of their senior year, need only take five (5) subjects during the second semester.

Physical Education counts as an elective and credits earned are awarded. Freshman and sophomores must take PE. Juniors and seniors can opt out of PE if there is an academic conflict or if they are in a sport.

Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individualized Education Program (IEP). Each student's IEP will include a statement of the projected date of graduation at least 18 months in advance of the projected date and the criteria to be used in determining whether graduation will occur. Prior to the special education student's graduation, the IEP team shall determine whether the graduation criteria have been met.

Where special circumstances necessitate a variation on the requirements to accommodate individual students, such changes must be recommended by the principal and guidance counselor, and approved by the superintendent. Course work counted toward graduation requirements for Hinton students must be taken from Hinton Community School, or an approved college program. An exception may be allowed for students who are determined by the principal and the superintendent to be "at risk." Students determined to be "at risk" may be allowed greater flexibility in meeting the graduation requirements. This flexibility will be determined on an individual basis by the principal, counselor, and the superintendent.

Students moving in from another school district will be allowed to transfer all earned credits that can be matched with our high school offerings. There may be some exceptions on the transfers.

Students who have met graduation standards established by the Board of Education may take part in graduation ceremonies. Students who do not successfully complete the prescribed program 3 days prior to commencement may not participate in graduation ceremonies. The parents of students who experience scholastic difficulty sufficient to endanger graduation will be notified as soon as the situation becomes apparent. Periodic updates of progress will be given to the parents until the problem is solved.

Students completing course work later than the designated timeline may still graduate, but may not take part in the formal exercises. Students must pay all fines and fees and make up assigned detention prior to graduation.

## **Graduation Early for Grade 12**

Students who meet the graduation requirements set by the board prior to the end of their senior year may apply to the high school principal for early graduation. Students must write a letter to the superintendent/school board, by November 1, requesting permission to graduate early. The letter is given to the high school principal, who will verify that the student will have met the graduation requirements at the end of the

current semester. The school board will vote on the request at their next board meeting. Students who graduate early become alumni of the school district and are not allowed to participate in school activities, except for prom and graduation ceremonies.

### **Graduation Requirements**

Students must successfully complete the courses required by the board and Iowa Department of Education in order to graduate. It shall be the responsibility of the superintendent to ensure that students complete grades one through twelve and high school students complete forty-six (46) credits prior to graduation. The following credits will be required:

Language Arts	8 credits
Science	6 credits
Mathematics	6 credits
Social Studies	6 credits
Electives	20 credits

The required courses of study will be reviewed by the board annually.

Each student is required to take a minimum of six subjects per semester plus PE. A student who has met the forty-six (46) credit requirement for graduation by the end of the first semester of their senior year, need only take five (5) subjects during the second semester.

Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individualized Education Program (IEP). Each student's IEP will include a statement of the projected date of graduation at least 18 months in advance of the projected date and the criteria to be used in determining whether graduation will occur. Prior to the special education student's graduation, the IEP team shall determine whether the graduation criteria have been met.

### **Guidance Program for TK-3**

The TK-6 School Counseling Program is a planned sequential curriculum designed to maximize student competencies by addressing the emotional, social, and academic needs of all students. It involves school personnel, students, and parents in a collaborative effort to assist children in the acquisition of skills, knowledge, and attitudes necessary for high scholastic achievement, responsible behavior, and consistent attendance.

In the elementary school, the school counselor is foremost an educator, delivering a developmental, sequential guidance curriculum to all students in the areas of emotional/social competencies, academic skills and career exploration during first semester. Additionally, the counselor's role consists of counseling, consulting, and coordinating services to assist students in their educational experience.

Counseling involves the counselor in direct services to students through curriculum-based small group experiences, and individual counseling on request. Parent permission is required prior to participation in small groups. Students may be referred for individual services by a parent, staff member, or may self-refer. In the case of a self-referral, the counselor contacts parents if an initial visit by a student warrants continued involvement in order to resolve a personal, social, or academic concern.

The counselor is a consultant to school staff, parents, and other professionals in a team approach to identifying and meeting students' needs.

Coordination is the process of organizing all guidance program components into an efficient and meaningful sequence. Close contact among all members of the staff, as well as community resources, is an important element of the program.

### **Guidance Program for Grades 4-8**

The school district guidance program is divided into four separate categories. The categories are counseling services, information services, appraisal services and placement services. Each of these categories is interdependent and assists students with their personal educational and career development and in becoming well-rounded, productive adults. The employees maintain confidentiality involved in the guidance program.

### **Guidance Program for Grades 9-12**

The school district guidance program is divided into four separate categories. These categories are counseling services, information services, appraisal services and placement services. Each of the categories is interdependent and assists students with their personal educational and career development and in becoming well-rounded, productive adults. The counselor works with students in preparing them for graduation and post secondary education. Seniors have a mailbox in the guidance office where all college information, financial aid information, and graduation information is placed. The employees maintain confidentiality involved in the guidance program.

### **Hall Passes for Grades 7-12**

When students need to leave a classroom for any reason, they will be asked to sign in and out in a sign-out book. In addition, students must have a hall pass to be in the halls when classes are in session. Students may obtain a hall pass from their teacher or the principal. If students are in the hall without such a pass, they will be returned to the class from which they came or sent to the office. Hall passes are a privilege and can be revoked at any time, for any length of time, by any teacher or administrator.

### **Harassment / Anti-Bullying Policy**

The Hinton Community School is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

#### **Definitions**

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

- “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- “Harassment” and “bullying” shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual’s actual or perceived age, color, creed, national origin, race, religion, marital status, sex,

sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status, and which creates an objectively hostile school environment that meets one or more of the following conditions:

- (1) Places the student in reasonable fear of harm to the student's person or property.
  - (2) Has a substantial detrimental effect on the student's physical or mental health.
  - (3) Has the effect of substantially interfering with a student's academic performance.
  - (4) Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.
- "Trait or characteristic of the student" includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
  - "Volunteer" means an individual who has regular, significant contact with students.

### **Filing a Complaint**

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent's designee. An alternate will be designated in the event it is claimed that the superintendent or superintendent's designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 90 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

### **Investigation**

The school district will promptly and reasonably investigate allegations of bullying or harassment. The Immediate Supervisor or Building Principal (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment.

The superintendent or the superintendent's designee shall also be responsible for developing procedures regarding this policy.

### **Decision**

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the policy adopted pursuant to this section, to the

appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

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

### **Publication of Policy**

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

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

### **Anti-Bullying / Anti-Harassment Investigation Procedures**

The Hinton Community School is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

### **Definitions**

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

- “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- “Harassment” and “bullying” shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual’s actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status, and which creates an objectively hostile school environment that meets one or more of the following conditions:
  - (1) Places the student in reasonable fear of harm to the student’s person or property.
  - (2) Has a substantial detrimental effect on the student’s physical or mental health.
  - (3) Has the effect of substantially interfering with a student’s academic performance.

- (4) Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.
- "Trait or characteristic of the student" includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
  - "Volunteer" means an individual who has regular, significant contact with students.

### **Filing a Complaint**

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the Immediate Supervisor or Building Principal. An alternate will be designated in the event it is claimed that the Immediate Supervisor or Building Principal committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 90 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed. School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

### **Investigation**

The school district will promptly and reasonably investigate allegations of bullying or harassment. The Immediate Supervisor or Building Principal (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment. If the Complainant is under 18 years of age, the Investigator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. 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. *The investigation may include, but is not limited to the following:*

- *A request for the Complainant to provide a written statement regarding the nature of the complaint;*
- *A request for the individual named in the complaint (hereinafter "Respondent") to provide a written statement;*
- *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. Upon completion of the investigation, the Investigator shall issue a report with respect to the findings.

*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**

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.

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

Individuals who knowingly file false bullying 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.

## **Health Screening**

Throughout the year, the school district sponsors health screenings for vision, hearing, scoliosis and height and weight measurements. Students are automatically screened unless the parent submits a note asking the student be excused from the screening. The grade levels included in the screening are determined annually. Parents are notified prior to the health screening. However, upon a teacher's recommendation, and with parental permission, students not scheduled for screening may also be screened.

## **Homeless Students**

Do you know a homeless child or youth? Please read the definition provided below and contact the Homeless Liaison, Ms. Danica Held, at 947-4428, if you believe you know of a homeless student living in the district. We want these students to be in school, and will provide support for their enrollment upon identification.

### **Homeless Definition:**

Homeless means individuals who lack a fixed, regular and adequate nighttime residence and includes

- Sheltered/transitionally housed: Children who are placed by the state or have individually or with a family accessed and are living in a public or private shelter or transitional housing project on a temporary basis.
- Doubled-up: A child who lives with relatives or friends due to a loss of housing due to disasters, lack of employment, parents will not allow child to live at home, abandoned children, or other similar situations.
- Unsheltered: Children living in cars, parks, public spaces, abandoned buildings, sub-standard housing, bus or train stations, or similar situations of public and

private places not ordinarily used as a regular sleeping accommodation for human beings.

- Other: Abandoned children temporarily housed by hospitals, YWCA or YMCA organizations, etc.
- Note: Migrant children who meet the definition of homeless and children awaiting foster care who are housed in transitional or emergency shelters should be included in the categories of homeless identified above.

### **Homework for Grades 9-12**

Teachers assign homework, extra class activities or projects 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 and a failing grade in the class. Each teacher will explain how homework is used to figure in the overall grade. When students have an excused absence, they may have extra time in which to make up the work assigned during the absence. (See attendance policy) Unless assigned as a group project, students are expected to do their own homework. (See cheating policy)

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

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and/or being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products or look-a-like substances. Weapons or look a likes are not allowed on school grounds or at school activities with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Parents of students found in violation of this policy will be contacted, and the students may be reported to law enforcement officials, if circumstances warrant it. Matters of discipline regarding these items will be handled in accordance with board policy and Iowa law. Students who claim to be in possession of an illegal substance, even if it is not one, may also be subject to discipline. (See discipline policy)

### **Immunizations**

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations or the student makes arrangements with the principal. Only for specific medical or religious purposes are students exempted from the immunization requirements. Students may also be required to pass a TB test prior to attending school. Parents who have questions should contact the office.

### **Inclement Weather**

Hinton Community School district uses Sioux City's KTIV television station as notification sources for emergency changes in schedule. It is the parent's responsibility to be tuned into media and or to register with KTIV for direct communication. Links are provided on the school's web site: [www.hintonschool.com](http://www.hintonschool.com)

We are concerned about sending children home in cases of weather (heat/snow) or other emergencies before the school day is over. We fear that the parents will not

always be home and doors could be locked. If you have reason for similar concern, especially if you have younger children, please make arrangements for such an emergency (whether your child lives in town or rides a bus). You can do several things, such as:

- Instruct your child where to go if school is dismissed early for emergencies;
- Instruct relatives, friends, or neighbors at whose house you expect your child to stop;
- Inform the teacher in writing of any special emergency plans.

Extracurricular practices scheduled for the day or evening of a day when school is canceled or dismissed early are generally canceled. Practices may still be held when school is released for excessive heat, but the times may change. Extracurricular activities (events) are generally rescheduled. The superintendent will make the final determination whether or not to hold extracurricular activities or practices. If the extracurricular activity is to be held, students and parents are notified in the same manner as the notification that school was dismissed.

Revised schedules are generally run for classes on a late start day. Seniors on open campus are responsible for noting any changes in the schedule.

### **Inspection of Educational Materials**

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

Information on human growth and development may be included in the grade appropriate curriculum on occasion. Parents may request to view the instructional materials prior to their use class by requesting access through the guidance counselor or building principal. If a parent wishes to excuse their student from that class, they must provide a written request to their child's guidance counselor or building principal.

### **Interference in School**

Students may not possess trading cards, water guns, toys and other similar items on school grounds or at school activities. Students may possess a cell phone or other electronic/technology device; however, possession of those devices must follow the cell phone usage policy. Students are welcome to turn in their devices to their teachers or the office for safe keeping. While in certain circumstances electronic music devices are allowed within the classroom; it is important to note, not all features on devices such as iPod and iPod touch are appropriate for classroom use. The use of these devices for listening to music when allowed by the teacher is appropriate; however, the use of such devices for playing of games or modified texting is not appropriate to classroom use or use within study hall. Use of these devices for prohibited functions will result in the device being taken away according to the same policy as cell phone violations. Teachers **may allow** students to use the devices as part of a class activity, such as taking surveys, doing research, etc.

Items such as these have a tendency to be highly disruptive and also can be stolen. If these items are found in a student's possession, the items will be taken away and returned at a later date. Students are encouraged to take items such as large sums of cash to the office for safekeeping.

### **Leaving School Grounds for Grades TK-6**

In order for a student to leave the school grounds during school hours, for any reason, he/she must present to the school a written request signed and dated by the parents. If a parent/guardian phones the school for the purpose of dismissing their TK-6 child during the school day, the parent **MUST** come to the TK-3 or 4-6 office to pick up their child. All students that leave the building during the school day need to sign in and out of the office. If it is necessary for a child to leave the school before the end of the day due to illness, the parent/guardian or designated person must pick up the child before he/she will be allowed to leave the building. **Remember to send a note with your child if he/she is leaving school during the day or if their normal routine should change. Do not forget to call the office if your child will be absent from school. The TK-3 office number is 947-4327 and the 4-6 office number is 947-4428.**

### **Legal Status of Student**

If a student's legal status, such as the student's name or the student's custodial arrangement, should change during the school year, the parent or guardian must notify the school district. The school district needs to know when these changes occur to ensure that the school district has a current student record. In case of separated or divorced parents, report cards, progress reports, and discipline referrals will be mailed to both parents.

### **Library**

The school library is available to students during school hours. The library is a place for study and research. It is not a place to socialize. Students are expected to conduct themselves as if they were in class while in the library. Students using the computers in the library are asked to follow the school's acceptable use policy. (See appendix)

### **Lost and Found**

There will be a lost & found box in each of the offices. Any item left lying in the halls, gym, playground, etc., will be placed in this box, unless labeled with a name. The school is not responsible for finding the owners of unmarked items. If your child has lost something, the box should be checked to see if it is there. All items unlabeled that are not claimed will be discarded.

### **Magazine Sales for Grades 11-12**

The juniors and seniors conduct magazine sales each year to raise money for prom and graduation expenses. Each student is expected to sell **8 magazine subscriptions each year** during the sales period. Students not selling a minimum of 8 magazines will be assessed a minimum of a \$50 Prom fee, contingent upon the total sales of magazines for that year; for each year they choose to attend

### **Media Objection Notice**

The Hinton Community School District strives to promote the many positives occurring daily in our schools. Media coverage of events in which students of the Hinton School District are participants is welcomed and encouraged. Pictures and videos may also be used on brochures or posted to school website or Facebook page. Each student/parent or guardian will be given an opportunity to opt out of such exposure. The district will recognize only those options to "opt out" that it receives in writing. You need not respond unless you wish to object to your child's name, picture, or video being used in any source of media release.

## **Open Campus Option for Grade 12 ONLY**

In order to help prepare our seniors for independent life in the adult world, where they will be responsible for making their own decisions, organizing their time, prioritizing tasks to be accomplished, and being responsible to a higher authority (college professors, bosses at work, etc.), we are offering the option of open campus. Seniors who have parent permission will be allowed to come and go whenever they are not in class. Open campus is a senior privilege and certain guidelines must be followed in order to maintain eligibility. The following rules apply.

- Students may not be tardy following an open campus period. A level one offense will be assigned for each tardy.
- Students must not violate the Student Good Conduct Code. The same penalties apply as for athletics. (e.g. 1<sup>st</sup> offense = 2 weeks of ineligibility).
- Students must sign in and out in the office according to the procedure set by the administration.
- Students must have parent approval to be on open campus.
- Open campus privileges may be revoked at any time by parental request or administrative decision based on student behavior.
- When open campus is revoked, due to an infraction of the rules, the privilege will be taken away from that student for the rest of the quarter or two weeks, whichever is greater.
- Senior students with a failing grade in any class at the end of an eligibility period will lose the open campus privileges until the grade is shown to be passing at the next eligibility period. Students will report to the study hall room during that time.
- During an open campus period, students may leave the building, sit in the senior room, or go to the library. They are not to be wandering the hallways or sitting in the senior hallway.

## **Open Enrollment**

Iowa's open enrollment law allows students residing in one school district to request a transfer to another school district upon the parents' request. Students interested in open enrolling out of the school district must contact the business manager for information and forms. The school district recognizes alternative enrollment options such as magnet schools, alternative schools, homebound instruction or other possible enrollment options.

Parents considering the use of the open enrollment option to enroll their children in another public school district in the State of Iowa should be aware of the following dates:

- March 1, 2017 - Last date for regular open enrollment requests for the 2017-2018 school year.
- September 1, 2016 – Last date for regular open enrollment request for the 2016-2017 school year for TK or Kindergarten students ONLY.

Parents of open enrolled students whose income falls below 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend.

Parents need to be aware that open enrollment may result in the loss of athletic eligibility.

For further information, contact the school office.

### **Open Gym during Non-School Hours for Grades 4-12**

Open gym hours are posted throughout the school. The areas of open gym are the weight room, gym, locker rooms, and the immediate areas around these areas. **If there is no adult supervision, students are not to be in these areas.** Open gym will not be restricted to any specific group. **Students may not be in the weight room unless there is a coach or teacher supervising.**

### **Parent / Teacher Conferences**

The school reports student progress to the parent in the following ways: report cards, parent/teacher conferences, phone calls, and progress reports. Information on the report cards is supplemented by providing the parent with the opportunity to attend parent/teacher conferences. The school believes that these conferences are vitally important both for you and the teacher. They are a real chance for the parent and the teacher to share information concerning how the student is progressing and what problems may be occurring that are hindering his/her progress. Conferences are scheduled for grades TK - 12 in the fall and spring. Conferences for students in Preschool-8 are scheduled conferences with their home room teacher. For parents who have children in grades 9-12, you may stop in the high school gym and visit with your child's teachers. Please be respectful and watch your time. Please plan to attend - we invite both parents to attend. Parents may also request a conference with a teacher at any time during the school year.

### **Parties/Private Parties for Grades TK-6**

School parties, held during the school day, must include any students who wish to participate. There are three scheduled parties for the year; Halloween, Christmas, and on Valentine's Day. Specific party plans are at the discretion of the individual classroom teacher. Private parties may not be held in school, and **invitations to private parties are not to be distributed in school unless the entire class is invited.**

### **PE Make-Up for Grades 9-12**

Any time a student misses a PE class, he/she will be required to make it up. This applies to excused absences as well as unexcused absences. Exceptions to this policy include school activities, approved college visits, funerals, and extended illnesses that are excused by a doctor's note. The PE teachers will hold make up sessions on Friday mornings from 7:30-8:00. PE teachers will notify students of what they will be required to do for the make up. The missed PE class must be made up within one week.

### **PE State Requirements for Grades 9-12**

The Iowa Legislature enacted the "Healthy Kids Act" in 2008, requiring all students in grades 9-12 to engage in physical activity for a minimum of 120 minutes per week in which there are at least five days of school. In complying with this legislation, all students are required to fill out a physical activity contract at the beginning of each school year, showing how they will meet the required activity minutes. A copy of this contract is attached to the back of this handbook. Each student should complete the contract form and turn it in to your homeroom teacher by the second week of school.

### **Physical Examinations for Grades 7-12**

Parents are encouraged to have their children receive periodic physical examinations. Students participating in athletics are required to provide a school district physical examination form signed by the student's doctor stating that the student is physically fit to perform in athletics prior to the start of the sport. Failure to provide proof

of a physical examination makes the student ineligible for practice and competition until that physical form is received. Students who cannot afford the cost of the physical examination should contact the coach of their sport. **NOTE:** The interpretation by the Department of Education makes a physical good for twelve consecutive months. The school nurse keeps all records on file.

### **Physical Restraint**

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use “reasonable and necessary force, not designed or intended to cause pain” to do certain things, such as prevent harm to persons or property.

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

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

### **Positive Behavioral Interventions and Supports (PBIS) for Grades TK-6**

PBIS is a process for creating a safer, more effective school by reinforcing positive behavior and preventing and addressing problem behavior. PBIS is implemented in three tiers. Tier 1 focuses on setting and teaching behavioral expectations in all areas of the school including the playground, hallway, bus and classroom. Tier 2 and Tier 3 allow the teachers to focus more closely on the needs of groups or individual students. Throughout the process, data is collected on student behavior. This data is then used by our administrators and school PBIS implementation team to identify and more effectively implement the practices that are right for our school.

Some of the benefits of PBIS include the:

- proactive and consistent approach to school-wide discipline that leads to improved student achievement through:
  - increased academic instructional time for students, staff, and administrators
  - improved social climate of school
  - decreases in special education referral and placements
  - reduced office referrals, suspensions, expulsions
  - the opportunity for staff to be involved in the process of assessing needs and making informed decisions based on the data collected
  - the ability to provide increased feedback and support to staff
  - consistent expectations for all students across all school areas

Ultimately, the implementation of PBIS has proven to decrease challenging behaviors and increase positive behavior, thereby increasing overall instructional time.

All students are EXPECTED to conduct themselves in an orderly and respectful manner at all times in school, on the playground, on buses, or while representing the school away from the building. Since the consequences for good and bad behavior are set down and known ahead of time, the students are given the opportunity to rationally decide for themselves how they want to behave.

In addition to the classrooms, assertive discipline is employed for the following areas: playground, gym, bus, lunchroom, restrooms, hallways, and all other school events. Expected behaviors are taught to all students. For students who choose to break rules in these areas, the following guidelines will be used in dealing with these infractions:

**Parent - Teacher** conference is used to discuss the problem encountered; a detention may be given. If a detention is given, the student should notify the parent under the supervision of the person giving the detention. The student will serve the detention with the person giving it. The parent may be required to come to the classroom to pick up the child and discuss the behavior with the teacher. If the incident is severe, another approach will be considered. Accumulated multiple detentions during the school year could cause more action to be taken. The student log would help to decide the action to take.

**Individual Counseling** - The teacher may refer the student to the counselor, who will work with the student over a period of time to help him/her develop social, emotional, or organizational skills that will result in greater success.

**Group Counseling** -The counselor may invite the student to participate in a curriculum-based counseling group to develop age- appropriate social skills.

**Problem Solving Approach** - The teacher may schedule a meeting involving the student, parents, and counselor to identify contributing factors to the problem and develop an intervention plan to address those factors.

**Send to the Principal** - A student may be sent to the principal by a staff member for disciplinary action. The nature of the referral should be spelled out to the principal. The principal will handle the situation, as he/she feels necessary.

**In-School Suspension** – A student who accumulates several detentions within a short period of time, or physically assaults another student or staff member, could be given an in-school suspension. The principal is responsible for any of this action. He/she needs to be brought into the discussion as soon as possible. Severity of a student action could advance this item to out of school suspension.

**Out of School Suspension** – This disciplinary action could be used for multiple infractions or extreme offenses.

**Extreme offenses that result in at least in-school suspension include stealing, extortion, fighting, showing disrespect for teachers or authority, and disrespect for school property. Use/possession of drugs or alcohol on school property may constitute out of school suspension. Possession of a weapon on school property or violence against an employee or an employee's property will result in out of school suspension and could include expulsion.**

**Procedures for dealing with Special Education will be in accordance with IDEA Guidelines, but do not exempt students from conforming to reasonable expectations.**

### **Posting of Information**

Students who wish to post or distribute information must receive permission from the building principal before the posting or distribution. This applies whether the information deals with school sponsored or non-school sponsored activities. The principal can explain or answer questions regarding the school's rules on posting and distributing materials.

### **Problem Solving Process for Grades TK-6**

Children come to school with a wide range of experiences and a variety of learning styles. Sometimes, young learners present their teachers with challenges to find the best way to meet their needs. The Problem Solving Process is a way for involved, concerned adults to explore coordinated options for helping a child achieve success. The team may be composed of parents, the school counselor, teachers, the principal, and other school personnel as needed. The team identifies the problem and the team supports the teacher and student by suggesting strategies to try for a few weeks. If the student makes adequate

progress, the team ceases to meet. However, if the problem persists, the team may explore more options, including an evaluation with AEA school specialists. Most Problem Solving meetings are requested by teachers, but parents may also request a meeting for their child by calling Ms. Danica Held, School Counselor, at 947-4327.

### **Recess for TK-6**

Recess periods are granted by and supervised by the staff. During extremely cold or wet weather, the time is either reduced or the children are allowed to play in the classroom. If children are not to play outdoors, a written excuse must be presented to the teacher. No verbal excuses by the children will be accepted. If children must be in for over two days, a doctor's excuse is required. These guidelines will be strictly enforced. If a child is excused from recess, he/she will not be allowed to participate in P. E. for that day. Following the first snowfall that accumulates snow on the ground, every student should bring snow boots to wear. These will be worn during the winter months. Students who do not wear boots may be asked to remain on the hard surface of the play area. Because of the large number of boots that look alike, **WE ASK THAT EACH BOOT BE LABELED.**

### **School Announcements for Grades 7-12**

Students are responsible for knowing the content of daily announcements. Students who wish to have an item included in the daily announcements must have permission from the principal.

Announcements are posted on Power School and throughout the 4-12 building and will be read by teachers during home room or 3<sup>rd</sup> period on days when there is no scheduled homeroom period. The purpose of the announcements is to inform students of the events of the day or upcoming events. Announcements regarding non-school related activities are prohibited unless approved by the building principal.

### **School Day for Grades TK-3**

The TK-3 school day begins at 8:30 AM each day. All teachers will be routinely available outside their respective classrooms at 8 AM daily. Students may gather in the school commons after 8 AM. The school day ends at 3:30 PM. Elementary students load the buses starting at 3:30 PM. **STUDENTS SHOULD NOT BE IN THE BUILDING BEFORE 8 AM OR AFTER 3:35 PM**, unless prearrangement has been made with a staff member or enrollment in the After School Program.

### **School Day for Grades 4-12**

The normal school day for 4-12 school students will run from 8:20 – 3:20 each day. There will be times in which an abbreviated schedule will be used, due to a late start or an early dismissal. Students should not be in the building before 8:00 unless they have PE make-up, detention, weightlifting, athletic practice, music or dance team practice, or an appointment with a teacher. Students are not to leave the school building or grounds after arrival in the morning unless permission is granted from an administrator. Teachers will be available to assist students who need extra help from 8:00 to 8:20 in the morning and from 3:20 to 4:00 in the afternoon. It is strongly urged that students prearrange these extra help sessions with the teacher.

Students must wait in the designated areas of the building until the 8:10 (or 10:10) bell, and then may go to their lockers and classrooms. Students who are eating breakfast may go to the multi-purpose room at 8:00, and are asked to remain there to eat.

**Once students have arrived at school, they may not leave without permission from the office, even if it is prior to 8:20.**

**Any student leaving the building during the day must sign out in the office.**

### **School Fees for Grades 9-12**

Some elective school activities may require extra fees. For example, students in show choir, cheerleading and dance team may be required to purchase part of their clothing (shoes, personalized jackets or shirts, etc.).

### **School Sponsored Student Organizations for Grades 9-12**

School-sponsored student organizations are those which are recognized by the school district and board. School-sponsored student organizations include, but are not limited to, athletics, student government, Speech, FCCLA, DECA, Math Club, academic/scholastic, and honorary groups.

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

Rules of individual sponsors or coaches will be written and given to students and parents at the start of the extracurricular / co-curricular activity. Participants and parents are asked to sign off that they have received and understood the rules prior to participation. Copies of those rules will be kept in the Athletic Director's office as well as the appropriate administrator's office.

### **School Web Site**

The school has developed a web site with up-to-date information including: monthly calendars and lunch menus, school closings, curriculum guides, class schedules, college and scholarship information, athletic schedules and sports scores. There are also links to other resources. You may find the web site at:  
[www.hintonschool.com](http://www.hintonschool.com)

### **Semester Tests**

1. All 9-12 grade students will take first semester tests. All 7-8 grade students will take first and second semester tests.
2. Semester tests will count for 10% of semester grade for both semesters
3. Second Semester – Semester Tests will be taken IF:
  - a. Students have any grade lower than a C- for each quarter.
  - b. Students are absent six or more times for semester long classes, or a total of 12 or more times for full year classes, for any non-school related reason. Long term illness/hospitalization/ surgery will count a total of two days absence if a doctor's note is provided.
  - c. Students have an unexcused or unverified absence. No exceptions.
  - d. Students accumulate 6 or more tardies in a class. The student will take the semester test for that class.
  - e. Students who had an ISS or OSS during the school year will be required to take semester tests.
4. If students are involved in a school activity and are not in class, they are not counted absent. The same is true for teacher requested passes or sign-outs approved by the teacher, office or guidance office.

5. Any student who is excused from taking their final test may opt to take the test to improve their grade without having their final grade lowered.
6. Semester tests are given the last two days of each semester.
7. All students have open lunch on the days of Semester Tests.

<u>TIME</u>	<u>Day 1</u>	<u>Day 2</u>
8:30 to 9:45	Test for Period 1	Test for Period 3
9:50 to 11:05	Test for Period 2	Test for Period 4
11:05 to 11:50	Lunch	Lunch
11:55 to 1:10	Test for Period 5	Test for Period 7
1:15 to 2:30	Test for Period 6	Test for Period 8

\*\* This testing schedule is subject to change depending on the ending dates of the semester

### **IMPORTANT!**

1. **Teachers must keep accurate account of attendance.**
2. Second Semester:
  - a. The last week of the semester, teachers will notify any student that will be required to take semester tests for their class.
  - b. Students are excused the last two days, if they have no tests to take.
  - c. Students need only come to those classes whose test they must take because of grade or attendance.
3. Students may leave test only after test period is completed.
4. Students must test during the scheduled times. Exceptions must be approved by the principal.
5. Final exams must be taken if required or course credit will not be issued.

### **Standardized Tests for Grades 3-12**

Students are given standardized tests annually. These tests are used to determine academic progress for individual students, for groups of students and for the school district. All students are tested, but under certain circumstances, students with IEP's may be given alternate assessments or testing conditions. Standardized tests given include, but are not limited to, Iowa Assessments, ICAM, and ASVAB. Such assessments are of great importance to the school, the parents and the students. It is vital that students expend their best efforts and that they have received sufficient sleep, nourishment, and encouragement.

Juniors and seniors may take ACT / PSAT tests as a requirement for college admission, at their own expense.

Federal law states that students cannot be required to submit, without parental authorization, to psychiatric or psychological examinations; testing or other treatment in which the primary purpose is to reveal information concerning political affiliations, mental and psychological problems potentially embarrassing to the student or the student's family, sexual behavior and attitudes, illegal, anti-social, self-incriminating and demeaning behavior, critical appraisals of other individuals with whom respondents have close family relationships, legally recognized, privileged and analogous relationships, such as those of lawyers, physicians and ministers, or income, including income required by law to determine eligibility for participation in a program for receiving financial assistance under such program.

### **Student Behavior for Grades 9-12**

Students are to conduct themselves in a manner appropriate for public appearance. While in the lobby and hallways, students should use normal voice tone and volume and walk, rather than run from place to place. During the lunch period, students in the lobby may sit on the floor if they are out of the way of normal traffic flow and are not piled on one another. Students gathering in the front doorway areas should leave an obvious path for visitors to enter and leave the building. There should be no public displays of affection between students while in the building. This would include kissing, extended hugging or holding, or inappropriate touch.

### **Student Council for Grades 4-12**

The student council provides for student activities, serves as a training experience for student leaders, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school district affairs and helps solve problems that may arise. Members of the council are student representatives who have direct access to the administration.

All interested students may become student council members. Senior members are elected as officers.

### **Student Due Process for Grades 9-12**

When a student is suspended, he/she shall be advised of his/her rights to due process. The following procedures are an outline of the due process procedure.

1. Prior to suspension, a conference will be held with the student at which time oral or written notice is given as to what he/she is accused of doing.
2. The student is to be told the basis for the accusation and given an explanation of the evidence. An opportunity is to be given for the student to present his/her side of the story if the student denies the charge.
3. The conference will be held as soon as possible following notification of alleged misconduct. The hearing may be verbal and on an informal basis.
4. The student may be removed from school immediately when his/her presence constitutes a danger to persons or property or threat of disrupting the academic educational process.
5. Immediately following the suspension of a student, his/her parents are to be notified in writing that the suspension has occurred and the reasons for the suspension.

### **Student Funds and Fund Raising for Grades 4-12**

Students may raise funds for school activities upon approval of the principal prior to the fund raising event or the start of a fund raising campaign. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must have the approval of the principal prior to spending the money raised. Due to the overabundance of fundraisers, this activity will be strictly regulated and will require board approval.

Students are responsible for the money that they collect. Parents will be billed for the cost of products sold if the student fails to turn in the money after a fundraiser.

### **Student Honors and Awards**

The school district shall provide a program that establishes honors and awards including, but not limited to, academic letters, scholarships and good citizenships

awards for students to assist students in setting goals. Students shall be made aware of honors and awards and the action necessary on the part of the student to achieve them. Students who have not attended an accredited public or private high school for at least three years will not be eligible for honors and awards. The program for the awards ceremony will be put together by the high school principal with assistance from the guidance counselor. All awards, speakers, and presentation scripts must be approved for the Awards Ceremony prior to the program.

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

A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student is released to his/her parents or, with parental permission, to another person directed by the parents. The nurse or designated staff member will determine if the student is not well enough to remain in school.

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

**Students are asked not to call their parents prior to going to the nurse's office.** The nurse or staff member will call the parents if a student is ill or injured.

### **Student Insurance**

Student health and accident insurance is available to students at the beginning of the school year. Parents may purchase insurance for their children at their discretion. Parents who would like more information about student health and accident insurance should contact the superintendent's office. **Student athletes must have health and accident insurance in order to participate in extracurricular athletics.** Students must provide written proof of insurance prior to the start of the athletic activity. A letter from the parents stating that the student is covered is adequate proof of insurance. Student athletes, who do not have, and cannot afford insurance, should contact their coach.

### **Student Lockers**

Student lockers are the property of the school district. Students shall use the lockers 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 his/her assigned locker clean and undamaged. The expenses to repair damage done to a student's locker are charged to the student.

**Students are to use only the locker to which they have been assigned.** All lockers have been cleaned and are in good working order. Any items attached to the lockers should be of the type that can be removed easily without marring the surface. If you keep money or other items of value in your locker, be sure to keep it locked. The school cannot assume responsibility for items left in lockers. Students are not to store opened food and beverage (other than water) containers in their lockers. Such items may cause offensive odors and create health hazards. A student's locker may be searched whenever an administrator or teacher has a mere suspicion that a criminal offense or a school district policy, rule or regulation bearing on school order has been violated and the administrator or teacher has a reasonable belief that the search will produce evidence of the violation. Items in violation of school district policies, rules or

regulations that are found in student lockers are confiscated. Items may be given to law enforcement officials. Locker maintenance inspections are conducted periodically throughout the school year. These inspections are generally for the purpose of ensuring that lockers are clean and well kept. In short, if an administrator needs to open a locker for reasonable cause, it may happen.

Grades TK-8: If a student wishes to put a personal padlock on his/her locker, a duplicate key or combination must be left in the office. If a key or combination is not left in the office, the school reserves the right to cut the lock off the locker with just cause and no liability.

**If a student chooses not to lock their locker, the school holds no liability for any items stolen. Students are strongly encouraged to leave valuables at home and not to store them in their lockers. They are encouraged to take items such as large sums of cash to the office for safekeeping.**

Grades 9-12: You will receive a combination lock with your assigned locker. The combination lock is given to you at registration, along with information on how to operate the lock. For your protection, it is a good practice to close and lock your locker. However, if you leave your computer in your locker, the locker **MUST** be closed and locked. To insure the security of the contents of your locker, do not share the combination with anyone other than your locker partner. You need tell only one other person and the entire school can know it.

PE lockers may be assigned to students for use in PE classes and athletics. It is recommended that students use a padlock and **keep it locked** at all times. Locker rooms are generally unsupervised areas that may invite theft.

### **Student Publications**

Students may produce official school district publications as part of the curriculum under the supervision of a faculty advisor and principal. Official school district publications include, but are not limited to, the school newsletter and yearbook. Expression made by students, including student expression in the school district publications, is not an expression of official school district policy. The school district, the board and the employees are not liable in any civil or criminal action for student expression made or published by students, unless the employees or board have interfered with or altered the content of the student speech or expression. Copies of the school district publication code can be obtained from the building principal.

A faculty advisor supervises student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. No student shall express, publish or distribute in an official school district publication material which is: obscene; libelous; slanderous; or encourages students to commit unlawful acts; violate school district policies, rules or regulations; cause the material and substantial disruption of the orderly and efficient operation of the school or school activity; disrupt or interfere with the education program; interrupt the maintenance of a disciplined atmosphere; infringe on the rights of others.

Students who believe they have been unreasonably restricted in their exercise of expression in an official student publication should contact an administrator.

### **Student Transfers**

Procedures for Students who are transferring to another School or School District:

The school district automatically transfers a student's records to a new school district upon receipt of a written request from the new school district. Parents are given an opportunity to view the student's records that were sent and a right to a hearing to

challenge the content of the student's records that were sent. Parental consent is not necessary to forward a student's records to a student's new school district or for the school district to request them from a student's previous school district.

### **Study Hall for Grades 7-12**

The time in the study hall is quiet study time. While in study hall, students are expected to conduct themselves as they would in class. Students must bring enough work to occupy them for the entire study hall. Once in study hall, students are only allowed to leave with the permission of the study hall supervisor and with a hall pass. MP3 players/IPODs and related devices may be used only with teacher permission. No cell phone use is allowed during study hall. (See Interference Policy)

### **Success Center for Grades 9-12**

In order to provide support for students who are struggling in one or more classes, the high school operates a Success Center. The center is open each day from 8:20 to 3:30 and is staffed with a certified teacher. Grades are collected approximately every two weeks for the purposes of eligibility for activities and for academic support. Students who are failing two or more classes at the time of one of these grading periods will be assigned to the Success Center for study hall. If the student is passing at the next grading period, he will return to the regular study hall. Any student looking for extra help may also go to the center during a study period. The center will be equipped with several computers for students to use for projects or assignments.

### **Tardy**

A tardy is defined as not being in an assigned classroom when the tardy bell rings. A student that is detained by a teacher, counselor, or administrator must produce a pass from that staff member before he/she will be admitted to class and this will count as an excused tardy. Students who are tardy within the first 15 minutes of a class and do not have a pass are counted tardy by the teacher. After the third tardy and for every subsequent tardy in the same class, the student will be required to serve a 30 minute detention with that teacher.

If the student accumulates 6 or more tardies in a class each semester, they will be required to take semester tests for that class for the Second Semester.

### **Telephone Use during the School Day**

Generally, students receiving telephone calls during school hours are not called to the telephone. The school offices will take a message and forward it to the student. Only in **emergency situations** are students removed from class or another school activity to receive a telephone call.

The telephone that students may use during school hours is located outside the high school office, in the middle school office and one in the elementary office. Students are allowed to use the phone only before and after school and during their lunch hour. Use of the phone during class time should be used sparingly and only in situations of a critical nature. Improper use will not be tolerated. Only local, collect and credit card calls may be made from this telephone.

**Students may use their cell phones in the building only during designated times. If students need to call a parent during class time, they must come to the office for permission. (See cell phone policy).**

### **Visitors/Guest for Grades TK-6**

Adults are welcome to visit a child's classroom at any time. Parents are encouraged to make arrangements with the teacher prior to the visit. All visitors are required to sign in at the office and receive a pass prior to going to the classroom. If you are planning a visit, please make other arrangements for any other preschool-age children since they are often distracting to both the visitor and the student's learning environment. If you wish to have a conference with your child's teacher about his/her education, please schedule this for another time, rather than trying to talk with the teacher during the classroom visit.

### **Visitors/Guests for Grades 7-12**

Visitors to the school grounds must check in at the principal's office. If a student wishes to bring a guest to school, the student must receive permission from the principal at least **one day prior** to the guest's visit. Guests may attend classes with the student for a **maximum of 4 periods**. Students may not have guests visit class with them more than once a semester. The host student is responsible for the conduct of the visitor. The visitor must sign-in in the office and wear a visitor's badge. This practice is strongly discouraged and thus very limited.

Visitors who are coming only for lunch with a Hinton student must check in the office to get a visitor's badge. These visitors must remain in the lunch room or the hallway area by the office and may not go into the classroom hallways.

### **National Honor Society for Grades 11 & 12**

To be selected as a member of the Hinton Community High School National Honor Society, a candidate must fulfill the requirements as set forth in four areas: scholarship, leadership, service, and character. Failure to meet the requirements in any of the component areas will disqualify the candidate from induction. The National Honor Society will be open in the fall semester to all eligible juniors and seniors who have not been previously selected. Students applying for membership are required to create a portfolio containing all of the required information and a cover letter explaining why they should be admitted into National Honor Society.

#### **Scholarship Requirement:**

To be eligible for the Hinton Community High School National Honor Society, a student must have at least a cumulative grade point average of 3.7 on a 4.0 scale. The GPA will be calculated from all classes in which credit is awarded. Student eligibility will be determined at the conclusion of the second semester of the student's sophomore year for juniors and at the end of the junior year for seniors.

#### **Leadership Requirement:**

To fulfill the leadership component for selection, the candidate must have accumulated ten activity points. One point may be awarded for each area listed below.

1. Elected to a class office, student council or state office.
2. Active involvement in extracurricular activities sponsored by the school in which the candidate has participated for the entire year or season. (one point awarded for each completed season or activity) e.g football, track, basketball, volleyball, golf, wrestling, baseball, softball, show choir, cross country, jazz band.
3. Other areas of participation sponsored by the school district or area education association. (plays, speech, math club, quiz bowl etc.)
4. Participation in any district or state qualifying competition if that competition is not the initial round. The exception being vocal and instrumental music contests where there is only one round. With this exception, students must receive a one rating for their participation.

5. Out of school groups in which the student serves as a leader. e.g. 4-H, Scouts, church groups, etc. Each of these must be documented and signed by the sponsor/leader of the group.

The candidate must have participated in the activity for the entire year or season. Only activities for high school years may count. In addition, the candidate must secure and present a letter written or attested by an adult who confirms the candidate's leadership skill and activities. The letters should describe explicitly the nature of that leadership by the candidate. All letters of recommendation for leadership must be typed by the person making the recommendation.

The following items must be included in this portion of the portfolio:

- Listing of activities with dates of participation.
- Explanation of how he/she was a leader in those activities.
- At least one letter of recommendation for leadership.

### **Service Requirement:**

To fulfill the service component for selection, the candidate must have provided service to the school and/or community. Service is defined as the giving of one's self freely for a charitable cause that has no monetary returns either implicitly or explicitly. In addition, the candidate must agree to be an active participant in any service projects carried out by the National Honor Society Chapter. N.H.S. members should make themselves available to assist in any of the following areas: office help, peer tutoring, teachers' aide, student host, and/or host/hostess at school activities.

The following components must be included in the service portion of the portfolio:

- \* A listing of the various services performed during high school.
- \* An explanation for each as to what was done, how it provided service to the school or community and what was gained personally by performing each service activity.
- \* If the service was from an out of school activity, the sponsor of the group must verify the participation. (Letter or signature by that portion of the portfolio.)
- \* One typed letter of service recommendation by someone within or outside the school community.

### **Character Requirement:**

National Honor Society members are expected to be of good character and serve as positive role models in their school and community.

The following components must be included in the character portion of the portfolio:

- \* Two letters of recommendation attesting to the candidate's good character.
- \* One or both letters may be written by sources outside the school.
- \* Only one letter may come from an employee of the Hinton Community School District.
- \* The letters must be typed and signed by an adult.
- \* No person related to the candidate may write a letter of recommendation. In addition the candidate must be in good standing with Hinton Community School by abiding by the rules of conduct as spelled out in Board policies and handbooks. The high school principal and his/her advisory committee will have final authority as to whether a student has displayed the character traits necessary to be a member of N.H.S. Even if criteria are met, this committee will have the final authority to admit or disqualify any and/or all candidates. Some criteria

that may be considered are attendance, tardies, discipline referrals, and student conduct violations.

**Additional Information for Candidates**

1. Before asking a person for a recommendation, be sure that the person will give you a good recommendation.
2. Be sure that those persons writing the recommendations follow the criteria so that you will not be disqualified. Hand written letters are not acceptable for letters of recommendation and will not be used to fulfill that requirement.
3. Just because the application has been made to the National Honor Society, does not mean that you will automatically be inducted into the Society.
4. Automatic disqualification for application or removal from the Society will go into effect if an applicant or member has committed a crime, has a Good Conduct Violation on record, and for other reasons deemed appropriate by the National Honor Society sponsor and High School Principal.
5. If a student's GPA slips below 3.7 at the time of graduation, the student will not be recognized as an NHS member in the graduation program, nor will he/she wear any NHS honor cord or stole during the ceremony.

**COMPLAINT FORM**

**Code No. 104.E1**

(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"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed		

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**  
**Code No. 104.E2**

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"/>	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"/>	

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

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  
Code No. 104.E3**

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: \_\_\_\_\_

**Abuse of Students by School District Employees**  
**Code No. 402.3**

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees, for the purpose of this policy, includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

The school district has appointed a Level I Investigator and alternate Level I Investigator. The school district has also arranged for a trained, experienced professional to serve as the Level II Investigator. The Level I Investigator and alternate will be provided training in the conducting of an investigation at the expense of the school district. The names of the investigators shall be listed in the student handbook, published annually in the local newspaper and posted in all school facilities.

Level I Investigator: Tina Zimney  
712-947-4328  
tina.zimney@hintonschool.com

Alternate Investigator: Peter Stuerman

## Appendix II

### HINTON COMMUNITY SCHOOL ACCEPTABLE USE CONTRACT FOR COMPUTERS AND INTERNET

I agree to the following terms for the use of equipment owned by the Hinton Community School District and for the use of the Internet.

1. I will not knowingly violate any copyright laws regarding the Internet or other published information.
2. I will not use school equipment or the Internet for personal gain or commercial activity.
3. I will not use the system for illegal activity.
4. I will be careful in my use of school computers and Internet so as not to spread computer viruses or deliberately attempt to degrade or disrupt the system or network performance.
5. I will respect the rights and privacy of others.
6. I will refrain from accessing Internet sites that contain profanity, obscenity, or radically offensive language.
7. I will refrain from posting profane, obscene, or radically offensive language on school computers or on Internet sites.
8. I will not search in unauthorized areas of the Internet.
9. I will agree to use computers and the Internet only with permission and under proper supervision.
10. I will not attempt to troubleshoot or repair equipment, but will notify the appropriate instructional staff of any problems.
11. I will not change settings on the computers or install any unauthorized programs or screensavers / backgrounds. I will not use any method or program to go around the district firewall.
12. I will not print materials for personal use without the approval of appropriate instructional staff.
13. I will comply with instructions given to me by school employees regarding the use of school technology and the Internet.

I understand that if I do not comply with the district's expectations for acceptable use, the following consequences will be enforced:

1<sup>st</sup> Infraction: Computer privileges will be removed for the remainder of the current semester or one month, whichever is longest.

2<sup>nd</sup> Infraction: Computer privileges will be removed for one year from the time of the infraction.

3<sup>rd</sup> Infraction: Computer privileges will be removed for the remainder of the time that I am a student at Hinton Community School.

\*\*The above consequences apply to any use of computers other than specific classroom assignments worked on during class and under the direct supervision of the teacher.

In addition, if in not following the acceptable use expectations, my actions cause any problems with school technology hardware that call for repair or replacement, I will be responsible for the costs involved.

## Appendix III

### IHSAA/IGHS AU GUIDELINES

#### ATHLETIC ELIGIBILITY RULES

The language of the new "scholarship" rule, as adopted by the State Board on March 2, 2008 is (new language is in italics):

**36.15(2)** Scholarship rules. ...

- a. All contestants must be enrolled and in good standing in a school that is a member or associate member in good standing of the organization sponsoring the event.
- b. All contestants must be under 20 years of age.
- c. All contestants shall be enrolled students of the school in good standing. They shall receive credit in at least four subjects, each of one period or "hour" or the equivalent thereof, at all time. To qualify under this rule, a "subject" must meet the requirements of 281-Chapter 12. Coursework taken from a postsecondary institution and for which a school district or accredited nonpublic school grants academic credit toward high school graduation shall be used in determining eligibility. No student shall be denied eligibility if the student's school program deviates from the traditional two-semester school year.

*(1) Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. Grading period, graduation requirements, and any interim periods of ineligibility are determined by local policy. For purposes of this sub-rule, "grading period" shall mean the period of time at the end of which a student in grades 9 through 12 receives a final grade and course credit is awarded for passing grades.*

*(2) If at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a contestant for 30 consecutive calendar days.*

- d. A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's individualized education program.
- e. A student who meets all other qualifications may be eligible to participate in interscholastic athletics for a maximum of eight consecutive semesters upon entering the ninth grade for the first time. However, a student who engages in athletics during the summer following eighth grade is also eligible to compete during the summer following twelfth grade. Extenuating circumstances such as health, may be the basis for an appeal to the executive board which may extend the eligibility of a student when the executive board finds that the interest of the student and interscholastic athletics will be benefited.
- f. All member schools shall provide appropriate interventions and necessary academic support for students who fail, and shall report to the department regarding those interventions on the comprehensive school improvement plan.
- g. A student is academically eligible upon entering the ninth grade.
- h. A student is not eligible to participate in an interscholastic sport if the student has, in that same sport, participated in a contest with or against, or trained with, a National Collegiate Athletic Association (NCAA), National Junior College Athletic Association (NJCAA), National Association of Intercollegiate Athletics (NAIA), or other collegiate governing organization's sanctioned team. A student may not participate with or against high school graduates if the graduates represent a collegiate institution or if the event is sanctioned or sponsored by a collegiate institution. Nothing in this sub-rule shall preclude a student from participating in a one-time tryout with or against members

of a college team with permission from the member school's administration and the respective collegiate institution's athletic administration. [This is NOT a substantive change; it clarifies the "college squad" rule].

i. No student shall be eligible to participate in any given interscholastic athletic sport if the student has engaged in that sport professionally.

j. The local superintendent of schools, with the approval of the local board of education, may give permission to a dropout student to participate in athletics upon return to school if the student is otherwise eligible under these rules.

k. Remediation of a failing grade by way of summer school or other means shall not affect the student's ineligibility. All failing grades shall be reported to any school to which the student transfers

## Appendix IV

### Code No. 503.4R1

#### GOOD CONDUCT RULES AND REGULATIONS

At Hinton Community School it is considered a privilege and an honor to be able to participate in extra curricular activities and represent Hinton Community School. The participant's character and conduct judge the student and the school at all times. Hinton Community School students serve as a model to many people and their attitude has an important impact on others. Any student whose habits and conduct in and out of school, for the entire calendar year, and are not consistent with the ideals, principles and standards of the Hinton Community School, shall be declared ineligible.

#### **Controlled Substances, Alcoholic Beverages, Tobacco, or unlawful Acts**

Violations that will impact upon performance eligibility include, but are not necessarily limited to are:

- Possession, consumption, sale or distribution of alcoholic beverages,
- Possession, use, sale or distribution of tobacco product,
- Possession, use, sale or distribution of illicit drugs. Drug paraphernalia or substance represented to be illicit drugs,
- The commission of any criminal act on school premises, whether legally charged or not,
- The commission of a criminal act outside of school that results in a citation, including theft, vandalism, assault, etc. but not a minor traffic violation.

A student is in violation of the policy and is ineligible if he or she:

- Admits a violation;
- Pleads or is found guilty in court;
- Is given a deferred judgment or deferred sentence for an offense;
- Is proven to be in violation by evidence as reported by certified school or law enforcement personnel;
- Is in possession of alcohol, tobacco products, illicit drugs, or drug paraphernalia as evidenced on a Web Site, such as Face Book, My Space, etc. The administration will make the determination if the student is in possession.

#### **First Offense**

The student will be declared ineligible for two (2) weeks of scheduled competition. If there is no scheduled activity within a week of the date the student is notified of being ineligible, the beginning date will be moved forward until there is a scheduled activity within the first week.

#### **Second Offense**

If a student is declared ineligible a second time, within one calendar year of the first offense, the student will be declared ineligible for six (6) weeks of competition. If there is no scheduled activity within a week of the date the student is notified of being ineligible, the beginning date will be moved forward until there is a scheduled activity within the first week.

#### **Third Offense**

If a student is declared ineligible a third time, within one calendar year of the second offense, the student will be declared ineligible from competition for length of one calendar year. If a third

offense for substance abuse occurs, a school approved rehabilitation program must be completed, at parent's expense, before the student is readmitted into extracurricular programs. If a subsequent offense occurs before the third offense year is completed, the participant will repeat the one year ineligibility from the date of the current offense.

### **General Information**

1. Students who are infraction free for one calendar year, and then are found to be in violation of the eligibility policy will be placed upon the first offense step.
2. Violations, which occur at the end of a playing season, will continue into the next season in which the student participates.
3. A student may go out for any activity, to work off an infraction if the following actions are followed:
  - The activity must not be already in progress;
  - The activity must be completed through the whole season;
  - Attendance and participation must be in a positive direction and at the coach/sponsors discretion. Participants who choose not to participate in a positive manner will be asked to leave the activity and no make-up time will be accepted.
4. Students under first and second offense suspensions must attend practices with attendance at contests/performances up to the discretion of the individual coach/sponsor.

**Suspensions:** if a student is under a disciplinary suspension for any portion of a day, he/she will be ineligible for all co-curricular activities including music, or practices, for the days the student is suspended.

**Coaches Penalties:** imposed coaches' rules cannot exceed the penalties imposed by the Board of Education for similar infractions.

### **Right of Appeal**

The Principal of the student's building shall make the initial determination of whether a violation has occurred. Once the Principal has determined that a violation has occurred, he/she will notify the student and shall mail written notification of the violation to the student's home address. This notification shall identify the date and circumstances of the violation and the punishment that will be imposed. Unless the decision of the Principal is appealed within the time allowed below, the Principal's decision is final. Regardless of whether there is an appeal, the punishment shall begin on the date identified in the letter sent to the student's home address.

A decision by the principal may be appealed to the Superintendent by delivering a written notice of appeal to the Superintendent within five (5) days after the written notification was mailed to the student. The notice must state the grounds for the appeal and any reasons why the decision of the Principal should be overruled. Only written notices of appeal will be considered. No oral request for appeal will be accepted.

If a written notice of appeal is delivered to the Superintendent on time, the Superintendent will issue a decision within five (5) days of the receipt of the written notice of appeal. If the Superintendent decides that it is appropriate to allow the student and the student's parents the opportunity to present their case in person, the Superintendent may schedule a meeting with them before making a decision. Neither the parents nor the student may be represented at this meeting by legal counsel nor shall they have the opportunity to call witnesses.

If the Superintendent determines that the decision of the Principal should be overruled, the student shall be allowed to continue participation in co-curricular activities and the incident under review shall not be considered to have been a violation of the Good Conduct Rules and Regulations.

If the Superintendent determines the decision of the Principal stands, the decision may be appealed to the Board of Education. The appeal to the Board of Education shall be in writing and state why the parents/student feels the Superintendent's ruling should be overturned. The appeal must be received by the Board President within ten (10) days of the Superintendent's ruling. The Board shall consider the appeal at their next regularly scheduled meeting.

## STUDENT HANDBOOK SIGN-OFF

By signing off on this form I verify that I have read/or been read the student handbook. I further agree to abide by the rules and regulations in the handbook for the school year.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grade / Homeroom Teacher

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

---

## HINTON COMMUNITY SCHOOL ACCEPTABLE USE CONTRACT

I have read/or been read and agree to the conditions for the use of equipment owned by the Hinton Community School District.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grade / Homeroom Teacher

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

---

## GOOD CONDUCT RULES AND REGULATIONS POLICY CONTRACT

We have read and understand that a student participating in school activities is governed by the School Board Policy Code No. 503.4R1 – GOOD CONDUCT RULES AND REGULATIONS.

We understand that these rules and regulations are in effect for all school activities and that by signing this contract we agree to abide by these adopted rules and regulations.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grade / Homeroom Teacher

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date