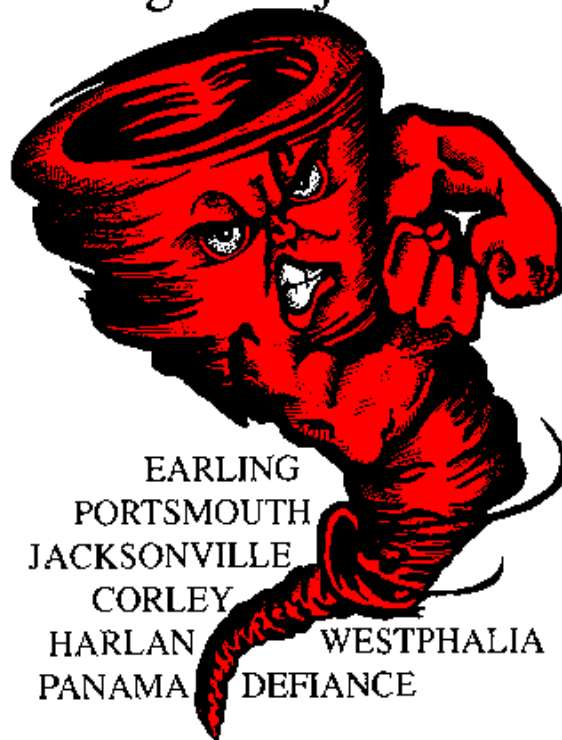


# Harlan Community School District Parent/Guardian Handbook 2023-2024

Joined as one  
We get the job done



***THE HARLAN COMMUNITY SCHOOL DISTRICT  
WILL PREPARE LIFE-LONG LEARNERS AND PRODUCTIVE CITIZENS***

*A copy of this handbook can be found on the district website at  
<https://www.harlan.k12.ia.us/>*

## **INTENT OF HANDBOOK**

This handbook is intended to be used by students, parents/guardians, and staff as a guide to the rules, regulations, and general information about Harlan Community Middle School. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents/guardians are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a “contract.” The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations. 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 with respect to and consideration for the rights of others

## **DEFINITIONS**

- In this handbook, the word “parent” also means “guardian” unless otherwise stated.
- An administrator’s title, such as superintendent or principal, also means that individual’s designation unless otherwise stated.
- The term “school grounds” includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses.
- The term “school facilities” includes school district buildings.
- The term “school activities” means all school activities in which students are involved whether they are school sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.
- “Personal electronic devices” are defined to include cell phones, iPads, iPods, or any portable electronic device that are not provided by the school district.

## **ADMINISTRATIVE STAFF**

Name	Title	Phone	Email
Jenny Barnett	Superintendent	712-755-2152	jenny.barnett@hcsdcyclones.com
Ann Heithoff	Dean of Students- Elementary	712-755-2725	aheithoff@hcsdcyclones.com
Jeff Moser	Principal- Primary and Intermediate Schools	712-755-5903	jmoser@hcsdcyclones.com
Bill Mueller	Principal- Middle School	712-755-3196	bmueller@hcsdcyclones.com
Anthony Donahoo	Assistant Principal and Activities Director- High School	712-755-3101	anthony.donahoo@hcsdcyclones.com
Casey Ring	Principal- High School	712-755-3101	casey.ring@hcsdcyclones.com
Steve Sauvain	Director of Education	712-755-2152	steve.sauvain@hcsdcyclones.com

## **Calendar**

### **ENTERING AND LEAVING THE BUILDING**

In the case of joint custody arrangements, the non-custodial parents are extended the same privileges as the custodial parents. If a restriction is to apply, a certified copy of the court order outlining the rights and restrictions must be on file in the school office.

- Arriving at School - All buildings start school at 8:00 a.m.
  - It is recommended that students not be in the building before 7:30 a.m. or after 3:30 p.m. unless under the direct supervision of a teacher. Students who must arrive at school prior to 7:30 a.m. are requested to proceed to the

cafeteria and wait until released according to their building policy. Release time: Elementary: 7:35 a.m.; Middle School: 7:45 a.m.; High School: 7:55 a.m.

- Breakfast is served in all buildings from 7:35-7:55 a.m. in the cafeteria.
- Students are not to be in any school building before or after school unless they are under the supervision of a teacher or coach.
- School personnel are not available to supervise the playground before or after school. Due to the risk of injury, no students are allowed on the playground before or after school.
- Leaving the Building - Once a student enters the building, they must have permission to leave the building.
  - Appointments During School Hours
    - Students should try to make appointments after school hours. If a special situation calls for an appointment during scheduled classes, students may be required to bring a statement from that office verifying the appointment.
  - Elementary: The elementary has a closed campus. All students are expected to stay on campus upon arrival. A parent (or other responsible adult with permission from the parent) must sign the student out in the office before they leave.
  - Middle/High School: A parent (or other responsible adult with permission from the parent) must notify the office that the student is leaving. When a parent arrives at school, the parent can enter the office to sign his/her child out. Or the parent can also call the office when they arrive and the child will be sent out to the vehicle.
- Coming back to the Building
  - Elementary: A parent (or other responsible adult with permission from the parent) must walk the student back into the office and sign the student back in.
  - Middle/High School: Students can be dropped off outside the office. Students are required to sign themselves back into the building before reporting to their class.
- End of day dismissal / change of after school plans
  - Elementary
    - Students will be dismissed at different intervals depending on their mode of transportation home.
    - Students should wait for siblings at designated areas approved by the office.
    - If there is a change of plans as to where the student is to go after school, the parent must notify the teacher.
    - If a situation arises where a parent must change the student's dismissal plan, then a phone call must be received before 2:45 to ensure the message will get to the child and teacher. Students are discouraged from making calls from school to parents in these circumstances
  - Middle/High School
    - Bus students will be dismissed at 3:00
    - Students not riding the bus will be dismissed following the bussed students.

### **BICYCLES:**

- Elementary
  - Only students in grades 3, 4, and 5 are allowed to ride bicycles to and from school.
  - Students must walk beside their bikes on school sidewalks when you are on campus. Walk beside your bike while on campus.
  - Never enter a vehicle drop off or pick up line.
  - Bicycles should be parked in the bike rack in front of the intermediate school and must have a lock on it. Students are encouraged to wear a bike safety helmet.
  - A bicycle safety class will be taught during the first full week of school.
- Middle and High School
  - Bicycles must be parked in the racks located on the north and south side of the Middle School.
  - Students may want to consider using locks on their bicycles.
  - The school does not assume any responsibility for loss, theft or damage. Students are not to borrow or tamper with another student's bicycle.
  - As a safety precaution, school staff members reserve the right to retain bicycles until after the school buses have departed in the afternoons.

### **STUDENT INFORMATION GUIDELINES:**

- Please take time to provide the school with the most updated contact information during registration. In the event of an emergency a school representative will contact you via school notification system. Please also include two additional emergency contacts in case a parent or guardian cannot be reached
- Change or residence/Contact Information: Parents are requested to notify the secretary of the school whenever there is an address, a home telephone or cell phone number change. Also please report any change in emergency numbers.

- Withdrawal from School: Pupils moving from Harlan Community schools are to check out with the student's teacher(s) and the school office prior to leaving the district. Parents are asked to give the school advance notice of moving and all school property must be returned. Any outstanding bills must be paid before leaving.
- Parent Teacher Placement Requests: Specific teacher requests will not be taken at the elementary school level. School personnel work hard to ensure that every student is placed in the most appropriate classroom. When assigning students to a specific classroom, our staff will consider the following criteria: academic ability, gender, special needs, behavior, student interest, diversity, learning style, interpersonal dynamics, strengths of the individual teacher, social and emotional variables and education experiences. Parents wishing to provide additional information regarding their child and his or her specific needs are welcomed. This information must be provided in writing by April 1st to a school administrator or the counselor.
- High School Registration: Student course registration for the next year will take place in the spring. Students will need to complete their registration as fully as possible with the intention of not having to make changes over the summer. We work diligently to meet student requests and maintain equalized class sizes to ensure all students receive the individual teacher attention. There is a 9-10 counselor and an 11-12 counselor who will work with students to be placed in the appropriate classes. Specific teacher requests will not be taken nor will requests to switch sections within the student's day. Our counselors and administration will take special circumstances into consideration, but the schedule made in the spring will, for the most part, be what the student will follow in the fall.

### **IDENTIFICATION BADGES**

All visitors must report to the office upon entering the building. Visitors and all staff members will be required to wear ID badges while on school premises. Visitor badges are to be returned to the office at the completion of your visit. Parents are welcome at all times. Please sign in/out at the office upon entering/exiting the school. Office personnel must provide authorization to the area being visited.

### **SMOKE AND TOBACCO FREE ENVIRONMENT**

All facilities owned or leased by the Harlan Community School District, including school vehicles, shall be off limits for smoking or use of other tobacco products. This requirement extends to employees and visitors. This policy applies at times, including school sponsored and non-school sponsored events. Persons failing to abide by this request shall be required to extinguish their smoking material/discard their smokeless tobacco product or leave the school district premises immediately. Smoking and use of other tobacco products are also banned in the grandstand and bleacher area of the outdoor athletic stadium. It shall be the responsibility of all school district personnel to enforce this policy. School district personnel who violate this policy may be subject to disciplinary action.

### **CARE OF SCHOOL PROPERTY**

- Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.
- Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.
- Fines are determined on a situational basis.

### **VIDEO SURVEILLANCE**

The Harlan Community School District Board of Education has authorized the use of video cameras. The video cameras will be used to monitor student behavior to maintain order and to promote and maintain a safe environment. Students and parents are hereby notified that the content of the video files may be used in a student disciplinary proceeding. The content of the video files is confidential student records and will be retained with other student records. Video files will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration.

### **USE OF TELEPHONE**

Students normally have no need to use the school phone on a daily basis. It is each student's responsibility to come to school each day with all items that they need to participate in classes. Messages will be relayed to students as the need arises. In emergency situations, students should visit with their teacher to see permission to make a call. The office phone is not to be used for non-emergency personal matters.

### **LOST AND FOUND**

Students who find lost articles are asked to take them to the Lost and Found, located outside the building office where the articles can be claimed by the owner. If articles are lost at school, report that loss to the office managers. Parents of elementary students are asked to label their child's items brought to school to more quickly identify and return lost items. Lost and found items will be donated to charitable organizations at the end of every quarter.

### **ACCIDENTS**

Every accident in the school building, on school grounds, or at any event sponsored by the school must be reported immediately to administration. The individual staff member involved should complete an accident report immediately.

### **INSURANCE**

The district encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The district does not make recommendations, or handle the premiums or claims for any insurance company, agent or carrier. Information about student insurance providers will be available in the school office or on school bulletin boards.

### **MEDIA CENTER**

Students are encouraged to check out materials from the Media Center on a regular basis. In the elementary, classes are scheduled for weekly checkout. Students with overdue materials will not be allowed to check out additional materials until late materials have been returned or the replacement cost has been paid. Students in kindergarten and first grade may check out two titles at a time. Students in grades two through five may have three titles.

### **ASBESTOS NOTIFICATION**

Asbestos has been an issue of concern for many years. A certified management

### **VISITING DURING SCHOOL HOURS**

All visitors must report to the office upon entering the building. Visitors and all staff members will be required to wear ID badges while on school premises. Visitor badges are to be returned to the office at the completion of your visit. Parents are required to notify the school in advance if they wish to visit a classroom. Please sign in/out at the office upon entering/exiting the school. In order to keep the school safe, administration must provide authorization to the area being visited. Please note that students who attend other school districts may **not** visit Harlan Community Schools when he or she is on vacation or visiting in town. We do not have the authority to assume responsibility for them.

### **SEVERE WEATHER AND SCHOOL CANCELLATIONS**

In the event that weather prohibits the holding of school (cancellation, late start, early dismissal) the notice will be given via text and/or phone, email, social media (website, twitter, facebook), and local radio and TV stations.

### **CELL PHONES/TELEPHONES/ELECTRONIC DEVICES/PERSONAL ITEMS**

The school district is not responsible for any broken, stolen or damaged items which are brought from home. Elementary students should not bring recess items to school. A teacher can permit some of these items to be brought to school if they serve a school purpose. Such items are to remain in the child's homeroom or locker during the day. Whenever an item becomes a nuisance, it will be confiscated and returned to the student or the parent. Repeated violation of this policy may result in a consequence from the teacher or administration.

- Elementary
  - Cell phones/personal electronic devices are not to be used while on campus. Phones should be off and kept in the student's locker. If students are using a cell phone or the cell phone rings, the phone will be confiscated. This also applies to text messaging. Confiscated phones will be returned to the parent at the end of the day. Repeated violation of this policy may result in a consequence from the administration.
  - Cell watches/widgets may be worn during the school day. However, these devices are not to be used during the regular school day. If students are using this device, it will be confiscated. Confiscated devices will be taken to the office and returned to the parent at the end of the day. Repeated violation of this policy may result in a consequence from the administration.
  - If a student desires to use the cell phone during the regular school hours, the student must get permission from an adult and must be used in the office.
- Middle School
  - Cell phones/personal electronic devices are not to be used during the regular school hours (8:00am-3:00pm). If a student desires to use the cell phone during the regular school hours, the student must get permission from an adult and must be used in the office. Students not adhering to the cell phone/electronic device policy will have the following consequence:
    - 1st offense: The phone/device will be confiscated and turned into the office. The phone/device will be kept in the office until the end of the day. The student may pick up the phone/device at the end of the day.

- 2nd and Future offenses: The cell phone/device will be confiscated and turned into the office. The student may pick up the phone/device at the end of the day. He/she will be assigned one (1) detention to be served after school.
- High School:
  - Students will be expected to keep all cell phones and electronic devices in a designated area the teacher provides (pouch system for individual phones). Students WILL NOT be allowed to take phones and electronic devices to the restroom during class time.
  - Cell phone use will be allowed in the cafeteria during lunch, study halls, and in the hallway during passing time. The district will not be liable for the loss or damage of any cell phone/electronic @watch confiscated.
  - Consequences for Misuse (per semester, across all classes):
    - 1st offense: The phone will be confiscated and turned into the office. The phone will be kept in the office until the end of the day. Students may pick up the phone at the end of the day.
    - 2nd offense: The cell phone will be confiscated and turned into the office. The student may pick up the phone at the end of the day. He/she will be assigned One (1) Detention and must turn his/her phone into the office at the start of the day for 5 days.
    - 3rd+ offense: The cell phone will be confiscated and a conference will be scheduled with the parent, student, and administration to address the issue. The student will serve a Structured Day and turn his/her phone into the office at the start of the school day for 10 days.

**FOOD AND DRINK**

- Elementary:
  - Snacks or treats may be permitted by the classroom teacher. Please check with your child’s teacher or school nurse to ensure any dietary restrictions that may exist (i.e. food allergies, medical restrictions) Healthy snacks are encouraged in these situations. This includes birthday treats. If birthday treats or snacks are brought, please include one for every person in your child's room. Treats may no longer be homemade; with allergy and sanitation issues, we require pre packaged treats or fresh fruit for all parties.
  - Students may have water in the classroom if its in a water-bottle provided by the parent.
- Middle and High School:
  - Drinks and snacks will not be allowed in classrooms, computer labs etc, with exception of water.
  - Classroom teachers may allow / provide snacks or treats in the classroom on special occasions. Please check with your child’s teacher or school nurse to ensure any dietary restrictions that may exist (i.e. food allergies, medical restrictions).

**Breakfast and Lunch program-**

At the elementary, monthly lunch menu calendars are sent home at the beginning of each month. Please check ezschoo pay for your childs lunch balance often. When your child's account falls below zero parents will be notified. Please visit <https://www.ezschoolpay.com/Login.aspx> to check balances and add money to accounts.

**Breakfast**

Offered daily at 7:35 minutes prior to the bell.

Pricing— All components are given, Milk as well.

Who	First Meal	Reduced
Pk-5th	\$1.55	\$.30
Middle School	\$1.55	\$.30
High School	\$1.55	\$.30
Adult	\$1.85	NA

## Lunch

Pricing—Lunch has specific requirements for the selections to qualify for lunch pricing. If the selections do not meet these requirements, all choices will be charged at the ala carte pricing. A qualifying lunch consists of three components, one of which must be a ½ cup of fruit or vegetable or a combination of fruits and vegetables to equal this amount.

Who	First Meal	Reduced
Pk-5th	\$3.10	\$.40
Middle School	\$3.25	\$.40
High School	\$3.25	\$.40
Adult	\$4.85	NA

	Elementary	Middle School	High School
School Registration Fee	\$45	\$50	\$55
*Activity Ticket	\$50	\$50	\$50
*Prom Fee (grades 9, 10,11)			\$40

\*NOT REQUIRED

### **BUS/VAN/SCHOOL DISTRICT VEHICLE CONDUCT CODE**

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities, or any other destination must comply with school district policies, rules, and regulations. The district code of conduct applies to bus and district transportation. The driver has the ability to discipline a student and may notify the principal of a student's inappropriate bus conduct.

Persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor, and chaperones are to follow the school district policies, rules and regulations for student violations. The following behaviors shall not be permitted on a school vehicle:

Minor violation	Major violation
<ul style="list-style-type: none"> <li>● failure to comply with bus driver request</li> <li>● any behavior deemed unsafe or hazardous</li> <li>● name calling</li> <li>● failure to remain seated/obstructing isles</li> <li>● throwing objects</li> <li>● littering</li> </ul>	<ul style="list-style-type: none"> <li>● hitting, fighting, assault</li> <li>● spitting</li> <li>● profanity or abusive language</li> <li>● vandalism</li> <li>● possession of tobacco, vapes, alcohol or drugs</li> <li>● possession of a weapon</li> </ul>

Bus Drivers will notify school personnel of a code of conduct violation by filling out an Unsatisfactory Bus Conduct Report for the principal. Parents will be notified via phone call, text, and/or email informing them of this conduct violation. Repeated conduct violations could result in a consequence or loss of privilege as determined by the Transportation Director or Principal. Loss of privilege could be from 1 to 20 days or until the end of the semester depending on the violation or frequency of violations. Suspensions only start on days school is attended.

Harlan Community Schools will transport all students who meet the State of Iowa guidelines according to State Code (IC 285.1). HCS will not transport students who live within the city limits of Harlan, with the following exceptions:

- Transportation related to a transportation goal stated in a student's Individualized Education Plan (IEP)
- Elementary students outside a two mile radius of their school.
- Middle and high school students outside a three mile radius of their school.
- Students who do not have a safe walk to school as determined by the district.
- A bus will stop at 1003 Tarkington St. (Old New Park)
- With the goal of lessening some traffic congestion during after school pickups at the elementary buildings, two stops will be made for afternoon routes:
  - Merrill Field
  - Therkildsen Center, 706 Victoria St

### **OPEN ENROLLMENT**

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Contact the District Office for further details. Parents should be aware that open enrollment may result in the loss of varsity athletic eligibility for 90 days following the transfer.

### **DUAL ENROLLMENT STUDENTS**

Home school or home school assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules, and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the Home School Coordinator or the Director of Human Resources.

### **SAFETY INFORMATION**

- Emergency Procedures
  - Fire and severe weather drills are conducted 2 times each semester.
  - Bus evacuation drills are conducted 2 times each school year.
  - The Harlan Community School District has developed a Crisis Response Plan that is designed to minimize danger to anyone occupying a school should an emergency occur. Our main objective is to attend to the health and welfare of your child/children in the event of a crisis. In most emergencies, your child will remain and be cared for at the school he/she attends. In the rare event of an emergency affecting the school your child attends that prohibits re-entry to the building, students will be accompanied to a predetermined alternate site or be dismissed to return home for the day. You will be notified of a school emergency in the same manner as a school closing or early dismissal, through the District's emergency alert and notification system automated communication system. In the case of a relocation directions will be communicated as to how and when it is safe for parents to pick up their child.
  - The District is following Standard Response Protocol (SRP) and parent/guardians should receive an overview of this protocol in your registration packets. Students will participate in safety/emergency drills throughout the school year.
  - Please do not telephone the school. We must use our phone lines to respond to the emergency.
  - Please do not come to the school unless you are requested to pick up your child. Any emergency involving your child's school may mean that emergency vehicles and workers must be able to get into the building. If the emergency necessitates relocation of staff and students, you will be informed via the district's emergency alert and notification system as well as radio and TV stations.

### **SMOKE AND TOBACCO FREE ENVIRONMENT**

All facilities owned or leased by the Harlan Community School District, including school vehicles, shall be off limits for smoking or use of other tobacco products. This requirement extends to employees and visitors. This policy applies at all times, including school-sponsored and non-school-sponsored events. Persons failing to abide by this request shall be required to discard the tobacco product (cigarette, vape, chewing tobacco, etc.) or leave the school district premises immediately. Smoking and use of other tobacco products are also banned in the grandstand and bleacher areas of the outdoor athletic stadium. It shall be the responsibility of all school district personnel to enforce this policy. School district personnel who violate this policy may be subject to disciplinary action.



## **CARE OF SCHOOL PROPERTY**

- Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.
- Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.
- Fines are determined on a situational basis.

## **VIDEO SURVEILLANCE**

The Harlan Community School District Board of Education has authorized the use of video cameras. The video cameras will be used to monitor student behavior to maintain order and to promote and maintain a safe environment. Students and parents are hereby notified that the content of the video files may be used in a student disciplinary proceeding. The content of the video files is confidential student records and will be retained with other student records and will not be shown to non-school personnel. Video files will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration.

## **ACCIDENTS**

If an accident occurs in the school building, on the school grounds, or at any event sponsored by the school the accident must be reported immediately to administration.

## **INSURANCE**

The district encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The district does not make recommendations, nor handle the premiums or claims for any insurance company, agent or carrier. Information about student insurance providers will be available in the school office or on school bulletin boards.

## **TECHNOLOGY**

Prohibited activities include, but are not limited to:

- Using the Internet for illegal, inappropriate, or obscene purposes, or in support of such activities. Illegal activities shall be defined as a violation of local, state, and/or federal laws. Inappropriate use shall be defined as a violation of the intended uses of the network, and/or purpose and goal.
- Accessing, downloading and/or transmitting materials that are sexually explicit, obscene, offensive, threatening, or otherwise intended to harass or demean others. This includes the use of profanity or other language that may be offensive to another. HCSD administration invokes its discretionary right to determine such suitability.
- Transferring files or any software to or from a school computer without prior approval from an authorized staff member. This includes the downloading or copying information onto disks, hard drives or any other storage medium.
- The sharing of user accounts or passwords, or leaving a computer logged in and unattended. If others gain access to your user account, you are responsible for any misconduct in which they may engage.
- Using an account owned by another user.
- Gaining unauthorized access to others' files or vandalizing the data of another user.
- Attempting to gain unauthorized access to any resource including, but not limited to, password protected areas or network administration software.
- Forging electronic mail messages and/or anonymous communications.
- Taking the writings or literary ideas of another (i.e., plagiarism) and selling and/or publishing them as one's own writing. Brief quotes or use of cited sources do not constitute plagiarism.
- Installing or transmitting illegally any copyrighted materials.
- Copying materials or programs in violation of copyright laws, which includes decompiling programs or changing icons.
- Stealing data, equipment or intellectual property.
- Intentionally degrading or disrupting equipment or system performance and/or overloading (crashing) the network and connected computers (examples include, but are not limited to, denial of service attacks a.k.a. DOS).
- Vandalism is not permitted and will be strictly disciplined. Vandalism is defined as any attempt to harm or destroy computer equipment as well as the data of another user or of another agency or network that is connected to the Internet. Vandalism includes, but is not limited to, the uploading, downloading, or creation of computer viruses, or programs that infiltrate computer systems and/or damage software components.
- Attempting to circumvent the file protection system, disconnecting cables, erasing applications, and changing configuration on any school computer.
- Sharing personal information, except in an instructional context or in the performance of business of the Harlan Community School District.
- Using the Internet for financial gain or for any commercial or illegal use.
- Making personal purchases or unauthorized orders using the HCSD name.
- Possession of any data which might be considered a violation of these rules in paper, digital (disk) or any other form is not allowed.
- Security violations must be reported to the principal or appropriate staff member immediately.

- You agree to inform a teacher immediately if you:
  - Accidentally enter an Internet site that is inappropriate, as defined by this AUP.
  - Accidentally change the configurations on any computer.
  - Receive a message which makes you uncomfortable or is offensive and you will not delete the message until a teacher has seen it so it can be used to trace the sender.
- Internet Safety: Students shall not post personal contact information on the internet with their school computer. This includes name, age, gender, home address, and telephone number. Students shall not share personal photos, personal videos, or photos/videos of others with their school computer.
- Students should inform district personnel of any threatening, derogatory, or obscene communication immediately.
- The Board of Education expressly forbids cyber-bullying. For the purposes of this policy, “cyberbullying” shall mean using the communication capacities of computers, the Internet and/or other digital communication devices to bully others by:
  - Sending or posting cruel messages or images;
  - Threatening others;
  - Excluding or attempting to exclude others from activities or organizations;
  - Starting or passing on rumors about others or the school system;
  - Harassing or intimidating others;
  - Sending angry, rude or vulgar messages directed at a person or persons privately or to an online group;
  - Sending or posting harmful, untrue or cruel statements about a person to others;
  - Pretending to be someone else and sending or posting material that makes that person look bad or places that person in potential danger;
  - Sending or posting material about a person that contains sensitive, private or embarrassing information, including forwarding private messages or images; and/or
  - Engaging in tricks to solicit embarrassing information that is then made public. § Students found to be engaging in activities as described above shall be subject to the terms and sanctions found in this policy as well as the Board of Education Policy 104 –Anti-Bullying/ Harassment Policy.
  - Any school or personal electronic device of any student suspected of violation of the above policy will be confiscated for investigation and may be turned over to law enforcement.
- All HCSD students in grades Kindergarten through 12 will be assigned a school issued email account. Email use is only permitted with a school-issued email, unless permission is granted from the Technology Department. I understand that district-issued email is archived indefinitely and can be reviewed for misuse or content at any time. When given an email account, I agree that I will not:
  - Send electronic mail inappropriate for educational purposes,
  - Subscribe to inappropriate newsgroups,
  - Harass other users,
  - Use inappropriate language,
  - Reveal personal information about myself or another person, Use email for commercial, political or advertising purposes, Use email to generate or forward mass emails, or Allow others to use my email account, name, or password.
- With the implementation of Google Tools, Google’s Acceptable Use Policy must also be adopted and adhered to. Their policy states: You agree not to, and not to allow third parties or Your End Users, to use the Services: to generate or facilitate unsolicited bulk commercial email; to violate, or encourage the violation of, the legal rights of others; for any unlawful, invasive, infringing, defamatory, or fraudulent purpose; to intentionally distribute viruses, worms, Trojan horses, corrupted files, hoaxes, or other items of a destructive or deceptive nature; to interfere with the use of the Services, or the equipment used to provide the Services, by customers, authorized resellers, or other authorized users; to alter, disable, interfere with or circumvent any aspect of the Services; to test or reverse-engineer the Services in order to find limitations, vulnerabilities or evade filtering capabilities; to use the Services, or a component of the Services, in a manner not authorized by Google.
- The network should only be used for educational purposes as approved by school personnel.

### **STUDENT ACTIVITY POLICY**

All students at Harlan Community will be given the opportunity to purchase an activity ticket. We encourage all students to attend as many activities as possible. We do require that students adhere to the following rules for all activities. Adhering to these rules will make the activities more enjoyable for all involved.

- All students are to be in their seats prior to the beginning of the event.
- All students are to remain in their seats during the activity.
- Students should return to their seats after intermission or halftime.

### **ATTENDANCE AND TRUANCY**

All students enrolled, including those not of compulsory attendance age, are required by the Board of Directors to attend school each day that school is in session, unless the parent and student have filed for competent private instruction (home schooling). A child who has reached the age of six and is under sixteen years of age by September 15 is of compulsory attendance age.

If your child is not able to attend school please call the school office to report the absence. Excused absences include the following:

1. Illness
2. Funeral
3. Medical appointment (Parents are encouraged to set appointments outside of the school day.)
4. Required court appearance
5. Absences to attend a religious services or to receive religious instruction
6. Other absences excused by the administration

A school administrator may require verification in order to classify any absence as excused. Absences not included on the above list are considered unexcused.

Automated phone calls will be made at 9:15 a.m. and then again after school hours. You will receive the call from School Messenger which is the same system we currently use to communicate with you when there is a snow day, etc.

Truancy:

Students who are absent f'

[prom their assigned class or class activity for reasons other than those listed as excused are truant. Individual acts of truancy may result in school consequences, denial of academic credit or grade level or course retention or referral to the County Attorney. The Discipline Matrix has listed consequences for truancy.

The Harlan Community School District feels attendance is extremely important and looks forward to having your child(ren) in school everyday, unless they are ill or have an appointment. Please call in should this be the case. We are also happy to take calls in advance if you know of a future appointment.

### **CHRONIC ABSENTEEISM**

Chronic absenteeism is any absence beyond 12 days total or an accumulation of at least 5 unexcused absences or individual class meetings per semester. The District will be sharing a letter when absences reach 4, 8, or 12 days throughout the school year. If students are absent eight or more days please know that we want to support you. This may include working with the guidance counselor, working individually with the student, problem solving, goal setting, and more. The final letter may result in a referral to the county attorney for truancy purposes.

### **GRADING SYSTEM and HONOR ROLL**

- Elementary
  - The K-5 grading system is based on the Iowa Core standards. K-5 grade teachers are to use the grading scale set forth
    - 1: needs additional support
    - 2: developing
    - 3: meets standard
  -
- Middle School & High School
  -

Letter Grade	Percentage Span
A	100-94
A-	93-90
B+	89-87
B	86-84

B-	83-80
C+	79-77
C	76-74
C-	73-70
D+	69-67
D	66-64
D	63-60
F	59

- Each quarter students earning a 3.0 or 4.0 grade point average will be recognized in the local newspaper.
- Students will receive a letter grade in all the courses they are enrolled in.

- **GRADUATION REQUIREMENTS**

- Students must have 48 credits (including Physical Education unless waived) to graduate from Harlan Community High School. A minimum of 48 credits are required for graduation.
- An early graduate must have earned 48 credits.
- The following credits are required for graduation:



Content Area	Credits
Math	6 credits
Science	6 credits
Language Arts	8 credits
Social Science <b><u>Must Include:</u></b> American History (2 credits) American Government (1 credit) Economics (1 credit)	6 credits
Personal Finance	1 credit
Physical Education	1 semester per year enrolled
Elective Choices: <ul style="list-style-type: none"> <li>● Vocational Agriculture</li> <li>● Business Education</li> <li>● Industrial Technology</li> <li>● Project Lead the Way</li> <li>● Health Careers</li> <li>● Family and Consumer Science</li> <li>● Fine Arts <ul style="list-style-type: none"> <li>○ Art</li> <li>○ Band</li> <li>○ Choir</li> <li>○ Drama course</li> </ul> </li> </ul>	3 credits

Completion of CPR Course	0 credits
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- 9th – 11th-grade students may have no more than one study hall per semester. Seniors may have two study halls per semester.

**GRADING SYSTEM**

Grades can be accessed via PowerSchool for students and parents/guardians.

- 

Letter Grade	Percentage Span
A	100-94
A-	93-90
B+	89-87
B	86-84
B-	83-80
C+	79-77
C	76-74
C-	73-70
D+	69-67
D	66-64
D	63-60
F	59

**CUMULATIVE GPA**

The cumulative grade point average is used in determining class rank and honor roll and is extremely important to students when they become seniors and begin making applications for jobs and higher education. The method for determining this is as follows.

The total number of credits attempted divided by the total number of mark points gives their grade point average. As they proceed through their career, this accumulates at the end of each semester. Only semester grades are recorded in the students' records and only semester grades count toward his/her graduation and cumulative grade point average. Grade point average is used to determine academic distinguished awards.

**SCHEDULE CHANGES**

Student course registration for the next year will take place in the spring. We work diligently to meet student requests and maintain equalized class sizes to ensure all students receive the individual teacher attention. There is a 9-10 counselor and an 11-12 counselor who will work with students to be placed in the appropriate classes.

- Students and parents cannot request specific teachers
- Students and parents/guardians cannot request to switch sections of the same course
- Students at Harlan Community High School will have three (3) days to drop and add a class and this period will end with the third day of a new semester.
- Students will be required to meet with a class or an activity for a minimum of 8 periods a day.
- Our counselors and administration will take special circumstances into consideration, but the schedule made in the spring will, for the most part, be what the student will follow in the fall.

## **STUDENT RECOGNITION, REQUIREMENTS, EARLY GRADUATION**

### **HONOR ROLL**

Students receiving a 3.0 grade point average will be recognized on the honor roll. Harlan Community High School recognizes students quarterly (quarterly honor roll) and at the end of each semester (semester honor roll). Grade point averages are determined according to the following scale:

A	4.00
A-	3.667
B+	3.333
B	3.000
B-	2.667
C+	2.333
C	2.000
C-	1.667
D+	1.333
D	1.000
D-	.667
F	.26

### **ACADEMIC RECOGNITION**

Harlan Community High School wishes to recognize students who have demonstrated outstanding academic achievement during their high school career. Students who have maintained a 3.0 grade point average over three consecutive semesters will be recognized with an academic letter (H) and lamp of knowledge pin. Those students who consistently perform at or above a 3.0 grade point average will be awarded gold bars for each semester that standard is met. Additional information is available in the guidance and principal offices of the high school.

Academic Letter Criteria:

1. GPA of 3.0 earned at HCHS in three consecutive semesters
2. Students must be enrolled in 5 credits (exception: students involved in a work program where they are also in band, vocal, or athletics and it is impossible to take five credits will be allowed to be enrolled in only 4 credits).
3. Students who qualify will be awarded a letter (same as the athletic letter) and a lamp of knowledge pin to wear on their letter which will be awarded at the Awards Night Program in the spring.
4. Students who have already qualified for an athletic letter will be awarded a lamp of knowledge pin to wear on their athletic letter.
5. Students who continue to record a 3.0 on semester grades after they have received their academic letter will receive a bar to place below their lamp of knowledge pin for each additional semester that they qualify.

### **MISSING EXAMINATIONS**

Students who miss an examination must take their examination before they can receive credit in the course.

### **EARLY GRADUATION POLICY**

Students may graduate prior to the completion of grade twelve if the course work required for graduation has been fulfilled. In such cases and after formally requesting to graduate early by submitting a letter to the principal by October 1, the student must have the approval of the board and a recommendation by the superintendent and the principal.

## **PHYSICAL EDUCATION REQUIRED**

All physically able students shall be required to take one semester of physical education class per year they are enrolled. A twelfth grade student may be excused from the physical education requirements (for one semester per Department of Education Ruling) by the administration if the parent or guardian of the student requests in writing that the student be excused from the physical education requirement.

A student who wishes to be excused from the physical education requirement must be seeking to be excused for one of the following reasons:

1. To enroll in academic courses not otherwise available to the student;
2. To participate in a cooperative or work-study, or other educational program authorized by the school district which requires the student's absence from the school premises during the school day.
3. A Senior enrolled in a sport for both semesters may request an exemption through a PE Waiver. B. A student is not required to enroll in physical education classes if the pupil's parent or guardian files a written statement with the school principal that the course conflicts with the student's religious belief.

## **PHYSICAL EDUCATION REGULATIONS**

Absences from High School Physical Education Classes:

1. A student is allowed to miss two classes per quarter, with no makeup requirements, for any of the following reasons:
  - a. School activities out of the building (FFA, Band trip, athletics, etc.)
  - b. Illness, in or out of school
  - c. Doctor and dentist appointments
  - d. Vacation with parent(s)
  - e. Family events in conflict with school hours - wedding, graduation, funeral
  - f. College visit
2. No student shall be required to make up physical education classes missed when absent from school due to hospitalization, recuperation from surgery, serious injury, or extended illness. Upon return to school, the student shall be provided with adaptive or alternate activities until the doctor releases the student to fully participate.
3. During the last week of each semester, the Physical Education teachers may provide as many as four days for makeup opportunities. Students not needing to make up classes may either participate in P.E. or sit and study for other finals. Other days during the school year may be designated as eligible make up days as well, e.g., the day of the Fine Arts Festival.
4. When a student misses a day on which there is a culminating test of skills and/or knowledge, the test must be made up. The test may be made up by arrangement with the teacher, either in the student's next regularly scheduled P.E. class, or at an alternate time as arranged with the teacher.

## **CLOSED CAMPUS POLICY**

Providing a safe and orderly campus environment is important. Therefore, **all students are required to stay on campus upon arrival** except seniors that have open campus privileges. Students must check out through the office if it is necessary to leave campus for doctor or dental appointments, work release, or for reasons of illness. Students must also check in through the office upon returning to school.

## **SENIOR OPEN CAMPUS POLICY**

All seniors at HCHS are eligible for open campus during their lunch period. Seniors who are proficient on their Junior Iowa Statewide Assessment of Student Progress (ISASP) in math and language arts may have open campus during any free period.

Seniors who are taking 3 or more college courses may use the open campus policy for ONE of the periods. They must attend College Credit study hall for two additional periods. They must also remain in good academic standing for all courses to be eligible to leave early.

Juniors who are proficient on their Sophomore Iowa Statewide Assessment of Student Progress (ISASP) in science, math and language arts may have open campus for one study hall during the 4<sup>th</sup> Quarter with parent permission.

Below are the requirements for open campus at HCHS:

1. The student must complete the HCHS open campus application form and meet all criteria listed.
2. If at any time the student violates one of the criteria (A-K) as listed on the open campus application, his/her open campus privileges will be revoked.
3. If the student is late returning to class, he/she will be granted one warning, but a second offense will result in the open campus privilege being revoked.

4. If the student is found loitering in the hallway or causing a disturbance at HCHS or any other HCS building, it may result in detentions or revocation of the open campus privilege.
5. The student is expected to conduct themselves as a respectable citizen of the community while exercising the open campus privilege. Reports of the student causing trouble in the community while out of school for open campus may result in detention or revocation of the open campus privilege.
6. The parent or guardian of the student can at any time contact the school and have his/her child's open campus privilege revoked.
7. If at any time a student's privileges are revoked, he/she must wait for nine weeks before he/she may re-apply for the privileges.
8. Applications may be submitted at the end of the nine-week suspension period. Once the student is granted the open campus privilege, he/she need not reapply unless, for any reason, the privileges were revoked. Then you must reapply.
9. An administrator will review each application before approving it. If for any reason the application is rejected, the student will be notified concerning the decision.

## ACADEMIC ELIGIBILITY

- Middle School
  - Academic Eligibility: Weekly eligibility lists will be compiled each Monday beginning with the third week of each semester. Any student receiving a failing mark in any class will be ineligible to compete/perform in co-curricular activities for one week. During MTSS, the student may/will be placed with the teacher whose class they are failing if at all possible for extra help and instruction. The period of ineligibility will run for one week. If grades improve and the student meets our eligibility standard after one week, the student will be reinstated. If a student fails a core class at the end of a semester, that student will remain ineligible for three weeks at the start of the next semester. Both semester and quarter grades will be checked to determine academic eligibility during Quarter 2 and Quarter 4.
- High School
  - The opportunity to participate in extracurricular activities is extended as a privilege to students attending Harlan Community Schools. To retain academic eligibility for participation in the activities we offer, students must be full time students and maintain acceptable levels of performance in the classroom.
  - Failing grades are not acceptable and will result in the following intervention:
    - Two weeks prior to the end of each quarter, the office will run a report from PowerSchool listing all students who have a failing grade in an academic class.
    - When a student appears on the list for the first time, parents will be notified of their student's status and a copy of the policy will be included in the mailing. If they are on this "warning list," they will have two weeks to make up their grades and attend study sessions with a teacher in the department in which they have a failing grade (preferably the teacher from the class if available).
    - Students must attend THREE study sessions of at least 22 minutes in length (66 total minutes minimum per week) with each teacher/department they have a failing grade or make other arrangements with the teacher as necessary. While on the "warning list" students are not yet ineligible. If they do not improve their grade to pass or attend the study sessions, they will become ineligible for the following week (the first week of the next quarter).
    - Once quarter/semester grades are finalized the students will fall into one of the following categories:
      1. **Student has passing grades in all classes:**
        - a. The student is academically eligible for all co-curricular activities.
      2. **Student has a failing quarter grade or grades:**
        - a. The student is ineligible for the first calendar week of competition.
          - i. *For example, if grades are finalized on Monday the first of the month at noon, a student with any failing grade(s) will become immediately ineligible on Tuesday the second. The student will remain ineligible through the following Monday and would regain eligibility on Tuesday the 9th. Second example: grades are finalized on Thursday the 20th. If a student has a failing grade or grades, they will become ineligible for a full week starting on Friday the 21st. That student would remain ineligible through Thursday the 27th and regain eligibility on the 28th.*
          - ii. The student must continue to attend a minimum of THREE study sessions of at least 22 minutes in length (66 total minutes minimum) with each teacher/department they have a failing grade. Failure to report to study sessions or reach passing grades at the end of the ineligibility week will result in a meeting between the student, parent/guardian, and administration to determine



a plan for remediation. If the teacher agrees that the student is making progress on their academic goals, the student may regain eligibility.

**3. Student has a failing semester grade or grades**

- a. If at the end of the first semester a student has an “F” for a semester grade in an academic class, the student will be ineligible (withheld from competition) for 30 consecutive days from the sport or next sport in which the student is a participant. The ineligibility period will begin on the first day after final grades are issued. (By definition, a final grade at HCHS is the semester grade earned at the end of each semester.) If a student is not a winter sport participant, the period of ineligibility will carry over to the next sport in which the student is a participant.
- b. If the student failed a class and is not participating in a sport when final grades are determined, the 30 day ineligibility period will carry over to the next sport in which the student is a participant and the ineligibility period will begin with the date stated by the IHSAA and IGHSAA.
- c. A student who drops out or is dismissed from a sport team before the end of the season is not considered a participant.
- d. If a student elects to not participate in athletic activities for a period of time and was determined to be academically ineligible at the end of a final grading period two or more semesters removed, the look back period is one full academic year to determine academic eligibility status.

**REPORT CARDS**

Report cards will be available at fall parent-teacher conferences.

**FAMILY/TEACHER CONFERENCES**

All buildings will hold family/teacher conferences in the fall of each school year. If a parent has concerns about their child’s progress in school, please contact your child’s teacher.

**PROMOTION / RETENTION**

- Elementary
  - The professional staff at Harlan Community Schools will place students at the grade level best suited to them academically, socially and emotionally.
  - Students typically progress annually from grade to grade. Retaining a student is a very serious decision. Each student will be handled on a case by case basis and will follow the Student Assistant Team procedures. Parents who are interested in information about retention should talk to the building principal.
- Middle School
  - Students typically progress annually from grade to grade. Retaining a student is a very serious decision. Each student will be handled on a case by case basis and will follow the Student Assistant Team procedures. Parents who are interested in information about retention should talk to the building principal.
- High School
  - Harlan Community High School students are required to attain a minimum of 48 credits to graduate (See *Grading System and Honor Roll* for more information).

**DISTRICT AND STATE ASSESSMENTS**

Assessments are an essential part of effective teaching and learning. Each year the district will use student assessment data to plan lessons to ensure learning occurs at all levels.

- Students in grades K-9 will be screened three times a year for reading proficiency using the FastBridge.
- Students in grades K-5 will be screened three times a year for math proficiency using the FastBridge.
- Students in grades 3-11 will be taking the following tests from the Iowa Statewide Assessment of Student Progress:

GRADE	Reading/Lang Arts/Writing	Math	Science
3	X	X	
4	X	X	
5	X	X	X

6	X	X	
7	X	X	
8	X	X	X
9	X	X	
10	X	X	X
11	X	X	

**STUDENT RECORDS**

Information, which is pertinent to the development of a meaningful educational program for a child, is maintained in the permanent record. These records are housed in the administrative files of the school. Information in the files is available only to school staff members on a need-to-know basis and a parent or guardian.

Parents have a right to:

- inspect and review records
- a listing of types and location of records
- request an explanation of or an amendment to the records
- a hearing regarding all records affecting placement of a child with a disability
- Parents have a right to withhold consent to release records and be informed before records are destroyed as well as be informed as to whom the information has been released.

**FIELD TRIPS**

The principal must give prior authorization for all field trips and/or excursions. Written parent permission will be required prior to the student’s participation in a field trip or excursion outside of the school district.

**PETS**

Any student who wishes to bring a pet to school for any reason must get approval from an administrator.

**CORE CURRICULUM**

The Iowa Core establishes the essential concepts and skill sets that each and every Iowa student must learn in literacy, mathematics, science, social studies, and 21st century skills to prepare for college, work and life. Harlan uses Iowa Core as required by state code.

**MULTICULTURAL NON-SEXIST CURRICULUM**

Harlan Community School District will do everything in its power to promote and integrate a curriculum that will foster respect and appreciation for the cultural and diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as members of a multicultural, non-sexist society. Complaints may be directed to the District Equity Coordinator.

It is the policy of the Harlan Community School District not to discriminate on the basis of sex, race, national origin, creed, age, marital status or physical disability in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, and the Federal Rehabilitations Act of 1973. Harlan School District Policy 102.

**SPECIAL PROGRAMMING AND SERVICES**

**Students Teacher Assistance Team (STAT)**

All students are individuals and some students may need additional support at times during their education. When a student begins to struggle in an academic area or begins to show behavior that is interfering with their learning, a Student-Teacher Assistance Team (STAT) is formed. The purpose of the STAT team is to engage in a problem solving process to determine appropriate interventions and educational supports to meet an individual student’s needs. The goal is to address problems early and promote academic and social-emotional success. STAT meetings may be initiated at any time by a teacher or parent. If you feel your child may benefit from the services of the STAT, please contact your child’s classroom teacher.

**Special Education**

Parents and their child with a disability have certain rights which are protected under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act. Among these are the right to: (1) a free and appropriate education; (2) inspect records; (3) have written notice of plans to identify, evaluate or place; (4) consent or withhold consent to allow identification,

evaluation or placement; (5) an impartial due process hearing (6) a surrogate parent when necessary (7) a multi-disciplinary evaluation; and (8) confidentiality.

#### **Section 504**

Section 504 refers to federal legislation which requires schools to provide reasonable accommodations to students with disabilities other than special education. To qualify for services under Section 504, a student must have a disability that is affecting a lifelong activity (or be treated as having one) and evidence that the disability interferes with the student's ability to obtain an education (lifelong activity).

#### **Child Abuse Reports**

All certified staff are required to contact DHS if the staff person suspects that there may have been an incident of physical abuse, sexual abuse or denial of critical care of a child by a parent, guardian or primary caregiver. The reporting number is 800-362-2178 for the statewide hotline and 877-683-0323 for the local hotline or call law enforcement.

UNDER NO circumstances should a record of a staff person's report of suspected child abuse or the findings of a DHS child abuse investigation ever be placed in a child's cumulative file or any other school record. Both reports are the confidential responsibility of the person making the initial report and should remain in that individual's possession. Staff making a report to DHS may inform their building administrator, but are not required to do so.

#### **TALENTED AND GIFTED PROGRAM**

The Harlan Community School District's Talented and Gifted (TAG) identification process will include a compilation of specific testing data. Each TAG student will have a personalized learning plan specific to their abilities. The TAG Coordinator will set goals with the student and communicate with parents on a regular basis.

#### **AT-RISK Programming**

Harlan Community School District will provide specialized support for students who meet the At-Risk requirements as determined by the Iowa Department of Education. "At-Risk" refers to students who are highly likely to fail school in some way (i.e. failing classes, poor attendance, behavior issues, extreme lack of parental involvement, etc.). Students/families who meet the At-Risk criteria will have the opportunity to team up with a designated staff in order to provide support in an effort to rectify the specific needs of the student/family. A team of staff members which may include teachers, school based interventionist, guidance counselor, principal, and parents will be available to create a positive plan to assist the student and family.

#### **GUIDANCE AND COUNSELING SERVICES**

The Guidance Program is a curriculum approach to providing services focused on the prevention of problems by attempting to anticipate and facilitate the educational, career, and personal/social needs of students. The program strives to meet the developmental needs of all students through counseling students, consulting with staff, making referrals as necessary & integrating guidance services into the school's instructional curriculum. The counselor's role is to encourage and be an advocate for children.

[Harlan Continuum of Supports.](#)

#### **HEALTH SERVICES**

For students, a nurse is assigned to the middle school/high school and primary/intermediate school. The nurse will assist with medication administration, provide emergency medical treatment, assess and evaluate health needs and verify compliance with state immunization and health laws. The nurse also recognizes that student learning is influenced by health and may work with students who need additional direction or education in the areas of hygiene and self-care.

#### **Required Health Documents**

- Kindergarten Students: parents must provide proof that the student has:
  - Received all 4 year old booster immunizations: Dtap, polio, MMR and Varicella
  - Vision Screening completed at a health physical, by Lion's Club, OR a family optometrist
  - Dental Screening at a health physical OR by a dental provider

- 3rd Grade Students: parents must provide proof the student has
  - Vision Screening completed at a health physical OR a family optometrist
- 7th Grade Students: parents must ensure the student has:
  - Received BOTH Tdap (tetanus/diphtheria/acellular pertussis) vaccination booster AND a meningococcal vaccination on or after the 10th birthday.
- 9th Grade Students: parents must provide proof the student has:
  - Dental screening by a dental professional within the last 12 months
- 12 Grade Students: parents must ensure student has:
  - Received 2 doses of meningococcal vaccine, or 1 dose if the first dose was given at 16 years of age or older.

**Immunization:**

Iowa’s immunization requirements apply to ALL individuals attending licensed child care centers and schools in Iowa, including those who are home schooled. Minimum requirements are listed above. Additional information is available from your child’s healthcare provider, Shelby County Public Health, or <https://idph.iowa.gov/imm/tb/immunization>.

- A valid certificate of immunization must be given to the school in order for the student to attend.
- Provisional certificate of immunization may be issued for a student who has received at least 1 dose of the required vaccinations. This provisional certificate will expire 60 days after issued, at which time the student should have received additional doses of required vaccines in order to continue school attendance.
- Medical exemption may be granted if a healthcare provider believes that immunizations would be harmful to the student or a member of the student’s household. A valid Certificate of Immunization Exemption must be completed by a physician, physician’s assistant or nurse practitioner and must be submitted to the school nurse.
- Religious exemption may be granted if immunizations conflict with a religious belief and is not based on scientific, medical or personal opinion. A Certificate of Immunization Exemption must be completed, notarized and submitted to the school nurse.

Per Iowa Immunization Laws, students who do not provide a certificate of immunization, Provisional Certificate of Immunization or Certificate of Immunization Exemption to the school on or before the first day of school cannot attend school.

**Medications:**

Requirements necessary for safe school medication administration are:

1. Prescribed medicine shall be maintained in the original prescription container which shall be labeled as dispensed from the pharmacy. The prescribing physician/medical provider and parent must complete the consent form for all prescription medications prior to them being given.
2. Non-prescription, over-the-counter (OTC) medicine - OTC medicine shall be maintained in the original purchased container along with a parent’s written consent form requesting and authorizing school personnel to administer the medicine in accordance with recommended dosing instructions on the package.
  - a. The school will stock generic pain relievers, antacids, cough drops and antihistamines and topical medications for minor injury. Permission for these medications may be given on the annual student health update form. Any desired OTC medications not listed are to be provided by the parent/guardian.
3. Record of administration - Each time medicine is administered, a record shall be maintained to include the pupil’s name, date, time and signature of the person administering the medication. Persons administering medication shall include authorized practitioners and those who have completed the medication management certification.
4. Security - Each school or facility shall designate a limited access space within each building to store student medication. With the exception of certain life-saving medications, no student will be permitted to carry their own medications.
5. Emergency protocols for medication related reactions shall be posted.
6. Disposal of unused, discontinued or expired medications shall be in compliance with federal and state law. Prior to disposal, school personnel shall make a reasonable attempt to return medication by providing written notice to pick up the medication. If medication is not picked up by the date specified, disposal shall be in accordance with the disposal procedures for the specific category of medication.

Medication consent forms are available from the school office and on the school district website.

When administration of the medication requires ongoing professional health judgment, an individual health plan shall be developed by the school nurse with the student and the student's parent/guardian.

**Asthma/Airway and Epinephrine:**

Students with life-threatening allergies and/or asthma who may require life-saving medications, such as rescue inhalers or Epi-Pens, may carry the medication on their person or bag with proper documentation from their medical provider. These forms are available in the school offices and online.

**Student Illness/Injury at School:**

When a student becomes ill or is injured at school, the school nurse or designated staff will attempt to notify the student's parents as soon as possible. Emergency Medical Services will also be contacted if necessary.

The school nurse or designee will administer emergency or minor first aid if possible. An ill or injured child will be turned over to the care of the parents or qualified medical employees as quickly as possible.

Annually, parents are required to complete a health update form which also includes the phone numbers of the parents and alternative emergency contacts to call in case an injury or illness occurs and the parent/guardian is unable to be reached.

**Illness and Communicable Diseases**

The following are health policies for minimal exclusion and re-admittance of ill students into the school system as directed by the Iowa Department of Public Health:

- Arrangements will be made to send students home upon the school nurse’s discretion if the student exhibits a fever of 100.4 or higher, illness symptoms prevent the student from participating comfortably in activities, or the nurse’s assessment indicates that the student should seek further medical evaluation.
- Students may not return to school until they have been fever-free for 24 hours without fever-reducing medication.
- Students should be symptom free from stomach flu, vomiting, or diarrhea for at least 24 hours before returning to school.
- Children with pink eye should not return to school until 24 hours after antibiotic eye medication is started, and readmitted if there is no current infectious eye drainage.
- Additional exclusion and readmittance requirements may be put in place as directed by the Iowa Department of Public Health and Shelby County Public Health.

**COMMON CHILD ILLNESSES AND EXCLUSION CRITERIA**

IOWA DEPARTMENT OF PUBLIC HEALTH GUIDELINES

ILLNESS	EXCLUDE	RETURN TO CHILD CARE/SCHOOL
Chicken Pox	Yes.	When all blisters are crusted with no oozing (usually 6 days) and resolution of exclusion criteria.
COVID-19	Yes.	10 days after symptoms start and 24 hours with no fever and improved symptoms OR 10 days after positive test (if no symptoms).
Diarrhea (infectious)	Yes (there are special exclusion rules for E.coli 0157.H7, Shigella and cryptosporidiosis).	When diarrhea stops and health care provider and public health official states the child may return.
Diarrhea (non-infectious)	Yes, if stool cannot be contained in the diaper, or if toiletied child has 2 or	When diarrhea stops and resolution of exclusion criteria.

	more loose stools in 24 hours, or blood in stool.	
Fifth Disease	No. Unless child meets other exclusion criteria	If excluded due to presence of other exclusion criteria, resolution of exclusion criteria.
Hand and Mouth	No. Unless child meets other exclusion criteria or is excessively drooling with mouth sores	If excluded due to presence of other exclusion criteria, resolution of exclusion criteria.
Head Lice (Pediculosis)	No. Unless child meets other exclusion criteria	Treatment of an active lice infestation may be delayed until the end of the day. Children do not need to miss school or child care due to head lice. Treatment recommendations can be found here: <a href="https://www.cdc.gov/parasites/lice/head/treatment.html">https://www.cdc.gov/parasites/lice/head/treatment.html</a>
Impetigo	Yes, exclude at the end of the day if blisters can be covered.	After child has been seen by the doctor, after 24 hours on antibiotic, and blisters are covered.
Influenza	Yes.	When child is fever free for 24 hours and resolution of exclusion criteria.
Molluscum Contagiosum	No. Unless child meets other exclusion criteria	Skin disease similar to warts. Do not share towels or clothing and use good hand hygiene.
MRSA	No. Unless child meets other exclusion criteria	Wounds should be kept covered and gloves worn during bandage changes. Do not share towels or clothing and use good hand hygiene.
Otitis Media (ear infection)	No. Unless child meets other exclusion criteria	If excluded due to presence of other exclusion criteria, resolution of exclusion criteria.
Pertussis (Whooping Cough)	Yes.	Child may return after 5 days of antibiotics and resolution of exclusion criteria.
Pink Eye (Conjunctivitis)	No. Unless child meets other exclusion criteria	Child does not need to be excluded unless a health care provider or public health official recommends exclusion. Resolution of all exclusion criteria.
Ringworm	No. Unless child meets other exclusion criteria	Treatment of ringworm infection may be delayed to the end of the day. Child may be readmitted after treatment has begun. Cover lesion(s) if possible. Do not share clothing, bedding or personal items.
Strep Throat	Yes.	When resolution of exclusion criteria and after 24 hours of antibiotic.

Vomiting	Yes.	When vomiting has resolved and resolution of exclusion criteria.
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5/2021

Please refer to Caring for Our Children: National Health and Safety Performance Standards (Online Database) <https://nrckids.org/CFOC> or the Iowa Department of Public Health EPI Manual <https://wiki.idph.iowa.gov/epimanual> for guidance on specific diseases not included in this list. Contact your local Child Care Nurse Consultant <https://idph.iowa.gov/hcci/consultants> for additional information.

References: American Academy of Pediatrics, American Public Health Association, National Resource Center for Health and Safety in Child Care and Early Education. CFOC Standards Online Database. Aurora, CO; National Resource Center for Health and Safety in Child Care and Early Education; 2020. <https://nrckids.org/CFOC/Database/3.6.1.1> (Accessed on 05212021) Iowa Department of Public Health EPI Manual: Guide to Surveillance, Investigation, and Reporting. ReportableDisease Information.Revised 6/2011

### **Food Allergies and Diet Modifications**

If your student has a special dietary medical need, please complete the “Diet Modification Request Form”, which is available in the school offices and online.

This form must be completed by a licensed medical professional as described on the form. The form only needs to be completed once, unless the diet modification changes. The form must be completed for any medical diets, modified textures, food allergies, and gluten or lactose intolerances. Most other intolerances (unless multiple) can be handled by the student not selecting the food causing the problem and do not require a form, however an accommodation can be made if the student is too young to do so.

For children who have a milk allergy or lactose intolerance, soy or almond milk may be offered as a substitution. For your child to receive a milk substitute, note this on the bottom of the Diet Modification Request Form. Since lactose intolerance varies from individual to individual, please make sure the information on the second page under lactose/milk is completed. If soy or almond milk is not chosen, bottled water can be provided if the licensed medical professional indicates water as a substitution on the Diet Modification Form.

Questions regarding diet modifications can be directed to the school nurse or Director of Food and Nutrition Services.

### **TOBACCO FREE DISTRICT POLICY**

The Harlan Community School District is tobacco-free in and on all district property. The use of tobacco and nicotine products; including, but not limited to, cigarettes, nicotine chew, snus, dissolvable, electronic cigarettes (vapes) and/or other nicotine products that are not approved by the Federal Drug Administration for tobacco cessation on District property. District property includes in District buildings, on District grounds, in District transportation vehicles, or at any District activity. This policy extends to all students, employees, volunteers and visitors. This policy applies at all times, including during school-sponsored events and during non-school-sponsored events. Community members are asked to cooperate with this policy and refrain from using tobacco on district property. Visitors who do not comply will be asked to leave the district premises. District personnel and students failing to abide by this policy may be subject to disciplinary action.

### **STUDENT CONDUCT AND DISCIPLINE POLICIES**

The common goal of students, parents, faculty and administration of Harlan Community Schools is to maintain a school atmosphere which is conducive to learning. In order to achieve this, Harlan Community Schools will continue to review and distribute a set of reasonable and fair rules and policies. Violations of the Harlan Community School District Student Code of Conduct will result in disciplinary action. Students are to conduct themselves in a manner consistent with their age and grade level. For all students, this includes respect and consideration for others. This conduct is expected while on school premises, while on school buses and while attending or participating in school activities on and off school property. Students who demonstrate inappropriate behavior shall be subject to disciplinary action. Disciplinary measures may include, but are not limited to the following: loss of privileges, removal from class, extended day, alternative classroom placement, suspension, probation, and expulsion.

Students are afforded procedural due process in all disciplinary actions.

### **DISCIPLINE**

The principal or their designees are delegated full authority and are authorized to take all action appropriate or necessary to implement student disciplinary sanctions in the Harlan Community Schools. Actions taken include, but are not limited to, the

following: removal from the classroom, detention, suspension (in school or out of school), activity suspension, loss of privileges, exclusion from specific programming, other behavior intervention, or expulsion.

**ASSAULT** - A student who commits an assault against an employee on school district property or on property within the jurisdiction of the school district; while on school-owned or school-operated chartered vehicles; while attending or engaged in school district activities will be subject to discipline related to the student code of conduct.

Assault for purposes of this section of this policy is defined as, when, without justification, a student does any of the following:

- An act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act
- Any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act
- Intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.
- Intentionally points a laser emitting a visible light beam at another person with the intent to cause pain or injury to another.

### **DRESS CODE**

Students are expected to wear clothing that is appropriate to their age level and that does not disrupt the school or educational environment. The following types of clothing will be excluded:

- clothing which permits inappropriate exposure of the body, bare backs or sides, and midriff exposure.
- clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco.
- clothing and accessories displaying obscenity, profanity, vulgarity, double meaning slogans, racial or sexual remarks, making reference to prohibited conduct or similar displays.
- hats, hoods, sweat bands, kerchiefs, or head coverings of any kind inside the school building between the starting and ending times of regular school days. (In medical or other unusual situations, principal permission must be secured.)
- Tank tops are permitted if there is a 2-inch minimum strap AND it is fitted to or directly under the armpits.

Under certain circumstances or during certain classes or activities, the dress code may be altered as deemed appropriate by the principal. These changes will be communicated via announcements, posters, etc. The building principal or designee makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or leave the school. Refusal to do so will be deemed insubordination for which the student may be disciplined.

### **STUDENT LOCKERS AND PROPERTY ON SCHOOL GROUNDS**

Student lockers are the property of the school district. Students should 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.

School officials may conduct periodic inspections of all, or a randomly selected number of school lockers, desks, student vehicles, and other facilities or spaces owned by the school and provided as a courtesy to a student. Periodic inspections of school lockers, desks, vehicles and other facilities or spaces owned by the school and provided as a courtesy to a student may be conducted using a drug-sniffing animal. A drug-sniffing animal may not be used to search a student's body.

### **ILLEGAL ITEMS FOUND IN SCHOOL OR IN STUDENTS' POSSESSION**

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs, or look-a-like substances; and possessing or using tobacco, tobacco products, or look-a-like substances. Weapons are not allowed on school grounds or at school activities with the exception of weapons in the control of law enforcement officials. Any object which could be used to injure another person and which has no school related purpose for being in school or on school grounds will be considered a weapon. The use of any object in a dangerous way could be treated as if the item were a weapon.

If weapons are involved in a student discipline issue it shall be reported to law enforcement officials.

### **TOBACCO**

Possession or use of tobacco, tobacco products, E-cigarettes (vapes), or look-alike tobacco products, in any form (including smokeless tobacco products) by students is prohibited on school property or premises or at any school activities.



## **THEFT**

Harlan Community School District does not take responsibility for items stolen or lost at school. It is recommended that students not bring valuables to school. The theft or defacing of school property or the property of others is prohibited. Students who damage property belonging to the school or others will be required to pay for any damage.

## **ANTI-BULLYING/ANTI-HARASSMENT/ANTI-DISCRIMINATION POLICY**

The Harlan Community School District 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. 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:
  - Places the student in reasonable fear of harm to the student’s person or property.
  - Has a substantial detrimental effect on the student’s physical or mental health.
  - Has the effect of substantially interfering with a student’s academic performance.
  - Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.
- “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.

The school district will promptly and reasonably investigate allegations of bullying or harassment. To report a complaint contact the building principal. An employee trained in bullying investigations will be assigned the case and complete the investigation, communicate with parents and school personnel, and determine if the complaint violates one or more of the conditions listed above.

## **EXTRA-CURRICULAR ACTIVITIES–RIGHTS, CONDUCT, RULES, AND REGULATIONS**

Student activities are established in the Harlan Community District for the purpose of providing experiences outside of the classroom. Their purpose is to create opportunities for those students who volunteer to become members of the various programs available and to represent the standards of the Harlan Community School District.

Regulations have been adopted by the Board of Education. Each student who participates in an activity within the program must meet the eligibility requirements set forth by the school. The code applies continuously from grades 6 through 12 for all activities. All rules are full year in nature.

### **ACTIVITY CODE OF CONDUCT - ELIGIBILITY REQUIREMENTS**

1. Academic Eligibility:
  - a. See Academic Eligibility Section
2. School Attendance:
  - a. A student absent after 12:00 noon on the day of the performance without being excused before the absence may not suit up or participate in that performance.
3. Physical Examination:
  - a. No student shall participate in an athletic activity (including cheerleading) without having filed a doctor’s certificate with the Activities Director prior to practice/competition.

4. Insurance:
  - a. All students in an athletic activity (including cheerleading) will have an insurance carrier. Acknowledgement of carrier must be made prior to participation in any practice or competition. This may be purchased through the school plan, or the athlete will provide a waiver acknowledging his/her carrier. No athlete will participate without insurance or acknowledgment of the parent's carrier.
5. Warning and Heads up:
  - a. The Harlan Community School District requires a parent/student signed acknowledgment of risk when participating in activities. This acknowledgment will be signed by the parent/ guardian and athlete prior to participation in any activity or practice.
6. Transportation:
  - a. All students that are participating in an out-of-town school-sponsored activity are expected to ride school transportation to and from the activity. The main exception to this rule is a request made by that student's own parent/guardian made in writing to take their son/daughter home from an activity. It is the parent's responsibility to go up to the sponsor and personally notify him/her when they are ready to leave the activity with their child. Exceptions may be granted to this rule at the discretion of the principal.

## **SCHOOL RESPONSIBILITIES**

### School Obligations

1. Exercise care to prevent reasonably foreseeable risks.
2. Establish and enforce rules for maintenance of discipline in activities.
3. Exercise due care in the selection of supervisors.
4. Provide safe, suitable equipment and facilities for activities.
5. General Supervision
  - a. The supervisor must be immediately accessible to anyone who needs him/her and must never leave the premises. The greater the risk to the child, the greater the need for supervision.
  - b. The Supervisor must be alert to conditions that may be dangerous to participants.
  - c. The Supervisor should be knowledgeable in first aid and emergency care for injuries likely to occur in the particular activity.
6. Specific Supervision: This should be exercised when introducing an activity. The instructor should stay with the participant until the participant is familiar enough with the activity to evaluate his/her own capacity to do the activity and to understand and adhere to the safety practices and procedures which have been established.

## **GOOD CONDUCT RULE**

The opportunity to participate in extracurricular activities is extended as a privilege to students attending Harlan Community Schools. To retain eligibility for participation in the activities we offer, students must conduct themselves as good citizens both in and out of school at all times. Students who represent our schools in an activity are expected to serve as good role models to other students and to the members of our community.

For those students who have met the eligibility requirements at Harlan Community Schools and choose to participate in extracurricular activities, the "Good Conduct Rule" (GCR) further defines expectations for those involved.

## **ACTIVITIES COVERED UNDER THE GOOD CONDUCT RULE**

The following activities are covered under this Good Conduct Rule: athletics, instrumental and vocal music performances and contests, drama productions, speech contests, FFA, National Honor Society, all co-curricular clubs and organizations, all honorary and elected offices, (i.e. Homecoming, Winter Dance Royalty), class officer, student government officer or representative, state contests and performances for cheerleading and pompon, or any other activity where the student represents the school outside the classroom.

## **VIOLATIONS OF THE GOOD CONDUCT RULE**

- *Category A*

- Possession, use, distribution/purchase or attempted distribution/purchase of illegal drugs or paraphernalia, or the unauthorized possession, use, distribution/purchase or attempted distribution/purchase of otherwise lawful drugs without a legal prescription
  - O.W.I. and “zero tolerance” (zero tolerance includes violations that align with federal mandates – i.e. weapons on school grounds, commission of serious crimes, etc.)
  - *Category B*
    - Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system and chargeable as a felony, aggravated misdemeanor, or serious misdemeanor, regardless of whether the student was cited, arrested, convicted or adjudicated for the act(s)
    - Use, possession, or purchase of alcoholic beverages (other than that listed in part two of Category A)
  - *Category C*
    - Use, possession or purchase of tobacco products, regardless of the student’s age
    - Gross misconduct includes, but is not limited to: fighting, truancy, vandalism, gross insubordination, hazing or harassment of others, or any other conduct which would warrant an in or out-of-school suspension or a Saturday-in-school suspension.
    - Whenever a student engaged in any act that would be grounds for arrest or citation in the criminal or juvenile court system and chargeable as a simple misdemeanor, the administration may impose the GCR pending their investigation.
    - The administration has the discretion to categorize a violation under a higher category if the situation warrants.
- \*Middle School Good Conduct Rule violations with ongoing consequences will be carried over to the high school.

The Activities Director shall keep records of violations of the Good Conduct Rule.

#### CONSEQUENCES

- *Category A*
  - 1st offense:
    - Including, but not limited to, activities listed
      - Suspended for 50% of current sport or sports, if participating in more than one sport during a season, or next sport in which the student is involved, and which takes place within the next 12 months
      - Suspended from the next 2 drama performances which take place within the next 12 months
      - Suspended from the next 2 speech contests which take place within the next 12 months
      - Suspended for 50% of the vocal performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school
      - Suspended for 50% of the band performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school. However, if the student is involved in summer performances, the suspension period will begin at the time of the next performance
      - Suspended from the next 4 jazz band performances which take place within the next 12 months
      - If involved in extracurricular organizations other than those addressed above, the student will be suspended from the next 4 upcoming performances/contests in each organization, which take place within the next 12 months
      - Completion of the education program
  - 2nd offense or more:
    - Including, but not limited to, activities listed
      - Suspended from sport, or sports, if participating in more than one sport during a season, and other extracurricular performances/contests for the next 12 months
      - Completion of the education program
- *Category B:*
  - 1st offense:
    - Including, but not limited to, activities listed

- Suspended for 25% of current sport, or sports, if participating in more than one sport during a season, or next sport in which the student is involved, and which takes place within the next 12 months
- Suspended from the next drama performance which takes place within the next 12 months
- Suspended from the next speech contest which takes place within the next 12 months
- Suspended for 25% of the vocal performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school
- Suspended for 25% of the band performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school. However, if the student is involved in summer performances, the suspension period will begin at the time of the next performance
- Suspended from the next 2 jazz band performances which take place within the next 12 months
- If involved in extracurricular organizations other than those addressed above, the student will be suspended from the next 2 upcoming performances/contests in each organization, which take place within the next 12 months
- Completion of the education program
- 2nd offense:
  - Including, but not limited to, activities listed
    - Suspended for 50% of current sport, or sports, if participating in more than one sport during a season, or next sport in which the student is involved, and which takes place within the next 12 months
    - Suspended from the next 2 drama performances which take place within the next 12 months
    - Suspended from the next 2 speech contests which take place within the next 12 months
    - Suspended for 50% of the vocal performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school
    - Suspended for 50% of the band performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school. However, if the student is involved in summer performances, the suspension period will begin at the time of the next performance
    - Suspended from the next 4 jazz band performances which take place within the next 12 months
    - If involved in extracurricular organizations other than those addressed above, the student will be suspended from the next 4 upcoming performances/contests in each organization, which take place within the next 12 months
    - Completion of the education program
- 3rd offense or more:
  - Including, but not limited to, activities listed
    - Suspended from sports and other extracurricular performances/contests for the next 12 months
    - Completion of the education program
- Category C:
  - 1st offense:
    - Including, but not limited to, activities listed
      - Suspended for the next athletic contest in which the student is involved, and which takes place within the next 12 months (if the student is involved in more than one sport during any given season, s/he will miss the next athletic contest in each sport.)
      - If involved in other extracurricular activities, will miss the next upcoming performance/contest in each activity, which takes place within the next 2 weeks
  - 2nd offense:
    - Including, but not limited to, activities listed

- Suspended for 25% of current sport, or sports, if participating in more than one sport during a season, or next sport in which the student is involved, and which takes place within the next 12 months
- Suspended from the next drama performance which takes place within the next 12 months
- Suspended from the next speech contest which takes place within the next 12 months
- Suspended for 25% of the vocal performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school
- Suspended for 25% of the band performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school. However, if the student is involved in summer performances, the suspension period will begin at the time of the next performance
- Suspended from the next 2 jazz band performances which take place within the next 12 months
- If involved in extracurricular organizations other than those addressed above, the student will be suspended from the next 2 upcoming performances/contests in each organization, which take place within the next 12 months
- Completion of the education program
- 3rd offense or more:
  - Including, but not limited to, activities listed
    - Suspended for 50% of current sport, or sport, if participating in more than one sport during a season, or next sport in which the student is involved, and which takes place within the next 12 months
    - Suspended from the next 2 drama performances which take place within the next 12 months
    - Suspended from the next 2 speech contests which take place within the next 12 months
    - Suspended for 50% of the vocal performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school
    - Suspended for 50% of the band performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school. However, if the student is involved in summer performances, the suspension period will begin at the time of the next performance
    - Suspended from the next 4 jazz band performances which take place within the next 12 months
    - If involved in extracurricular organizations other than those addressed above, the student will be suspended from the next 4 upcoming performances/contests in each organization, which take place within the next 12 months
    - Completion of the education program
- Suspension from Sporting Events – Regulations
  - Suspension from sporting events is described below. The number of suspensions listed represents dates; not necessarily games/meets. The suspension will move to the next regularly scheduled date if the activity scheduled on one of the identified dates is postponed or canceled. Each day of a multi-day meet or tournament is considered a date (e.g. Kuemper baseball tournament is two dates). Furthermore, the suspension applies to the student’s primary level of competition. Additionally, the student would be ineligible to compete in all other performances or contests at any level during the primary level suspension period.
  - If a sports season ends prior to completion of the suspension, there will be a “carry-over” to the next sport in which the student is participating. Also, the student will be required to complete the sport season in which participating, or the suspensions served during that season will be invalid.
  - During the suspension period, the student will be expected to continue practicing, but will not be able to participate in contests or performances, as outlined below:
  - Suspension from sporting events including, but not limited to, the activities listed below:

25% 50% 25% 50%

Football 2 4 1 3

Cross Country 2 4 1 3

Volleyball 3 6 2 5

Basketball 4 9 4 8

Wrestling 4 8 2 5

Tennis 3 6 2 5

Track 3 6 2 5

Golf 3 6 2 5

Soccer 3 6 2 5

Baseball 6 12 5 10

Softball 6 12 5 10

Cheerleading Corresponds with sport in season

Pom Pon Corresponds with sport in season, which has the highest # of events included in the suspension

#### Middle School Sports

Timely Admission

25% 50% 25% 50%

Football 1 2 0 1

Cross Country 1 2 0 1

Volleyball 2 4 1 3

Basketball 3 6 2 5

Wrestling 2 4 1 3

Track 1 3 0 2

Cheerleading Corresponds with sport in season

#### Education Program

Following a violation in Category A or B, the student will complete a series of questions (short answer & essay) pertaining to drug awareness/illegal offenses, and will address issues such as: effect on self, effect on family and others, effect on other members of the team/group, knowledge of the good conduct rule and what happens on the next offense, etc. The student will remain ineligible as long as the educational component is incomplete. Satisfactory completion of the educational component will be determined by the administration.

#### Honesty Clause/Timely Admission

We want to encourage students to be honest with the school regarding violations of the Good Conduct Rule. Students who make a “timely admission” to school administration regarding a violation of the GCR, will be given the opportunity to take a one-performance/contest suspension reduction in all activities to which the suspension applies.

“Timely Admission” means: The student notifies school administration on the next day of attendance following the violation.

If the violation occurs during the summer break, the student has (7) days to make a “timely admission” to school administration.

This “timely admission” option is available only once and only with a first violation of either Category A or B.

#### Determination and Appeal Process

- A. Determination of a violation will be based upon: admission by the student, or conviction by a court of law, or an investigation by school officials and a determination that some evidence exists that a violation has occurred. This investigation may include, but is not limited to, a report from law enforcement, or interviews and/or statements from other students, staff, or members of the community.
- B. The date the school is notified by the student violator, becomes the initiation date for consequences with the exception of summer violations. Initiation dates for violations that occur in the summer are defined under each category.
- C. The date the school determines there is some evidence to support that a violation has occurred becomes the initiation date for consequences with the exception of summer violations. Initiation dates for violations that occur in the summer are defined under each category.

Violations accumulate per category, and accumulate throughout a student's high school, or middle school career. However, following a student's first violation of the Good Conduct Rule, a 12-month "violation-free" period would allow the student to "buy back" the previous offense. This option is available only one time during a student's high school career, one time during a student's middle school career, and is available only if the student has made a "timely admission."

A student who has allegedly violated the Good Conduct Rule will be notified of the alleged violation of the Good Conduct Rule, the information which supports the allegations and will be given an opportunity to respond. Upon a review of all the evidence and circumstances, the Principal/Activities Director will make a decision regarding the alleged violation of the Good Conduct Rule. If the Principal/Activities Director determines that the student has violated the Good Conduct Rule, the Principal/Activities Director will then determine a period of ineligibility.

Whenever a student is declared ineligible under the Good Conduct Rule, the following procedures shall apply:

1. A conference will be held with the Principal/Activities Director and the student and his/her parent(s). At that time, the length of the period of ineligibility and a specific explanation of the reasons for ineligibility will be discussed. The offense and the consequences will thereafter be put in writing and sent to the student and parent(s). If the student or parent(s) do not wish to appeal the ineligibility decision, the Principal/Athletic Director's decision will be in effect and be considered final.
2. If the student or his/her parents(s) wish to appeal the decision of the Principal/Activities Director, they may appeal the Principal/Activities Director's decision to the Superintendent. The request for the appeal must be received by the Superintendent, in writing, within three (3) business days of the date on which the student was declared ineligible by the Principal/Activities Director. The Superintendent shall consider the circumstances and evidence of the case and shall make a decision which will be communicated in writing to the student, parent(s), and Principal/Activities Director. The decision of the Superintendent shall be made within seven (7) business days following the date on which the appeal was received.
3. If the student or parent(s) wish to appeal the Superintendent's decision, they must do so in writing to the Board of Education within three (3) business days of the receipt of the Superintendent's decision. The appeal shall be heard by the Board at the earliest possible opportunity, but no later than seven (7) business days following the date on which the appeal was received by the Board Secretary.
4. The Board shall schedule a meeting for the purpose of conducting a formal hearing with all individuals involved. The student has the right to be represented by counsel at the hearing. At least three (3) days before the date of the hearing, the student and his/her family and/or representative will be provided with copies of any and all documents that the administration plans to present to the Board at the hearing and a list of all witnesses who may testify before the Board in support of the administration. At the hearing, the student and his/her parent(s) and the administration will have an opportunity to meet and present evidence and information in support of their position and to cross-examine each other's witnesses. The appeal will be conducted in closed session, unless the student or parent(s) request that it be conducted in open session. However, any formal action by the Board of Directors must be taken at an open meeting. The Board shall issue a written decision after the hearing, which includes findings of fact and the conclusions. If the Board of Directors reverses the decision of the administration, the student shall be immediately eligible and shall have any record of ineligibility period and violation deleted from the student's record.
5. During the appeal procedure the student will be ineligible from participating in any extracurricular or co-curricular activities.

#### Transfers

If a student transfers into the Harlan Community School District from another Iowa school or school district and the student has not yet completed a period of ineligibility for a violation of a "Good Conduct Rule" in the previous school, the student shall be ineligible if the administration determines that there is general knowledge in our school district of the fact of the student's misconduct or violation in the previous district. The period of ineligibility will align with the Good Conduct Rule of the previous district if applied or if the violation occurred during the summer and the Good Conduct Rule in the previous district was not applied, our Good Conduct Rule will be imposed.

#### General Information

If a student is found to be in violation of the Good Conduct Rule while serving under a suspension from a previous violation, the suspension periods will run consecutively.

- If a student drops out of school while serving under the Good Conduct Rule, the consequences remain in effect until the suspension period has expired.
- Students may not perform at pep rallies while serving under the Good Conduct Rule. However, the pep rally does not constitute a performance/contest toward your suspension. In other words, suspension from pep rallies is in addition to any other consequences imposed by the Good Conduct Rule.
- Additional rules and provisions, not in conflict with the GCR, may be communicated at the organizational meeting of the various extracurricular groups. Students are expected to be aware of and compliant with all provisions.
- Because it is impossible to foresee every possible scenario, school administration may choose to consult with legal counsel, Board of Education and law enforcement, to determine whether or not the GCR will be imposed in any situation not directly covered by the rules.

**DESIGNATION OF COORDINATOR(S)**

Any person having inquiries concerning this district’s compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs.

The contact address for the coordinator is:  
 Harlan Community Schools  
 2102 Durant Street  
 Harlan, IA 51537

<b>Program</b>	<b>Coordinator</b>	<b>Phone</b>
504 Coordinator	Steve Sauvain	712-755-2152
EL Coordinator	Steve Sauvain	712-7552152
Equity Coordinator	Bill Mueller	712-755-3196
Homeless Coordinator	Steve Sauvain	712-755-2152
Level I Investigator	Casey Ring	712-755-3101
Level I Investigator- Alternate	Jeff Moser	712-755-2725
Level II Investigator	SRO - RJ Bielenberg	712-755-5026
Preschool Coordinator	Jeff Moser	712-755-2725
Special Education Director	Jenny Barnett	712-755-2152
Talented and Gifted (TAG) Coordinator	Steve Sauvain	712-755-2152

**STUDENT EDUCATIONAL RECORDS**

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including school and Area Education Agency/Iowa Department of Education employees are allowed access. 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. 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 the student’s name, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, and other similar information.

**PARENTS/GUARDIANS RIGHTS NOTIFICATION**



Parents/Guardians in the Harlan Community School District have the right to learn about the following qualifications of their child's teacher state licensure: requirements for the grade level and content areas taught, the current licensing status of your child's teachers, and baccalaureate/graduate certification degree. You may also request the qualification of an instructional paraprofessional who services your student in a Title I program or if your school operates a school-wide Title I program. Parents/Guardians may request this information from the Office of the Superintendent by calling 712-755-2152 or by sending a letter of request to the Office of the Superintendent, 2102 Durant Street, Harlan, IA 51537

#### PROTECTION OF PUPIL RIGHTS

PPRA affords parents certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to: Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behaviors or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; and
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use

1. Protected information surveys of students;
2. Instruments use to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Harlan Community Schools has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration or protected information surveys and the collection, disclosure, or sale of personal information for marketing, sales or other distribution purposes. Harlan Community Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Harlan Community Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Harlan Community Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys, and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and are 8 provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any such pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

Collection, disclosure, or use of personal information for marketing, sales, or other distribution

Administration of any protected information survey not funded in whole or in part by DE

Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, S.W. Washington, D.C.

## **EQUAL EDUCATIONAL OPPORTUNITY**

It is the policy of the Harlan 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 Bill Mueller, 2108 Durant Street, Harlan, IA 51537, 712-755-3196, [bmueller@hcsdyclones.com](mailto:bmueller@hcsdyclones.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.

## **HOMELESS STUDENT**

The Iowa Administrative Code (Chapter 33) defines a “Homeless Child of School Age as a child between the ages of 5 and 21 who lacks a fixed, regular, and adequate nighttime residence including a child or youth who is living in a car, tent, or abandoned building, or some other form or shelter not defined as a permanent home or who is living with non-nuclear family members or with friend (including doubled-up families). If you have questions please contact the District Homeless Coordinator.

## **WELLNESS POLICY REGULATIONS**

The school district provides a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The entire school environment, not just the classroom, shall be aligned with healthy school district goals to positively influence a student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity. In accordance with law and this belief, the board commits to the following:

The following nutritional guidelines for food available on school campuses will be adhered to:

- Meals served through the National School Lunch and School Breakfast Program will be appealing and meet, at a minimum, nutrition requirements established by state and federal law;
- Schools providing access to healthy foods outside the reimbursable meal programs before school, during school and thirty minutes after school shall meet the United States Department of Agriculture (“USDA”)
- Smart Snacks in Schools nutrition standards, at a minimum. This includes such items as those sold through a la carte lines, vending machines, student run stores, and fundraising activities; Snacks provided to students during the school day without charge (e.g., class parties) will meet standards set by the district in accordance with the law.
- Schools will only allow marketing and advertising of foods and beverages that meet the Smart Snacks in school nutritional standards on campus during the school day.

## **ANNUAL NOTICE OF NONDISCRIMINATION**

The Harlan Community School District offers career and technical programs in the following areas of study: Agriculture, Business, Family and Consumer Sciences, Health Science, Industrial Technology. It is the policy of the Harlan 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 Bill Mueller, 2108 Durant Street, Harlan, IA 51537, 712-755-3196, [bmueller@hcsdyclones.com](mailto:bmueller@hcsdyclones.com)

## **COMPLAINT PROCEDURES:**

Please follow the procedure below if a matter of concern reaches the level of a complaint. Additional procedures exist to address discrimination or harassment, the bullying of students, and to challenge disciplinary actions, and such other procedures should be used to address those types of concerns.

Complaint procedure:

- Step 1. Start with where the problem began as they are most likely able to assist you. If the problem is in the classroom, contact the teachers. Discuss the matter and search for possible solutions together. The principal may be included in the discussion during this step.
- Step 2. If the person closest to the problem has been unable to satisfactorily resolve the matter, contact the principal. Transportation questions should be directed to Jared Klein, 712-755-5070
- Step 3. If unresolved, contact the Superintendent.
- Step 4. The fourth and last step is the Board of Directors. School board members have been elected to represent the interest of all district patrons, and you should always feel free to tell them your point of view. School board members, however, do not have direct authority in the day-to-day operations of the schools. Contact a board member:

- After other means to solve the problem have been tried.
- When you believe a policy is not being enforced.
- When you believe a policy is being enforced unfairly.

### **COPYRIGHT AND FAIR USE POLICY**

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted "fair use," rather than an infringement of the copyright:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- the effect of the use upon the potential market for or value of the copyrighted work.

Students should seek assistance from a faculty member if there are any questions regarding what may be copied.