

Hinton Community School

Pre K-3

Student Handbook



2008-2009

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HINTON COMMUNITY SCHOOL

VISION STATEMENT

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

HINTON MISSION STATEMENT

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

HINTON BELIEFS

We Believe...

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

DEFINITIONS

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

- 1 Parent - also means “guardian” unless otherwise stated
- 2 Administrator’s title, such as superintendent or principal - also means that individual’s designee unless otherwise stated.
- 3 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.
- 4 School Facilities - includes school district buildings.
- 5 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.

Note: The policies are derived all or in part from official board policies. If a discrepancy should arise between handbook and board policies or statues, the policy at the “higher” level will be applicable. Please be aware that some of the information contained in this handbook is required by federal or state agencies as a reporting tool for the district.

HINTON COMMUNITY SCHOOL

2008-2009

OFFICE PHONE NUMBERS

Discovergarten-3 Office	947-4327
Preschool	947-4339
Superintendent's Office	947-4329

PreK-3 Staff

Preschool

Stacy Boeve

Discovergarten

Jacque Sitzmann

Linda Ward

Kindergarten

Laurie Bird

Jodi Cook

Amy Schorg

First Grade

Diane Culver

Jan Heimgartner

Diane Joanning

Second Grade

Deb Donaldson

Susie Leary

Third Grade

Katie Galvin

Ann Mosher

Kate Ortegren

Special Education

Amy Eaton

Reading Recovery/Title One

Laurie Law

Physical Education

Phil Skamser

Becky Steen

Talented and Gifted

Becky Steen

Michelle Linden

Art

Michelle Linden
Klaire Pearson

Music

Barb Huygens

PRE K-3 OFFICE HOURS

7:45 AM – 3:45 PM

School Website: <http://hintonschool.com/>

All Visitors must check in at the office and receive a visitor pass.

General Information

DAILY SCHEDULE

The D-3 school day begins at 8:30 AM. All teachers will be routinely available outside their respective classrooms at 8:00 AM daily. The school day ends at 3:30 PM. **STUDENTS SHOULD NOT BE IN THE BUILDING BEFORE 8:00 AM OR AFTER 3:35 PM** unless under direct supervision of a staff member or in the SOAR Program.

ENTRANCE / ADMISSION REQUIREMENTS

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

EARLY DISMISSAL

Hinton Community School district uses Sioux City and Le Mars radio and television stations to keep patrons advised of all weather related school information. Parents are encouraged to register with www.snowcaponline.net or call the school information line **(947-4329)**

It is the parent's responsibility to be tuned into the radio whenever the weather is threatening.

We are concerned about sending children home in cases of weather (heat/snow)

or other emergencies before the school day is over. We fear that the parents will not always be home and doors could be locked. If you have reason for similar concern, especially if you have younger children, please make arrangements for such an emergency (whether your child lives in town or rides a bus). You can do several things, such as:

- 1 Instruct your child where to go if school is dismissed early for emergencies;
 - 2 Instruct relatives, friends, or neighbors at whose house you expect your child to stop;
 - 3 Inform the teacher in writing of any special emergency plans;
- SOAR will not be open if we dismiss early or have a late start due to snow.
SOAR will be open if we dismiss early to due heat.

ABSENCES/TARDINESS

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

EMERGENCY FORMS

At the beginning of each school year, parents must file an emergency form with the office providing the emergency telephone numbers of the parents, as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the school nurse or principal's office if the information on the emergency form changes during the school year. **EMERGENCY FORMS ARE REQUIRED FOR EVERY STUDENT.**

PERMISSION TO LEAVE SCHOOL

In order for a student to leave the school grounds during school hours, for any reason, he/she must present to the school a written request signed and dated by the parents. If a parent/guardian phones the school for the purpose of dismissing their PreK-3 child during the school day, the parent **MUST** come to the PreK-3 office to pick up their child. All students that leave the building during the school day need to sign in and out of the office. If it is necessary for a child to leave the school before the end of the day due to illness, the parent/guardian, or designated person must pick up the child before he/she will be allowed to leave the building.

Remember to send a note with your child if he/she is leaving school during the day or if their normal routine should change. Do not forget to call the office if your child will be absent from school.

IMMUNIZATIONS

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

ADMINISTRATION OF MEDICINE

Students may need to take prescription or non-prescription medication during school hours.

Any medication given longer than 2 weeks requires a doctor's authorization. The school must know the medications a student is taking in the event the student has a reaction or illness. Written instructions for administration of the medication must be provided as well as parental authorization to administer the medication. Medication is held in a locked cabinet and distributed by the school nurse. Medication must be in the original container with the following information either on the container or in the instruction sheet: name of the student; name of the medication; directions for use including dosage, times and duration.

COMMUNICABLE AND INFECTIOUS DISEASE

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

OPEN ENROLLMENT

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

in another public school district in the State of Iowa should be aware of the following dates:

March 1, 2009 - Last date for regular open enrollment requests for the 2009-2010 school year.

September 1, 2009 -Discovergarten/Kindergarten students may open enroll up to September 1, 2009. Parents of open enrolled students may be eligible for transportation assistance. (Parents may apply for transportation assistance by marking item # 15 on the application and attaching verification of income.

CONTACTING SCHOOL OFFICIALS

Parents should always feel free to contact the classroom teachers, school administration, or the counselors when any questions or concerns arise. **School personnel will be contacting parents when they have questions or concerns.** Parents have a responsibility to be actively involved in the educational process of their children. In order for this partnership to prosper, communication and cooperation are vitally important.

It is the belief of the Hinton Community School Board that all discipline matters should be resolved at the lowest possible level.

Level 1- No matter what the problem is, take your concern there. Whether in the classroom, on the bus, or on the practice field, the quickest and easiest solution is usually found with the staff member most directly involved.

Level 2- The principal is responsible for supervision of staff within buildings. The Director of transportation supervises all school bus drivers. Each one is an example of the next level of school personnel you should contact if the staff member closest to the problem hasn't been able to satisfactorily resolve the difficulty.

Level 3- Sometimes all the best intentions can't solve a problem. When you believe you've taken the problem to the next level but still haven't achieved a satisfactory outcome, the superintendent of schools is the next place to go.

Level 4- School board members are elected to represent the interest of all parents and district residents, and you should always feel free to tell them your point of view. School board members do not, however, have direct authority in day-to-day school operations.

All the staff will be responsible for developing and enforcing classroom rules. Also, all staff will be responsible for enforcing building rules.

ATTENDANCE

Regular attendance is a desirable trait and a necessity if you want your children to be successful in school. However, it may be impossible to avoid an occasional absence. **Please keep your children home when they are sick, as they will**

not be able to do their work properly and can easily spread their sickness to others in the school. If your child has been diagnosed as having a contagious disease, please inform the nurses office so proper health measures and reporting procedures can be followed. Since good progress in school depends to a great extent upon good attendance, each child should strive to maintain an excellent attendance record. When a child misses a day of school, it actually costs the child two days of schoolwork, the day of absence and the lack of preparation for the day of return.

TELEPHONE CALLS

Except in cases of emergency, students and/or teachers are not called out of classes to answer the telephone. Messages can be left with the office. Students may make phone calls from the office phone after obtaining teacher/office permission. Students who are in the building after 4:00 PM for extra-curricular activities will have access to a hall phone. The student may use cell phones before or after school or in the case of an emergency. Students should not use their cell phones during lunch, at recess or during class time. Cell phones should be turned off and kept in the student's book bag.

CONDUCT ON BUSES

Riding the school bus is intended to be a safe and enjoyable experience for the student. As a part of this safe environment, we strongly encourage no eating or drinking on the bus. It is of utmost importance that the student obeys the rules of conduct on buses. Failure to abide by these regulations may result in the student being denied the privilege of riding the bus for a period of time. Each bus driver is responsible for the safety of his cargo of students. Therefore, a given set of safety rules, which are posted in each bus, must be strictly followed. These rules will also be sent home to parents at the start of each school year.

SPECIAL BUS PERMISSION

Since the whereabouts of the students is not only a concern of the parents, but also the school, a note or phone call to the school is required by the parent anytime there is a change in a student's regular routine (ex. parent pickup, other adult pickup, walking, same bus but a different pickup or drop off stop, etc.) **THIS IS THE RESPONSIBILITY OF THE PARENT.**

SCHOOL BUS CONDUCT RULES AND DISCIPLINE PROCEDURES

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

such, jeopardizes the safety of all passengers.

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

The bus drivers have been instructed to talk to the parents/ guardians when a student is misbehaving. If the student's behavior does not improve after involving the parents and counselor, the driver will then report the student to the principal in written form. If a student is reported to the principal for any of the above activities, the principal will usually take disciplinary action.

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

Expectations of students on the bus:

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

Supervisors Responsibilities:

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

Consequences for not meeting expectations on the bus:

First Offense-

- 1 Bus driver will re-teach the skill and notify the parents.
- 2 Bus driver will practice the skill over with the student and notify the parents.

Second Offense-

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

Third Offense-

- 6 Suspension of riding privileges for three (3) days

Fourth Offense-

- 7 Suspension of riding privileges for five (5) days

Fifth Offense-

- 8 Suspension of riding privileges for remainder of school year

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

STUDENT INSURANCE

Student health and accident insurance is available to students at the beginning of

the school year. Parents may purchase insurance for their children at their discretion. Parents who would like more information about student health and accident insurance should contact the superintendent's office.

RECESS

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

LOST & FOUND

There will be a lost & found box in the PreK-3 hall (on the shelf as you enter the hallway). Any item left lying in the halls, gym, playground, etc., will be placed in this box, unless labeled with a name. The school is not responsible for finding the owners of unmarked items. If your child has lost something, the box should be checked to see if it is there. All items unlabeled and not claimed by the end of the school year will be discarded.

SCHOOL PARTIES/ PRIVATE PARTIES

Parties, which are held during the school day, are available to those students who wish to participate. There are three scheduled parties for the year. These parties are held at Halloween, Christmas, and on Valentine's Day. All party plans are at the discretion of the individual classroom teacher. Private parties are just that. Please respect the feelings of others by not using the school setting to make arrangements for a private party. Let your guide be "How would you feel if you hadn't been invited and your classmates were?"

STUDENT APPEARANCE

Clothing or other apparel promoting products which are illegal for use by minors, such as alcohol, tobacco, or drugs, or clothing displaying obscene material, profanity, or reference to subversion are not appropriate. While the primary responsibility for appearance rests with the students and their parents, the

administration reserves the right to judge what is proper and what is not. **Shoes must be worn at all times.**

EXAMPLES OF IMPROPER DRESS: Boxer shorts as outerwear, exposed midriffs, shorts/skirts 6" or more above mid-knee, hats of any kind (except for spirit days)

This means at school anytime day or night.

LOCKERS

Lockers are available to students for their convenience. Lockers are not the property of students, nor is there a rental charge for their use. Lockers will not have locks, and therefore, students are advised to leave any item of value at home. Students are responsible for keeping their lockers clean. School authorities reserve the right to check all lockers when they feel that such a search is justified. Students are not to switch locker partners nor be in any locker other than their own. Any student found to be in another locker will be dealt with according to the Building Discipline Procedures.

ITEMS BROUGHT TO SCHOOL

Children are asked not to bring ipods, handheld video games, trading cards, or toys. The school cannot assume responsibility for the theft, loss or breakage of these items. Pets are not allowed at school unless special arrangements have been made with the classroom teacher. Money should not be brought to school except for payment of school lunches, purchasing tickets, etc.

Children are not to bring to school any items, that might be potentially dangerous to themselves or others. This might include such things as knives, matches/cigarette lighters, skateboards, roller skates, roller blades, heelys, water projectiles of any kind, etc. Students who bring these items to school will be dealt with following the Building Discipline Procedures.

CARE OF SCHOOL PROPERTY-VANDALISM-FINES

Students are expected to treat school property with care and respect. Students found to have deliberately damaged or destroyed school property will be required to reimburse the school district, at full cost of the replacement, as well as being subject to additional discipline. At the discretion of the administration, such students may be turned over to local law enforcement officers. All school related fees and fines should be paid as they are incurred.

LUNCH PROGRAM

The Hot Lunch and Breakfast Programs are available for children who wish to

participate. When sending money to school for your child's lunch account, it would be helpful to write on the check or on separate paper the child's name, grade, and amount of money to be placed in the child's lunch account. The cost of a lunch meal is \$1.75. If a student allows another student to borrow their lunch ticket, the second meal on that ticket is \$2.40.

The Breakfast Program is available for children in grades Discovergarten -12 who wish to participate. Breakfast will be served daily from 8 AM to 8:25 AM in the school multi-purpose room. The cost for a breakfast meal will be \$1.25.

As part of our lunch management program, your child in grades D-3 will have the opportunity to purchase extra food. These extra items are at an additional cost, which affects the amount of money in the student's lunch account.

Information concerning free lunches or reduced price lunches is available from the business office 947-4329 for those who feel that finances or hardships make it difficult to participate in the Hot Lunch Program. If you qualify for the free or reduced lunch program, we encourage you to participate. The more students in the reduced lunch program the more federal money we receive for other programs.

Students in grades Discovergarten -3 are always allowed to eat lunch, however, any student that has a zero balance or a negative balance will not be allowed second portions.

It is expected that students will practice the best of table manners while eating their lunch. If a student persists at demonstrating poor manners, he/she will be removed to an isolated spot in the lunchroom or outside the lunchroom.

All food must be eaten in the lunchroom during lunchtime, unless other arrangements have been made with a school official.

CLASSROOM VISITS

Adults are welcome to visit a child's classroom at any time. A common courtesy would be to make arrangements with the teacher prior to the visit. All visitors are required to sign in at the PreK-3 office and receive a pass prior to going to the classroom.

If you are planning a visit, please make other arrangements for any other preschool children since they are often distracting to both the visitor and the student's learning environment.

If you wish to have a conference with your child's teacher, please schedule this for another time, rather than trying to talk with the teacher during the classroom visit.

EMERGENCY DRILLS

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

COMPUTERS AND THE INTERNET

The computers at school are used for educational purposes. The teacher will monitor the computer usage. A Blocker has been installed on the computers to help ensure that the use of the computer is educational. Student misuse of the computers will be subject to disciplinary actions.

EDUCATIONAL RECORDS

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

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

NO CHILD LEFT BEHIND-PARENTS'/GUARDIANS' RIGHTS NOTIFICATION

According to the No Child Left Behind Law, all parents/guardians in the Hinton Community School District have the right to learn about the following regarding their child's teacher's qualifications: state licensure status, special endorsements for grade level/subject area taught, and baccalaureate/graduate certification/degree.

Parents/Guardians may request this information from the Office of Superintendent by calling 712-947-4329 or sending a letter of request to Office of Superintendent, 315 W. Grand, Hinton, IA

HOMELESS YOUTH

Do you know a homeless child or youth? Please read the definition provided below and contact the Homeless Liaison, Mr. Peter Stuerman, at 947-4328, if you believe you know of a homeless student living in the district. We want these students to be in school, and will provide support for their enrollment upon identification.

Homeless Definition:

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

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

Unsheltered: Children living in cars, parks, public spaces, abandoned buildings, sub-standard housing, bus or train stations, or similar situations of public and private places not ordinarily used as a regular sleeping accommodation for human beings.

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

DISCIPLINE

All students are EXPECTED to conduct themselves in an orderly and respectful manner at all times. Since the consequences for good and bad behavior are set down and known ahead of time, the students are given the opportunity to rationally decide for themselves how they want to behave.

Each teacher has a discipline program established for his/ her classroom that incorporates solving problems at the lowest level and intervention plans with the parents and counselor prior to the student being sent to the principal. Students who violate the discipline plan are required to review their behavior and make a plan by completing a form called a "Think Sheet". These forms are kept in the file in the teacher's classroom. The rules and consequences are reviewed with the students each year by the classroom teacher and sent home with each student.

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

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

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

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

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

Send to the Principal - A student may be sent to the principal by a staff member for disciplinary action. The nature of the visit should be spelled out to the principal. The principal will handle the situation, as they feel necessary.

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

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

Extreme offenses that result in at least in-house suspension include stealing, extortion, fighting, showing disrespect for teachers or authority, and disrespect for school property. Use/possession of drugs or alcohol on school property may constitute out of school suspension.

Possession of a weapon on school property or violence against an employee or an employee's property will result in out of school suspension and could include expulsion.

Procedures for dealing with Special Education will be in accordance with IDEA Guidelines.

DUE PROCESS

The following procedures will be followed:

1. A conference is held with the student at which time official notice of accusation (s) is given.
2. The basis for the accusation(s) and an explanation of evidence is told to the student.
3. The student presents their side of the story.
4. The parent is notified of the incident.
5. The Board Policies and Procedures are followed for corrective behavior.

CONFERENCES

We report student progress to the parent in the following ways: report cards, parent/teacher conferences, phone calls, and progress reports. Information on the report cards is supplemented by providing the parent with the opportunity to attend parent/teacher conferences. We believe that these conferences are vitally important both for you and the teacher. They are a real chance for the parent and the teacher to share information concerning how the student is progressing and what problems may be occurring that are hindering his/her progress.

Conferences are scheduled for grades Discovergarten - 3 in the fall and spring. Please plan to attend - we invite both parents to attend. Parents may request a conference with a teacher at any time during the school year.

STUDENT RECOGNITION PROGRAM

Students in grades Discovergarten -3 are challenged to work toward excellence in attendance, behavior, and academic achievement with a variety of incentive programs offered by the individual teachers or school-wide programs.

- Outstanding attendance (may miss up to one full day of school) is recognized with a certificate and gold star at the end of the year.

- The PreK-3 school is working hard to maintain a positive school climate through the Olweus anti-bullying program and "Stop Bullying Now!" resources. Students participate in a variety of activities that encourage respect for others.

- At the close of the school year, every child receives a certificate of promotion and a gold pin, which they may attach to the chenille academic letter that they receive in kindergarten or when they move into the Hinton district.

SCHOOL COUNSELING

The Discovergarten -3 Program is a planned sequential curriculum designed to maximize student competencies by addressing the emotional, social, and academic needs of all students.

It involves school personnel, students, and parents in a collaborative effort to assist children in the acquisition of skills, knowledge, and attitudes necessary for high scholastic achievement.

The role of the counselor consists of three components: counseling, consulting, and coordinating.

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

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

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

Parents are urged to contact Mrs. Daniels, the Discovergarten -3 counselor, with questions about counseling services available to them or their children. Mrs. Daniels may be reached at 947-4327.

D-3 PROBLEM SOLVING PROCESS

Children come to school with a wide range of experiences and a variety of learning styles. Sometimes, young learners present their teachers with challenges to find the best way to meet their needs. The Problem Solving Process is a way for concerned adults to explore options for helping a child achieve success. The team may be composed of parents, the school counselor, teachers, the principal, and other school personnel as needed. The team identifies the problem and the team supports the teacher and student by suggesting strategies to try for a few weeks. If the student makes adequate progress, the team ceases to meet. However, if the problem persists, the team may explore more options, including an evaluation with AEA school specialists. Most Problem Solving meetings are requested by teachers, but parents may also request a meeting for their child by calling Mary Daniels, School Counselor, at 947-4327.

Equal Educational Opportunity

The school district does not discriminate in its education programs or educational activities on the basis of gender, race, religion, color, national origin, marital status, age, sexual orientation, or disability. Students are educated in programs which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women to society. The Equity Coordinator is the high school principal, and may be contacted at 947-4328.

ASBESTOS

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

In accordance with the AHERA, the school, in cooperation with NW AEA, conducts an inspection of our facility every three years. A copy of the results of this inspection and a copy of the management plan are available for public inspection in the Superintendent's office during normal office hours.

To the best of our knowledge, there are no levels of lead, radon, or hazardous materials that pose a health risk.

ANTI-BULLYING/HARASSMENT POLICY (Code No. 104)

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon the employee's race, color, creed, sex, sexual orientation, gender equity, national origin, religion, age or disability is also prohibited.

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

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

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

- 1 Places the student in reasonable fear of harm to the student's person or property;
- 2 Has a substantially detrimental effect on the student's physical or mental health;
- 3 Has the effect of substantially interfering with the student's academic performance; or
- 4 Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

ANTI-BULLYING/HARASSMENT POLICY

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

- 5 Repeated remarks of a demeaning nature;
- 6 Implied or explicit threats concerning one's grades, achievements, property, etc.;
- 7 Demeaning jokes, stories, or activities
- 8 Unreasonable interference with a student's performance.

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

- 1 Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- 2 Submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or
- 3 The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

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

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

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

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

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

ANTI-BULLYING/HARASSMENT POLICY

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

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

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

and a copy shall be made to any person at the central administrative office at 315 W Grand Street, Hinton, IA.

ANTI-BULLYING/HARASSMENT COMPLAINT FORM

Name of complainant:

Position of complainant: _____

Date of complaint: _____

Name of alleged harasser
or bully: _____

Date and place of incident or incidents: _____

Description of misconduct: _____

Name of witnesses (if any): _____

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

Any other information: _____

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

Signature:

Date: / /

ANTI-BULLYING/HARASSMENT WITNESS DISCLOSURE FORM
(Code No. 104.E2)

Name of witness:

Position of witness: _____

Date of testimony, interview: _____

Description of incident witnessed: _____

Any other information: _____

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

Signature:

Date: / /

ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES
(Code No. 104.R1)

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating

- with the harasser, the individual should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
 - tell a teacher, counselor or principal; and
 - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
 - what, when and where it happened;
 - who was involved;
 - exactly what was said or what the harasser did;
 - witnesses to the harassment;
 - what the student said or did, either at the time or later;
 - how the student felt; and
 - how the harasser responded.

COMPLAINT PROCEDURE

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

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

INVESTIGATION PROCEDURE

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES (Code No. 104.R1)

RESOLUTION OF THE COMPLAINT

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

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

POINTS TO REMEMBER IN THE INVESTIGATION

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

CONFLICTS

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

ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES (Code No. 402.3)

Physical or sexual abuse of students by employees will not be tolerated. The definition of employees includes those who work for pay and those who are volunteers of the school district under the direction and control of the school district.

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

All allegations should be made to the Level I investigator or alternate investigator, if the Level I investigator is unavailable.

Level I Investigator Tina Zimney
Alternate Investigator Pete Stuerman