

# **DIKE-NEW HARTFORD COMMUNITY SCHOOL**

**2017-18**

## **K-12 Parent/Guardian & Student Handbook**

Prepared by  
The Administration  
And  
Approved by the Board of Education

## INTRODUCTION

This parent-student handbook has been developed in compliance with Iowa School Standards to acquaint you with our school, its mission, philosophies, objectives, policies, rules and procedures. The intent is to make your association with the Dike-new Hartford Community School as productive as possible.

Obviously not every document or information utilized by the school can be included in this booklet. Letters, various reports and school newsletters will supplement this handbook. We encourage you to use the handbook as a guide and reference and to seek clarifications or additional information from either the school principal or superintendent if necessary.

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# **SECTION I**

## ACCREDITATION

The Dike-New Hartford Community School (K-12) is accredited annually by the Iowa Department of Education. In order to maintain an accredited status the district shall be in compliance with all Iowa School Standards.

## DIKE-NEW HARTFORD COMMUNITY SCHOOL PHONES:

Superintendent's Office 989-2552  
High School (DIKE) 989-2485  
Junior High (NEW HARTFORD) 983-2206  
Elementary (DIKE) 989-2487  
Elementary (NEW HARTFORD) 983-2206  
Bus Garage (DIKE) 989-9334

Phone calls to the Dike-New Hartford High School, including the kitchen and bus building, are received in the high school office and transferred from that office (989-2485).

Messages to bus drivers pertaining to riding or not riding the buses should be called in to 989-9334 (Bus Garage) where a bus radio system is located.

School phones are primarily for school business. Emergency calls will be permitted on office phones.

## EMERGENCY SCHOOL CLOSINGS

Radio and television stations which will be called for emergency school closings or/and delayed school starts:

KWWL - TV (7)	KXEL (1540 AM) - Radio
KWLO (1330 AM) – Radio	KKCV (98.5) - Radio
KCRG - TV (9)	KWAY (99.3) - Radio
KGAN - TV (2)	KCRR (FM 97.7) - Radio
KOEL (950 AM) (92.3 FM) – Radio	KCVM (FM 96.1) - Radio

Coaches/sponsors of activities may establish calling trees or group texting messaging for canceling before-school activities. Morning athletic practices, rehearsals and other before school activities are canceled when school is delayed.

Preschool will meet whenever there is a one hour or less delay in the start of school. However, if an early dismissal is announced before the start of the afternoon class, there will be no class.

## EARLY DISMISSALS

Bus departure times for early dismissals will be as follows:

1:30 PM Dismissal-shuttle buses leave the junior high and high school at 1:10 PM. Route buses depart at 1:30 PM.

2:00 PM Dismissal-shuttle buses leave the junior high and high school at 1:40 PM. Route buses depart at 2:00 PM.

Weather Related Dismissal-shuttle buses leave the junior high and high school twenty (20) minutes sooner than the announced dismissal time.

## COMMUNICATION

Have you ever wanted to make an inquiry to increase your knowledge or understanding? Have you ever wanted to make a suggestion for the improvement of someone or something? Have you ever wanted to solve a problem but were unsure of how to proceed?

We all share the desire to communicate at one time or another. The purpose of this section is to furnish assistance for those who want to make an inquiry, offer a suggestion, or alert someone to a problem in the Dike-New Hartford School District. The guidelines furnished are simple:

1. Address yourself to the person closest to the situation of concern to you.
2. Be positive and optimistic that there will be a rational response to you - a listening ear, an answer, or a solution.
3. Teachers need to know when things are unclear, questions are being asked, or problems need solving within the area of activity.
4. Principals need to know when the school is not serving its population as effectively as possible. They are responsible for the overall management of their programs and buildings.
5. The central office needs to know when there are areas of suggestion, inquiry, or problem-solving that affects the district. One call with a brief description of the message will be appropriately channeled or result in a "callback."

And don't forget to...

1. Please listen to your child carefully and ask clarifying questions. Be sure of the situation as the student views it.

2. Remember that your child is learning from the model of behavior that you show as an example. If you want to shape and help your child, this is a "golden moment" to illustrate the way a rational person responds to situations.
3. Give school persons the benefit of the doubt. Assume they want to help you and will try if they understand the situation. Often the adding of the teacher's vantage point and additional information help make the situation clear. Use their experience and advice whenever possible.
4. Build bridges and attitudes for your children and the school whenever possible. Explain who they should have asked or what they might have done. The goal is for them to learn to handle things better the next time.

### LUNCH HOUR

Elementary and junior high buildings are closed campus noon hours. If your student plans to go home for lunch every day, please send a note to the teacher at the beginning of the school year. If the student goes home for lunch occasionally, a note should be provided each day they go home. Students are expected to eat at school or go home for lunch. Any other arrangements must be cleared through the office.

Vehicles driven to school by high school students are to be parked and are not to be entered during the school day without obtaining permission from the principal. Students driving, riding or in automobiles without proper permission during the noon hour are subject to disciplinary action.

### LUNCH PROGRAM

**PLEASE TAKE NOTE:** **No soda/pop** is to be consumed in the cafeteria during the school day. **Students with food allergies** need a note from their doctor. Only those students with an allergy to dairy are allowed to substitute orange juice for milk at lunch time.

The Dike-New Hartford School uses an automated system for breakfast and lunch programs.

- An account is established for each family into which payments will be made for school nutrition purchases.
- One check provides lunch, breakfast, milk or ala carte items for all children registered to a family account. Except for school registration days, we ask that checks for the family nutrition account be separate from other school payments. Checks should be made payable to Dike-New Hartford Schools.

- This system is a prepayment program. It is NOT a credit system. Parents may fund the family account in any amount and at any interval so long as a positive balance is maintained.
- When an account reaches a low balance, the student(s) will be notified that the account is nearing a zero balance and a new deposit must be made. Parents might get in the habit of depositing a set monthly or weekly amount to maintain a sufficient account balance.
- To get the program started, we suggest a minimum of \$20 PER CHILD be deposited to your account, although larger amounts are recommended. (For example, for a family of 4, with the new program parents may send an \$80 check and this will be applied to the family account and every child in your immediately family will be allowed to charge against that account.)
- Ala carte items (extra milk, snack items, extra entree item from the food line) purchased in the serving line will be charged to the family account as no cash will be accepted in the serving line. A PARENT CAN RESTRICT THE AMOUNT OF PURCHASE FOR THESE ITEMS AT ANY TIME.
- Each student is assigned a 4-digit ID number that they will need to memorize. They will enter their ID number as they go through the lunch or breakfast line and the program will verify the number and match it to a family account to which that account will be deducted for a meal. There will be a monitor at both the breakfast and lunch line to help students and to ensure that the meals are being recorded to the proper student.

Free and reduced price lunches/breakfasts are provided to students whose families qualify under Federal Income guidelines. This information is provided each family in the school district each year. Applications must be renewed each year.

- Free and reduced students use the same system and there is no discrimination in the meal line between free, reduced or full price meals.
- Families receiving free or reduced price meals may want to deposit monies to cover any extra items not included in a daily meal (i.e. extra milk, extra entree items). This, of course, would be at the family's discretion.

The Board of Education reserves the right to increase lunch/breakfast prices at the beginning of any month resulting from unknown costs incurred and/or escalating costs of commodities.

## **SECTION II**

## THE COMMUNIQUE

The Communique is prepared on a monthly basis unless otherwise noted. It is available on the school district web site [www.dnhcsd.org](http://www.dnhcsd.org). If a family does not have internet access they may request to receive a mailing by notifying the Superintendent's office at 989-2552.

The Communique will include information of general interest to the entire school community. The updated school calendar and lunch menu will continue to be regular items of the Communique. Other information is provided to supplement other forms of school-community communication, including the Dike-New Hartford section of the Parkersburg Eclipse and the Grundy Register.

## YEARLY CALENDAR

A copy of the calendar will be provided each family with children in school at registration. The intent is to provide families with information about scheduled school functions, enabling them to better plan for various medical appointments, weekend trips, etc. Please note that this is only tentative and the actual update with additions or changes will be printed in each current issue of the Communique. Please express appreciation to the advertisers who make this calendar possible. Persons who do not have children in school may obtain a copy of the calendar from the advertisers as long as the supply lasts.

The detailed calendar includes early dismissals and days of no school for teacher in service in accordance with State School Standards. In-service activities are for primarily curriculum development, coordination and articulation and current staff development needs.

Organizations requesting the inclusion of meetings, etc. in the yearly calendar should provide the secondary principal or superintendent with a written listing by May 1, the date of development for the new year calendar.

## SCHOOL VISITATION

Parents/Guardians are invited to visit school. This is the best way to find out what your school is doing. It would be appreciated if the following recommendations are followed when visiting a classroom:



1. Please refrain from visiting during the first or last week of school, the day before a holiday or vacation, or during the administration of standardized tests as these are not typical classroom situations.
2. Please avoid talking with other adults or students during the visit as this disrupts classroom procedure.
3. Please avoid bringing children during the visit as their behavior is not predictable and can disrupt the class.
4. Students not enrolled in our school system may visit the classroom only if they have the approval of the building principal.

### USE OF BASEBALL AND SOFTBALL DIAMONDS

Groups and/or organizations for either practices or games on all diamonds are to be scheduled through the superintendent's office either in person or by calling 989-2552. Preference always will be given to competitive school contests, including those contests which must be rescheduled due to weather conditions and other conflicts. Groups which have scheduled the use of the diamonds will have preference over any individual or group which has not scheduled use of a field. The high school baseball field will be used for school baseball only because of the grass infield.

Individuals and groups are to remain off the diamonds when wet! The removal of shoe imprints created during wet conditions is extremely time consuming and makes desirable and safe playing conditions difficult to maintain.

### RULES FOR USE OF DIKE TENNIS COURTS, HANDBALL COURTS AND PLAYGROUND AREAS

Rules are posted! Parents/guardians are asked to review the rules with their children. Please note that only persons with appropriate shoes are to use the tennis courts. The courts are for tennis and handball only. Glass items, bicycles, skateboards, roller blades and any other non-appropriate items or equipment are not permitted on the court areas. The courts and entire area should provide enjoyable and safe recreational opportunities with everyone cooperating and assuming responsibility for their actions.

## USE OF TRACKS

Individuals and groups are welcome to use tracks, however, please remain off the cinder track when wet. Absolutely no roller and/or ice skates, roller blades, strollers, bicycles, skate boards or motorized vehicles of any kind are permitted on the tracks. Tennis shoes, or the equivalent, must be worn when on the all-weather track. No street shoes, boots, or shoes with spikes or cleats are permitted. **PLEASE, NO PETS.**

## **SECTION III**

## DIKE ELEMENTARY PARENT ORGANIZATION (DEPO)

DEPO gives Dike elementary parent/guardians the opportunity to become more involved with their child's school life. All DEPO sponsored activities attempt to involve both parent/guardian and child in school related activities. The DEPO executive committee meets several times throughout the year to coordinate and plan activities. These meetings and subsequent activities are communicated to parents/guardians via notes brought home with the elementary child, the Elementary Newsletter, and/or the school Communique.

## NEW HARTFORD ELEMENTARY PARENT ORGANIZATION (PTSO)

PTSO gives New Hartford parent/guardians the opportunity to become more involved in their child's school life. All PTSO sponsored activities attempt to involve both parent/guardian and child in school related activities. The PTSO executive committee meets several times throughout the year to coordinate and plan activities. These meetings and subsequent activities are communicated to parents/guardians via email (**PARENT NOTES AND OR**) the Dike-New Hartford School Communique. If you have an interest in this organization, please contact the school.

## WOLVERINE BOOSTER CLUB

The Booster Club is an organization for all parents/guardians and boosters of students in grades 7 through 12. Its main function is to provide support and assistance to all of the various programs of the junior and senior high schools. All parents/guardians are encouraged to become members and may do so by signing up during school registration or contacting any Booster Club officer. Meeting Dates - are listed on the school calendar and are held at 7:00 PM in the high school library.

## VOLUNTEERS

The board recognizes the value of a volunteer program to support district instruction and co-curricular programs. Persons of all ages are encouraged to be included in the many programs of the school.

The primary purposes of the volunteer program will be to:

1. Assist certificated employees in providing more individualized and enriched instruction/experiences;
2. Assist administrative and certificated employees with a variety of clerical, secretarial and service tasks;
3. Assist certificated staff with non-classroom supervision of students;
4. Build an understanding of school programs among interested citizens; and
5. Strengthen school and community relations through positive participation.

Volunteers shall always work with students under the immediate supervision and direction of a certificated employee. Please contact the building principal if interested in becoming a volunteer.

### STUDENT ASSISTANCE TEAM (STAT)

The purpose of a STAT team is to respond to problems that young people have whether it is physical, emotional, personal, academic, behavioral, and medical or substance abuse related.

STAT, which is specifically designed to be a team effort, will first help staff/students identify and assess the nature of the problem. STAT team members will help staff/students consider possible options and refer to outside agencies if necessary. The team will not provide formal treatment. Support for students is always a high priority.

Students can be referred to the STAT team by self referral, staff referral, peer referral, family referral, or community referral. Upon referral, the STAT team will determine whether an intervention is appropriate.

CONFIDENTIALITY....Any information shared with a STAT team member will be held in the highest confidence. Information will not be released to a community agency without written permission from the student and/or parents/guardians unless required by law. The release of information form specifies what information is to be disclosed, to whom and for what purpose.

## **SECTION IV**

## SCHOOL DISTRICT INSTRUCTIONAL ORGANIZATION

The schools shall be organized into levels of instruction as follow:

1. Elementary Schools: The elementary school in Dike consists of PreK-4<sup>th</sup> grades. The elementary school in New Hartford consists of PreK-2<sup>nd</sup> grade and 5<sup>th</sup> grade.
2. Junior High School: Junior high shall be grades sixth through eighth located in New Hartford. It is called Dike-New Hartford Junior High School.
3. High School: The senior high shall be grades nine through twelve located in Dike. It is called Dike-New Hartford High School.
4. Special education programs are provided in cooperation with Area Education Agency 267 and area school districts.

### LENGTH OF SCHOOL DAY

The length of instructional school day normally shall be approximately seven hours:

ELEMENTARY SCHOOLS - 8:20 AM TO 3:25 PM

JUNIOR HIGH - 8:15 AM TO 3:10 PM

HIGH SCHOOL - 8:20 AM TO 3:10 PM

Students attending elementary should not arrive to the building prior to 8:00 AM, unless an organized practice or rehearsal is scheduled. Students needing to see a teacher should make arrangements prior to that day and receive a pass to admit them into the building early.

### ELEMENTARY CURRICULUM

The elementary curriculum shall meet or exceed the educational requirements established by state statute, the State Department of Education, and any other accrediting agency in which the school holds membership. Specifically, the curriculum as outlined in this regulation shall be taught in grades Pre-kindergarten through six.

Each of these subject fields shall, insofar as practicable, embrace in the materials used, and in the teaching procedures employed, provide instruction in study and work habits, library usage, safety, thrift, conservation, health and hygiene, citizenship, the establishment of purpose, and the development of character and morality. Provision shall be made for the teaching of ideals of group and individual behavior. A curriculum will be provided which does not discriminate

on the basis of race, national origin, sex, creed, age, marital status, religion, sexual orientation, gender identity or disabilities. The curriculum and materials used shall reflect cultural and racial diversity including an awareness of the rights, duties, and responsibilities of each individual as a member of a multicultural nonsexist society.

The Pre-K-5 curriculum shall consist of:

ART

ENGLISH-LANGUAGE ARTS,

including English, oral and written, Handwriting, Literature, Reading, Spelling

HEALTH AND PHYSICAL EDUCATION,

including the effects of alcohol, tobacco, drugs and poisons on the human body; the characteristics of communicable diseases, including acquired immune deficiency syndrome.

HUMAN GROWTH AND DEVELOPMENT,

including human sexuality, self-esteem, stress management and interpersonal relationships.

MATHEMATICS

MUSIC

SCIENCE,

including conservation of natural resources and environmental awareness.

SOCIAL STUDIES,

including geography, history of the United States and Iowa, cultures of other peoples and nations, and American citizenship, including the study of national, state and local government in the United States.

TRAFFIC SAFETY,

including pedestrian, bus, and bicycle safety procedure. CAREER EDUCATION

The curriculum described above shall include the following infused concepts: career education, learning to learn skills, higher order thinking skills, global education, MCGF, technology, communications (reading, writing, speaking, and listening), study skills and mathematical reasoning.

### Junior High (6-8) CURRICULUM

The junior high curriculum shall meet or exceed the educational requirements established by state statute, the Iowa State Department of Education, and any other accrediting agency in which the school holds membership. Specifically, the curriculum as outlined in this



regulation shall be annually reviewed and approved by the Dike-New Hartford Board of Education.

A curriculum will be provided which does not discriminate on the basis of race, national origin, sex, creed, age, marital status, religion, sexual orientation, gender identity or disabilities. The curriculum and materials used shall reflect cultural and racial diversity including an awareness of the rights, duties, and responsibilities of each individual as a member of a multicultural nonsexist society.

The educational program, as adopted by the Board, shall set forth the sequence of learning situations through which attempts are made to provide pupils with articulated developmental learning experiences, and description of the performance criteria useful in evaluating pupil progress during the educational sequence.

The 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade curriculum shall consist of:

Required Courses:

SOCIAL STUDIES

MATHEMATICS

SCIENCE-including conservation of natural resources and environmental awareness.

LANGUAGE ARTS and LITERATURE-including spelling, grammar, oral and written composition

PHYSICAL EDUCATION

VISUAL ARTS

COMPUTER APPLICATIONS

HEALTH - (7<sup>th</sup> & 8<sup>th</sup>)

CAREER AWARENESS - (8<sup>th</sup>)/ FINANCIAL LITERACY – (8<sup>TH</sup>)

CODING – (7<sup>TH</sup>)

MEDIA – (6<sup>TH</sup>)

VOCAL – (6<sup>TH</sup>)

Elective Courses:

CHORUS (8<sup>th</sup> Grade)

BAND (6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> Grade)

Students in 7<sup>th</sup> grade are required to take either vocal or instrumental music. We encourage junior high students to take both instrumental and vocal music.

The curriculum described above shall include the following infused concepts: human growth and development, career education, learning to learn skills, higher order thinking skills, global education,

MCGF, technology, communications (reading, writing, speaking, listening), study skills and mathematical reasoning.

NOTES:

1. All classes will meet or exceed the state minimum requirements.
2. Family and Consumer Education topics are taught in 6th, 7th and 8th grade Health, Physical Education and Science curriculum.
3. Career Education topics are taught in the Financial Literacy and Career Awareness curriculum.

## SENIOR HIGH (9-12) SCHOOL CURRICULUM

The senior high school curriculum shall meet or exceed the educational requirements established by state statute, the Iowa State Department of Education, and other appropriate accrediting agencies in which membership is held. Specifically, the curriculum as outlined in this regulation shall be annually reviewed and approved by the Board of Education.

A curriculum will be provided which does not discriminate on the basis of race, national origin, sex, creed, age, marital status, religion, sexual orientation, gender identity or disabilities. The curriculum and materials used shall reflect cultural and racial diversity including an awareness of the rights, duties, and responsibilities of each individual as a member of a multicultural non-sexist society.

An Educational Planning Handbook is prepared and available annually to students enrolling in 9-12 curricular programs. Parents/Guardians are requested to assist their son/daughter in both planning a four-year curricular program and the selection of courses. Do not hesitate to request assistance from the guidance counselor or principal whenever desired or needed.

The educational program, as adopted by the board, shall set forth the sequence of learning situation through which attempts are made to provide pupils with articulated developmental learning experiences.

The curriculum for grades 9-12 can be found in the Educational Planning Handbook or online.

## ADVANCED PLACEMENT – HAWKEYE COMMUNITY COLLEGE

Articulation agreements have been signed so secondary students can receive credit for entry level programs at Hawkeye Community College. The following are areas in which articulation agreements have been signed: Business, Drafting, Fashion and Power. Students

interested in seeking advanced standing status should see their instructor or counselor.

### HAWKEYE COMMUNITY COLLEGE CLASSES

Junior and senior students along with TAG eligible 9<sup>TH</sup> & 10<sup>TH</sup> grade students have the opportunity to enroll in contracted courses through Hawkeye Community College. These are college courses that receive dual credit - both high school and college. Grades for contracted courses are part of a student's high school cumulative grade point average. Students that would like to enroll in a contracted course must meet Hawkeye Community College entrance test scores, be proficient on Iowa Assessments in math, reading and science, and register with the school counselor. A student that fails a dual credit class cannot enroll in another course.

### DRIVER EDUCATION

It shall be the policy to provide a driver education program. The driver education program will be offered to any eligible student who, as of the first day of class, shall be between the ages of 14 and 18.

Attendance as well as satisfactory classroom and behind the wheel performance is required by Iowa Code for successful completion of the program. The superintendent, principal and/or designee shall develop registration materials and rules and regulations for the program. The fee for resident students shall cover primarily expendable costs while the fee for nonresident students shall be the program cost per student for the previous year. Fees shall be set by the board annually.

### SPECIAL PROGRAMS

#### Title I -

The elementary programs include the services of a specific teacher for the Title I Reading Program. This program provides remedial reading help for students who appear to have the greatest need. Parents are contacted and urged to become actively involved in the program.

#### Special Education -

Our elementary and secondary programs include services for students who have measurable learning disabilities. Parent/guardian signature is necessary to provide evaluation for this program by AEA 267 staff. Upon completion of such evaluation, programming is discussed in a staffing and recommendations are

made to parent/guardian. Placement is based upon meeting identified qualifications and the best possible programming for the student.

### AEA SERVICES

Area Education Agency 267 offers the following special service personnel to our school district: Speech Therapist, Hearing Clinician, Psychologist, Educational Strategist, Occupational Therapist and Social Worker.

Students will be referred for help from these AEA 267 special personnel when deemed necessary by the classroom teacher, counselor and the principal, but only after parents/guardians have been consulted and their approval given in the form of a signed referral which states the reason a student is being referred to or served by these personnel. The only exception to the necessity of a parent/ guardian signature is the routine building screening for speech, vision, or hearing difficulties. These speech, vision, and hearing tests are given to all elementary students on an annual basis. Please keep in mind that a child's vision or hearing can change at any time and you may need to take them for a more extensive examination by a physician who specializes in speech, vision, or hearing.

### GIFTED & TALENTED PROGRAM

The district has a program for identification of and providing for gifted and talented students. The Autonomous Learner Model has been selected because it is broad in scope to enable the students to self-select content which will allow them to develop skills of autonomy and, at the same time, meet emotional and social needs. Students and/or parents/guardians desiring information about any aspect of the state approved program are requested to contact the program coordinator.

### GUIDANCE PROGRAM

An articulated sequential elementary-junior high-high school guidance program is maintained to assist students with their personal, educational, and career development. The program is staffed by appropriately licensed counselors with privacy provisions for counseling.

## TESTING PROGRAM

The Iowa Assessments are given on a yearly basis to all students in grades 3 -11. These achievement type tests are given to indicate a child's measured achievement in reading, spelling, language, work study, science, and math skills with an over-all composite score for all subject areas combined. Students in grade 10 are given PLAN tests to assist in predicting ACT scores, areas of strengths/weaknesses and career assessment.

The Title I Reading Program uses several special achievement tests to evaluate Title I reading projects and to determine needs of individual students as well as student growth at the end of the school year.

The Measure of Academic Progress test is given in the fall and spring to grades 3-10. The areas tested are math, science, reading and language. In the spring this test is also given to the second grade students. This test is useful to measure individual student growth.

## PLAN FOR THE INTEGRATION OF HANDICAPPED STUDENTS

The district supports the concept of individually determined education options for handicapped students which is congruent with the Education for All Handicapped Act (P.L. 94-142). Section 504 of the 1973 Rehabilitation Act (P.L. 93-112), Chapter 281 of the Iowa Code, and the 1985 rules of special education. A full continuum of placement options will be made available through cooperative efforts between AEA 267, other local districts within AEA 267, Districts outside of AEA 267, and out-of-state facilities to assure the appropriate placement of each handicapped student.

## PARENTAL RIGHTS IN SPECIAL EDUCATION

Parents/guardians of students in special education programs shall be provided upon initial placement of their child in a special education program and thereafter annually a copy of the document entitled "Parental Rights in Special Education." The document will include information about records, consent, notice, evaluation procedures, independent evaluations, least restrictive environment, hearings and surrogate parents.

## **SECTION V**

## Curriculum and Graduation Requirements

### **1. Requirements**

- (8) credits of English (trimester of Speech)
- (6) credits of Math
- (6) credits of Science
- (6) credits of Social Studies (which are World Geo, Social Psych, US History A & B, Gov't, Econ
- (3) credits of Physical Education
- (1) credit of Health
- (1) credit of Human Relations/Careers (Junior Standing)
- (1) credit of Personal Finance (Senior Standing)
- (1) credit of Freshmen Computers
- (3) credits from Business Education/Computers, Family and Consumer Science, Industrial Technology, Vocational Agriculture, Fine Arts (1 credit from at least two different areas – Freshman Computers will not count toward the three credits).
  
- (14) credits of Electives
  
- (50) CREDITS TOTAL

### GRADUATION

One commencement ceremony will be held for Dike-New Hartford graduation. Students who have met the requirements for graduation will be allowed to participate in Commencement provided they abide by the proceedings established by the administration in accordance with district policy.

The valedictorian and salutatorian will be determined from the Dike-New Hartford class rank listing. If there is a tie, all qualified students will be recognized.

## EARLY GRADUATION

Student requests for early graduation shall be considered by the Board of Education on an individual basis. Procedures are as follows:

1. Student should contact the guidance counselor. Determine if the required graduation credits can be attained in the time desired. Also discuss reasons for early graduation.
2. If it appears graduation requirements will have been met, the student should write a formal letter of application to the Board of Education and present it to the high school principal.
3. Parent(s)/Guardian(s) will co-sign the student's letter of application if early graduation is in the best interest of the student.
4. The request will then go to the Superintendent who with the Principal will make recommendations to the Board of Education for their consideration and final action.
5. This whole process should be completed by the October/November or January/February Board of Education meetings of the year a student wishes to graduate. Requests for early graduation after the January/February deadline will not be considered unless extenuating circumstances exist.

Students granted early graduation sever all "student" associations with the high school upon completion of their last trimester. The only exceptions are the options to participate in Prom, Commencement exercises and/or the Senior Awards night.

## SENIOR RELEASE DURING THEIR FINAL TRIMESTER

Seniors may be allowed to take only the number of credits they need to graduate during their final trimester of school. Seniors participating in extra-curricular activities must be taking 4 classes plus PE to be eligible to participate. Seniors must be in good academic standing. Seniors who fail to meet these requirements may lose this privilege. This also requires parental approval.

## SENIOR WORK RELEASE

Seniors may leave early or come late if they have a job which requires them to be at work during the school day. This will require a letter from the employer. The senior must be in good academic standing for this to be granted. Final decision will be made by the high school principal. This also requires parental approval.



## GRADE POINT AND HONOR ROLL (GRADES 6-12)

All grades and college course grades are figured except the Driver Education, Physical Education, Letter grades are given a numerical value of A = 4.00; A- = 3.66; B+ = 3.33; B = 3.00; B- = 2.66; C+ = 2.33; C = 2.00; C- = 1.66; D+ = 1.33; D = 1.00; and D- = 0.66.

A "B" average is necessary to make the honor roll. Instrumental and vocal music grades are applied to the honor roll calculation and total grade point average. A student receiving an "F" letter grade will not be eligible for honor roll.

At the 6<sup>th</sup>, 7<sup>th</sup>, & 8<sup>th</sup> grade level the following trimester courses and their weighting are used to calculate a student's trimester grade point average and possible honor roll status:

1 credit:	English Literature Math Social Studies Science	1/2 credit:	Band Vocal – 7th & 8th Health Coding – 7th Art Careers/Financial Literacy – 8 <sup>th</sup> Computer Applications – 6 <sup>th</sup> Media – 6th
1/3 credit:	PE Vocal – 6th	1/6 credit:	Computer Applications – 7th&8th Media – 6th

## ACADEMIC LETTER AWARDS

The high school initiated an award to be given to individual high school students who achieve an established level of academic excellence. The purposes of the award are to recognize and celebrate academic achievement within the high school student body and provide an incentive for students to strive for high academic achievement. The award will be presented to any 9th, 10th, 11th, or 12th grade student who attains a grade point average of 3.50 or better in one trimester of classes, excluding P.E. The award is an attractive certificate of high quality that has on it the school emblem and states the qualifications of the award. If a recipient receives two (2) certificates in consecutive trimesters, the student will also receive, one time only, a chenille letter that indicates it is being given for academic achievement. Students will not be eligible for the chenille letter until the end of the first trimester of their sophomore year.

## CLASS SCHEDULING

### SCHEDULING OF CLASSES

All high school students are required to take a minimum of five subjects plus physical education per trimester. Pass/Fail courses do not count toward the minimum of five classes. This is to protect and maintain equity in calculating student grade point averages.

All high school students will attend the first day of their scheduled classes before changing schedules. A student has two days after the first day of a trimester to add, drop, or change a class. If a student drops after this deadline, he/she receives an F for the class.

Scheduling is done in the spring for the next school year and late in the fall for the second trimester classes. Students are encouraged to read the guide to registration and visit with the counselor and their parent/guardian to help determine the best schedule for the next trimester. Students are required to submit a schedule which has the signed approval of their parent/guardian. Refer to DNH Educational Planning Handbook.

### CHANGING SCHEDULES

Each trimester high school students have two school days to change their schedules. A change will be allowed if it appears to be in the best interest of the student's education. Section changes of a student's schedule will not be permitted. Special extension of the two-day rule may be granted through a conference with the principal, student, counselor, and teacher. During the course of the year, there may be times when students have their schedules changed for them. This occurs when a student is producing very little and is a detriment to the rest of the class. They may then be dropped from the class and assigned to a study hall or the principal's office. A student may repeat a course to improve a grade. All earned grades figure into a student's cumulative grade point average. However, credit earned is only counted once for meeting graduation requirements.

Every effort will be put forth to work with and help the individual student, but a student will not be allowed to disrupt the learning environment of the entire class.

Students in junior high may upon parent/guardian request withdraw from Instrumental or Vocal Music within the first week of each trimester. An exception may be made upon recommendation of the

teacher. Seventh grade students must be in at least one music course.

### PROGRESS REPORT OF STUDENTS

The Board of Directors recognizes the following objectives or purposes of a system of student reporting practices:

1. To inform parents/guardians of the progress made by their children.
2. To bring parents/guardians into closer understanding of the work of the school.
3. To record for pupils their growth or achievement.
4. To assist pupils in evaluating their growth or achievement.
5. To assist the pupil, his/her parents/guardians, and the school in working cooperatively for the welfare of the pupil.

Parent/guardian-teacher conferences shall be scheduled in all grades. High school mid-term reports and High School report cards will be sent out three times a year. Elementary and Junior High progress reports will be issued at the end of each trimester.

### STUDENT PROMOTION & RETENTION

Students in grades Pre-K-8 will be promoted to the next grade level at the end of each school year based on the student's achievement, age, maturity, emotional stability, and social adjustment.

The retention of a student will be determined on the judgment of the certified staff and the principal. When it becomes evident a student in grades kindergarten through eight may be retained in a grade level for an additional year, the parent/guardian shall be informed. Parent/guardian shall be informed by the principal or designee as early in the school year as possible when in the judgment of the teacher and principal a student may be retained in the same grade or class for another year. It shall be within the sole discretion of the board to retain students in their current grade level.

Students shall repeat a junior high grade if they fail three or more trimester curriculum core classes (Language Arts, Literature, Math, Science, or Social Studies) in a given year. Exception will be made if:

- 1) The student arranges for and successfully completes a district approved correspondence course before the start of the next school year.
- 2) The student, by decision of the IEP team, has a change in

special education placement. 3) The student arranges for and successfully completes an appropriate summer school course. 4) The student's fall schedule will permit repeating the failed courses during the following school year in addition to taking the required classes. 5) The principal and classroom teacher(s) agree it is not in the student's best interest to repeat that grade.

### SCHOLARSHIPS & SPECIAL PROGRAMS

No distinction will be made between the residences of students for all scholarships awarded by the school.

Exceptions to the above include (a) scholarship funds by trust agreement available only to resident student graduates of either Dike or New Hartford, and (b) any scholarships awarded by individuals, organizations and corporations outside the jurisdiction of the district.

Various scholarships and special program opportunities are available for consideration upon application by the student. The various scholarships, special programs and their requirements change from year to year.

Opportunities for scholarships and special programs are announced to students, printed in the daily student bulletin and posted on a bulletin board outside of the principal's office. An "Awards Program Handbook" primarily for seniors and other students will be distributed the first trimester. Keep in mind the information may be somewhat incomplete upon being printed and distributed.

Dike-New Hartford Community Dollars for Scholars Chapter has been chartered to enhance scholarship opportunities for high school graduates. The program not only administers their scholarships but also scholarships for other individuals and organizations.

Students who plan on furthering their education at either a two-year community college or institution or a 4-year college or university are strongly encouraged to take the ACT test. These scores are considered in selecting recipients for scholarships awarded not only by Dike and New Hartford Community Dollars for Scholars, but other scholarship programs as well.

Information regarding scholarship and special program opportunities and applications should be directed to the guidance counselor.

ATTENTION  
--SENIORS & PARENTS--

SENIORS ARE ENCOURAGED AND  
REQUESTED  
TO TIMELY SUBMIT APPLICATIONS  
FOR ALL SCHOLARSHIPS AS ANNOUNCED  
AND/OR POSTED  
FOR WHICH THE SENIOR MAY BE ELIGIBLE!!

## **SECTION VI**

## ACTIVITIES AND CONTESTS FOR STUDENTS

It shall be the policy of the district to encourage all students to actively participate in any of the activity/co-curricular programs sponsored by and/or approved by the school. However, since participation is voluntary, students must meet various regulations for participation as outlined by board policies, administrative rules and regulations, sponsor guidelines/requirements/rules, state association rules and any other entities which control interscholastic participation/competitions.

Any commitment to and/or expansion of a school's contest and activities program must be approved by the Board of Education or their designee in accordance with established procedures.

Participation will be limited to those school activities and contests which the local Board of Education or their designees determine to be stimulating and educationally sound, worthy and timely. The Unified Activities Association and the NASSP Advisory List of National Activities and Contests shall be used as a guideline. Additionally, activities and contests must meet the following administrative code guidelines.

### IOWA ADMINISTRATIVE CODE:

281-11.6(3) Interscholastic contests and competitions. All public schools that participate in interscholastic contests and competitions shall follow the rules established by the state board of education and those in Iowa Code section 280.13. NOTE: Parents/Guardians and students frequently receive letters pertaining to camps, seminars, contests, recognition programs and/or competitions without the knowledge of school officials. Parents/Guardians and students are encouraged to seek advice from the building principal prior to making a commitment.

280.13 Requirements for interscholastic contests and competitions. A public school shall not participate in or allow students representing a public school to participate in any extracurricular interscholastic contest or competition which is sponsored or administered by an organization as defined in this section, unless the organization is registered with the Iowa Department of Education, files financial statements with the department in the form and at the intervals prescribed by the Director of the Iowa Department of Education, and

is in compliance with rules which the State Board of Education adopts for the proper administration, supervisions operation, adoption of eligibility requirements, and scheduling of extracurricular interscholastic contests and competitions and the organizations. For the purposes of this section "organization" means a corporation, association, or organization which has as one of its primary purposes the sponsoring or administration of extracurricular interscholastic contests or competitions, but does not include an agency of this state, a public or private school or school board, or an athletic conference or other association whose interscholastic contests or competitions do not include more than twenty schools.

281-11.6(4) Interscholastic competitive activities in elementary schools. Schools composed of Pre-kindergarten and grades one through six, shall not participate in, encourage, or promote, or sponsor interscholastic competitive activities. (Interscholastic in this rule does not prohibit activities between grades in different buildings within a school or school system.)

### ACTIVITY TRIPS

Students on activity trips must go and return in a school vehicle chaperoned by the sponsor. An exception to this is when a parent/guardian make a personal request to the sponsor that they or another parent/guardian be allowed to take their son/daughter home. Refer to SECTION IX TRANSPORTATION - INTER-SCHOOL ACTIVITIES.

### CO-CURRICULAR ACTIVITIES

#### \*Boys Athletics

Football  
Basketball  
Wrestling  
Baseball  
Track & Field  
Cross Country  
Tennis  
Golf  
Swimming (Cedar Falls Program)  
Bowling (Waterloo West Program)  
Soccer (shared)

#### \*Girls Athletics

Volleyball  
Softball  
Basketball  
Track & Field  
Cross Country  
Tennis  
Swimming (Cedar Falls Program)  
Golf  
Bowling (Waterloo West Program)  
Soccer (shared)

#### \*Vocal Music

Solos  
Small Groups  
Show Choir  
Jazz Choir



\*Speech

Lg. Group Contest  
Ind. Speech Contest

\*Inst. Music

Jazz Band  
Ensembles  
Ensembles  
Small Groups

\*Other Groups

Thespians  
Character Counts  
\*Dramatics (School Plays)  
\*Student Council (Elected)  
\*Team Managers  
\*Cheerleaders  
Teacher Cadets  
\*Musical

\*Falls under Good Conduct Policy

CO-CURRICULAR PARTICIPATION

Co-curricular activities are the other half of education. We are proud of the success of our programs and the benefits which our students have obtained from them in the past. A recent research study suggested that the single most powerful school predictor of a student's later success in life is successful participation in a co-curricular program. We strongly encourage our students to participate in some program outside of the regular classes at school. Approximately 80-90% of our students are annually involved in these programs.

Dike-New Hartford Junior High students who participate in extracurricular activities and interscholastic competition are required to be passing all classes including P.E. and/or they may be incomplete or receiving a "D" grade in no more than two classes (all classes included) as determined by a weekly list for the present trimester.

Dike-New Hartford Junior High students will be given the first two weeks of each trimester to establish a consistent grade in each of their classes. At the end of the second week and each successive week of the trimester, teachers will be asked to report to the Principal's office all students who are:

1. near-failing
2. failing
3. incomplete

A list of those students who are near-failing, failing, and/or incomplete will be provided to the staff, principal and athletic director. If a student is declared ineligible to participate on Monday, he/she will be declared ineligible until the following Monday when the new list will be compiled and in effect. A letter stating the student's ineligible status will be mailed to parents/guardians. If a JH student fails a trimester

course, they will be ineligible for 10 school days from the day the trimester ends.

### Eligibility Standards

The following standards must be maintained in order to be eligible for co-curricular participation: (Music concerts are considered curricular in nature and will be excluded from the eligibility policy unless students participate in the extracurricular areas such as jazz band and show choir.)

1. Successfully pass all classes including P.E. the previous trimester. Junior High students maintain a weekly academic eligibility policy.
2. Do not violate the good conduct code.
3. Be present for at least 1/2 of classes on the day of an event or practices, **from 12:00 noon until the end of the school day**, unless previous approval has been obtained from the Principal/Athletic Director.
4. For athletes, meet the requirements of the State Athletic Association/Union.
5. Be declared ineligible by the principal or sponsor because of behavior problems.

### FAMILY NIGHT

Wednesday night is family night. No school activities are to be scheduled after 6:15 PM with the exception of state sponsored or administrative approved events. This is relevant to student events. Adult meetings, etc. may be scheduled. After May 1st, junior high students may practice on Wednesday afternoon if participating on a varsity team. After May 15th, this policy is not in effect until school begins in August.

NO PRACTICE WEEK BETWEEN FALL SPORT SEASONS  
& DURING WINTER HOLIDAYS

Regulations of the Iowa High School Athletic Association and Iowa High School Girls Athletic Union which govern boys and girls athletics differ from one association to the other. No practice week pertains only to boy's athletics and refers to a period in which there will be no practice except for football playoff teams.

NICL regulations require that no practices or scrimmages for boys or girls sports are to be permitted on Sundays or holidays during vacation break scheduled in December.

ADMISSION TO SCHOOL EVENTS

High school admission prices are set by the NICL Activities and IHSAA Football Conferences. The prices are \$5.00/adults and \$5.00/students for admission to NICL wrestling, basketball, track invitationals, varsity volleyball, softball, and baseball. High school concerts, plays, and dance program will charge \$5.00/adults and \$5.00/students. Exceptions are non-conference sponsored activities, events held outside the district such as the UNI-Dome, and/or musicals and other similar activities with high royalty/production costs.

Junior high school admission to activity events will be without charge unless activity conference schools establish an admission fee or royalty costs for drama and/or musical productions necessitate an admissions charge.

There are no fees charged for elementary events, performances or programs other than may be requested by outside agencies.

DIKE-NEW HARTFORD SCHOOL DISTRICT  
CODE OF CONDUCT FOR STUDENTS IN GRADES 7-12

The determination of eligibility shall be the responsibility of the building principal and/or activities/athletic director subject to stipulations and procedures outlined in this code of conduct.

## GOOD STUDENT CONDUCT RULE

As representatives of the Dike-New Hartford Community School District, students are expected at all times to conduct themselves in a manner that will reflect the qualities of citizenship and sportsmanship of which both communities can always be proud. Students who represent the school in co-curricular activities or on school sponsored trips are expected to obey the rules and regulations established by the sponsors and chaperones.

Students disciplined under the good conduct rule shall receive appropriate due process in concert with the nature of the misconduct.

### **I. Eligibility:**

- A. Because of the standard of quality expected of students representing Dike-New Hartford, any student can be declared ineligible at any time by the administration of the school for frequent violation of school regulations.
- B. Students are required to be in school one-half day (from 12:00 noon until the end of the school day) in order to participate in an activity that night. A student who is absent and has previously requested and received an approval from the principal or athletic director is not affected by the attendance requirements.
- C. Students are required to pass all subjects, including physical education, each trimester. A student not meeting this academic requirement will be declared ineligible as specified in Item II, Academic Eligibility. Item II applies only to high school students.
- D. The Dike-New Hartford School further states that a student can be declared ineligible for co-curricular activities if he/she violates school policy as prescribed in the student handbook.
- E. This Conduct Code will apply to all students who are involved or may be involved in athletics, cheerleading, speech, drama, vocal music, instrumental music, dance group, student council, and any other official representations of the school.
- F. Violations are accumulative separately for elementary (grade 6); junior high (grades 7 and 8) and high school (grades 9-12). This policy will be in effect for twelve (12) months of the year. This policy became effective on August 15, 1996. A year shall commence on August 15 and end on August 14.

- G. A student declared ineligible will attend practices or rehearsals and may practice or rehearse at the discretion of the coach or director. An ineligible student cannot travel, dress, compete or perform during his/her period of ineligibility.

## **II. Academic Eligibility**

A student must pass all courses at the conclusion of a trimester. A suspension for 30 consecutive calendar days from co-curricular activities is to begin immediately upon completion of the trimester unless the suspension is longer or is differentiated by either the Iowa code for Athletics, Iowa High School Music Association (IHSMA); Iowa High School Speech Association (IHSSA); Iowa High School Athletic Association (IHSAA) or Iowa Girls Athletic Union (IGHSAU). A student must finish the season in good standing for the ineligibility period to count.

### Iowa High School Music Association

If at the end of any grading period a participant receives a failing grade in any course for which credit is awarded, the participant is ineligible to participate in any competitive event sanctioned by the IHSMA or any IHSMA sponsored event that is non-graded (event doesn't affect course GPA) within a period of 30 consecutive calendar days. The period of ineligibility will begin with the first school day following the day grades are issued by the school district.

### Iowa High School Speech Association

If at the end of any grading period a participant receives a failing grade in any course for which credit is awarded, the participant is ineligible to participate in any event sanctioned by the IHSSA or IHSSA sponsored event within a period of 30 consecutive calendar days. The period of ineligibility will begin with the first school day following the day grades are issued by the school district.

### Iowa Code for Athletics

Under Iowa law students must receive passing grades in all courses the previous grading period to participate in athletics. Students who do not meet this requirement are not allowed the privilege of participating in athletics. **Refer to definitions provided by the Iowa Department of Education for interpretations regarding athletic eligibility. (See 503.4R2- Athletic Eligibility Rules)**

**III. The following administrative guidelines will be observed in determining the ineligibility of participants in all co-curricular activities.**

A student is in violation of the good conduct provision that (1) is observed by a staff member, (2) is observed by a law enforcement official, (3) admits to, or (4) at a judicial or administrative proceeding is found by reasonable suspicion to have:

- Item 1:** possessed alcoholic beverages with knowledge, intent, and control thereof;
- Item 2:** consumed alcoholic beverage;
- Item 3:** possessed controlled or look alike substances as they are defined by the Code of Iowa, without a legal prescription, and with knowledge, intent, and control thereof;
- Item 4:** used controlled or look alike substances, as they are defined by the Code of Iowa, and without a legal prescription;
- Item 5:** chewed tobacco;
- Item 6:** used or possessed tobacco in any form other than defined in Item 5;
- Item 7:** committed theft, shoplifting, vandalism, or other serious offenses, including those which would violate the Iowa Criminal Code, as to make the student unworthy to represent the ideals and standards of the Dike-New Hartford School;
- Item 8:** been suspended for three or more days two (2) or more times during a given school year (August 15-August 14) for fighting, harassment, verbal abuse and/or use of profanity.

The Provision shall apply to situations on or off school grounds, at school related activities home or away, in or out of any activity, during the school year and summer months.

The same due process afforded a student in the event of a suspension shall be afforded a student who is charged with violating the Good Conduct Rule.

**When a student is declared ineligible the building principal and activities/athletic director will then handle the matter as follows:**

1. The student will be presented with higher infraction.
2. The student will be allowed to state his/her version of the incident.
3. The building principal and/or activities/athletic director decide discipline.
4. The student either accepts discipline or asks for a hearing with the superintendent.
5. If the student is still not satisfied, the matter will be referred to the Board of Education. Further appeals could be taken to the Iowa Department of Education, or the court system.

**A student who has been found to have violated the Good Conduct Rules (Items 1-6) shall be penalized as follows:**

**First Offense:**

- A. Three (3) month suspension from all co-curricular activities beginning on the date she/he is declared ineligible; or
- B. Three (3) week suspension and immediate enrollment in substance abuse classes sponsored by an administrative approved county, regional or other recognized substance abuse program. If selected course is not completed in the prescribed time allotment, the student will be declared ineligible until the course is completed. Transportation and costs will be the responsibility of the student.

**Second Offense:**

- A. Six (6) month suspension from all co-curricular activities beginning on the date she/he is declared ineligible; or
- B. Ineligibility in co-curricular activities for six (6) weeks and enrollment in substance abuse classes sponsored by an administrative approved county, regional or other recognized substance abuse program.

**Third Offense:**

Twelve (12) month suspension beginning on the date she/he is declared ineligible.

**Fourth Offense:**

No participation in co-curricular activities beginning on the date she/he is declared ineligible.

### **Multiple Offenses:**

Multiple offenses occurring at the same time will be considered as the same offense.

**A student who has been found to have violated the Good Conduct Rule (Items 7 and/or 8) shall be penalized as follows:**

### **First Offense:**

- A. Three (3) month suspension from all co-curricular activities beginning on the date she/he is declared ineligible; or
- B. Three (3) week suspension and immediate participation in six (6) hours of school or community service as approved by the building principal or activities/athletic director to be completed within a three (3) week time span. If the school or community service is not completed in the prescribed time allotment, the student will be declared ineligible until completion.

### **Second Offense:**

- A. Six (6) month suspension from all co-curricular activities beginning on the date she/he is declared ineligible; or
- B. Ineligibility in co-curricular activities until completion of six (6) weeks and twelve (12) hours of school or community service as approved by the building principal or activities/athletic director.

### **Third Offense:**

Twelve (12) month suspension beginning on the date she/he is declared ineligible.

### **Fourth Offense:**

No participation in co-curricular activities beginning on the date she/he is declared ineligible.

**Additional team rules and regulations can be set forth by the coaches and directors prior to the season of a particular activity with approval by the athletic director and administration. In addition, the Iowa High School Athletic Association and the Iowa Girls High School Athletic Union, of which we are members, states that a person is ineligible for competitive sports:**

1. If you have not had a medical examination. The certificate of medical examination is good for one calendar year.
2. If you are 20 years of age or older.



3. If you have attended high school for more than eight semesters.
4. If you did not pass all classes the previous trimester.
5. If you were out of school last trimester or if you entered school this trimester later than the second week of school.
6. If you have changed schools this trimester. (Except upon change of resident of your parents/guardians.)
7. If you have ever accepted an award costing more than \$10 for your high school participation from an outside group other than an inexpensive, unframed, un-mounted paper certificate of recognition, or if you have ever received any money for expenses or otherwise for your participation in an athletic contest.
8. If you have competed on an outside school team as a team member or as an individual while out for a sport and during that sport season without the previous written consent of your superintendent. (Example: While you were out for wrestling and during wrestling season you want to participate on an outside school wrestling team or tournament, you must have permission from the school superintendent or principal or you will be declared ineligible. Once wrestling season is over, you can participate without written permission.)
9. If you have ever trained with a college squad or have participated in a college event.
10. If your habits and conduct both in and out of school are such as to make you unworthy to represent the ideals, principles and standards of your school.

#### **IV. Appeal:**

- A. When a student is declared ineligible the building principal and/or activities/athletic director will handle the matter as follows:
  1. The student will be presented with his/her infraction.
  2. The student will be allowed to state his/her version of the incident.
  3. The principal decides discipline.
  4. The student either accepts discipline or asks for a hearing with the superintendent.
  5. If the student is still not satisfied, the matter will be referred to the Board of Education. Further appeals could be taken to the Iowa Department of Education, or the court system.

## PHYSICAL EXAMS

An athlete is not eligible to participate in practice for interscholastic competition, games or meets until s/he has been examined and supplied the principal or designee with a signed certificate by a physician stating the athlete has passed an examination. This physical exam is good for one year plus one month from the time of the physical.

Each student will need to make his/her own appointment with a physician for a physical. If a student is going out for a sport during the year be sure to obtain the physical exam before the activity begins or s/he will not be permitted to participate.

## INSURANCE FOR ATHLETICS

No student will be allowed to participate in athletics without health and accident coverage. Optional student insurance is available at a nominal cost. If a student chooses not to be covered by this program, he/she is required to have a form completed and signed by his/her parent/guardian stating that the parent/guardian have the student athlete adequately covered with health and accident insurance through their own medical insurance program or other separate coverage. Refer to the next section.

## STUDENT INSURANCE, GENERAL

An optional district-wide student insurance program is offered to the parents of pupils in the district. The Board of Directors, upon recommendation of the superintendent, shall select an insurance company to issue such policies for students in the district.

The purchase of pupil insurance shall be voluntary with the entire cost being paid by the student or his/her parent/guardian.

The program includes school time coverage only, 24 hours a day for 12 months and/or extended dental insurance coverage. Application/enrollment forms are available from the superintendent's office, and coverage becomes effective when the premium is received by the school. The current program is administered by Student Assurance Services, Inc. of Stillwater, Minnesota 55082 (612-439-7098). Don Graves of Dike-New Hartford Insurance serves as the local agent.

Interscholastic Sports Coverage for grades 7-12 is not included in the school time or 24 hour programs. An all-sports grades 7-12 program except for football for grades 9-12 is available for athletes as an option. Athletes who need football coverage for grades 9-12 also may wish to consider the football insurance option.

FREE HEALTH CARE COVERAGE FOR CHILDREN. If you or someone you know does not qualify for Medicaid and cannot afford private health insurance for their child, call: 1-800-223-KIDS. Many Iowa children, under 19 years of age, qualify for free health care through the Caring Program for Children.

## **SECTION VII**

## STUDENT CONDUCT

The board believes inappropriate student conduct causes disruption to the school environment and learning process and may present a threat to the health and safety of students, personnel, and visitors on school premises.

Students shall conduct themselves in a manner fitting to their age level and maturity with respect and consideration for the rights of others while on school premises, school owned and/or operated school or chartered transportation and, attending or engaged in school activities away from school grounds.

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the educational program, disrupts the orderly and efficient operation of the school or school activity, conduct which disrupts the rights of other students to obtain their education or participation, or interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, community service, suspension, probation, and expulsion.

It shall be within the discretion of the person in charge of the classroom to remove the student and send him/her to the building principal's office or other designated area.

All employees of the district share the responsibility for seeing that the behavior of students meets the standards of conduct conducive to an orderly school environment. Emphasis shall be placed upon student self-discipline.

Procedural differences in administering the policies, "Student Conduct, Suspension and Expulsion" will only occur for identified special education students and targeted special education programs as identified in Public Law 94-142.

## COMMON SENSE BEHAVIOR

Most students can rely on their own common sense and upbringing in making everyday decisions for appropriate behavior in school. Mutual respect between and among students and school staff is key to an effectively operating school. Students who have learned self-discipline help themselves and everyone with whom they come in

contact. They control themselves and understand how they can affect the total school system to make it better.

Dike-New Hartford Schools has entered a partnership with the Waterloo Education and Behavior Center Safe School Program. The program goals are to lower instances of violence, violations of school alcohol and substance rules, disruptive behavior, truancy, and repeated violations of school rules. A student involved with violation of school rules that require suspension may be sent to the Education and Behavior Center intervention rather than given a school suspension. In some instances, a student violation will require attendance at the Education and Behavior Center.

The school also has a responsibility to state its expectation for student behavior. The following behaviors exhibited at school or at a school sponsored function are unacceptable and can result in community service, detention, student suspension, or expulsion: As determined by administration.

1. Possession or use of tobacco products.
2. Drinking/possession/use/under the influence of alcoholic beverages, other controlled substances, look-alike substances or drug paraphernalia.
3. Distribution or sale of alcoholic beverages, controlled substances, or look-alike substances.
4. Truancy - Absent without school or parent permission one (1) class period or any part of a day.
5. Damage, destruction, or theft of school property and/or personal property.
6. Storage, possession, or transmission of dangerous weapons or look-alike weapons on school property or at a school event.
7. Fighting/assault.
8. Verbal abuse or profanity directed at a school employee.
9. Disruption of school and/or school activities.
10. Unsportsmanlike conduct at a school sponsored activity.
11. Insubordination/failure to abide by a reasonable request of a school staff member.
12. Failure to serve a detention.
13. Student harassment at school or school sponsored activity.
14. Threat of physical harm to another student, staff member or person by student.
15. Unreasonable number of violations of school rules/policies.

## DUE PROCESS

When a discipline problem occurs, the following procedures are used:

1. The student is presented with his/her infraction.
2. The student states his/her version of the incident.
3. The teacher/principal/sponsor determines the penalty.
4. The student accepts the discipline or asks for a hearing with the superintendent or principal, whichever is appropriate.
5. If the student still isn't satisfied, the matter can be referred to the Board of Education. Further appeals can be made to the Iowa Department of Education or the court system.

## DANGEROUS WEAPONS

Dangerous weapons or look-alikes are not allowed on school grounds or at school sponsored events. Dangerous weapons will be taken from students and others who bring them onto the school property. Confiscation of weapons shall be reported to law enforcement officials and the student will be subject to disciplinary action including suspension and/or expulsion. Students bringing a firearm to school shall be expelled for not less than twelve months and will be referred to law enforcement authorities.

## ELECTRONIC DEVICES

As a school we are discouraging students bringing electronic devices to school such as digital cameras, iPods, pagers, cell phones, etc. These devices can be disruptive to the educational process. If a high school student brings one to school, they are not to use it during class without permission from the teacher. In junior high, cell phones must be kept in a student's locker. Students disrupting the educational process with electronic devices will have them confiscated. We realize that more families are using technology as a means to keep in touch. Use of photos on cell phones or other electronic devices are not permitted in school locker rooms, bathrooms, classrooms, media centers or other areas deemed inappropriate.

## ATTENDANCE

Attendance is taken very seriously at Dike-New Hartford. Research has shown a direct relationship between attendance and student success. The more students are in the classroom, the more opportunities they have to be successful. We also understand that it is necessary to be occasionally absent. Therefore, if students are absent, it is their responsibility to get their assignments from the

classroom teacher. Parents/guardians are encouraged to contact the school for assignments if their student may be absent for more than two days.

### ATTENDANCE LAW

The Compulsory Attendance Law, Iowa Code 299.1, spells out the responsibilities of the school and parent in attendance matters for students who have not reached the age of 16 by September 15. Students who have not reached the age of 16 by September 15 are under the Compulsory Attendance Law through the completion of the school year. Please see this code for the parental consequences of violating this law.

### NOTIFICATION OF ABSENCES

Parents are asked to notify the office by 9:00 AM if their son/daughter is going to be absent from school. It is the parent's responsibility to contact the school via phone, email, or note. Students may not call themselves in.

If a student has missed 3 consecutive days, a doctor's note must be presented to the office upon the student's return. A doctor's note may be requested in the case of excessive absences.

When it is known that a student will be absent at some time in the future, every effort should be made to have work made up before the absence. For all absences, students will have 1 day for each day missed plus 1 day to make up their work. (i.e. if a student misses 3 days, they would have 4 days to make up work.) Make up work consists of all work assigned to students who were present plus any additional work which would help compensate for missed discussions, lectures, films, reports, etc.

### ATTENDANCE POLICY FOR GRADES 9-12

The Dike-New Hartford CSD limits the number of days a student can be absent from each class to **six (6) school days during a trimester**.

At DNH there are three types of absences: exempt, excused, and unexcused. Exempt absences will not count as part of the 6-day policy per trimester. Excused and unexcused absences will count against the 6-day policy. Any absences after the accumulation of six (6) days in each class for the trimester will require the student and teacher to sign a contract and make up the class periods missed over 6.



## Absences:

Exempt (Will not be counted as part of the 6 days)

- School related/sponsored trips or activities
- College rep visits
- Doctor's appointments (up to 5 with a doctor's note)
- College visits arranged by the counselor (2 days for seniors; 1 day for juniors per year)
- Court appearances with documentation provided
- Other legitimate exemptions, as determined by the principal

Excused (Will count as part of the 6 days)

- Illness
- Family emergency (including working for parents)
- Professional appointments (medical, dental, physical therapy, chiropractor without a doctor's note or when the number exceeds 5)
- Family vacation, with school work completed in advance when possible
- Funerals
- Non-school sponsored sports competitions (AAU, etc. may be exempt if all work is turned in prior to leaving and prearranged leave forms have been signed by all teachers. Final decision will be determined by the principal.)
- Other legitimate exceptions, as determined by the principal

Unexcused (Will count as part of the 6 days and the time will be made up for each absence.) 3 unexcused absences from a class may result in withdrawal from the class.

- Oversleeping
- Leaving school without authorization
- Truancy, skipping school, skipping class
- No excuse from parent or guardian within 24 hours of absence

\*\*The principal reserves the right to determine on a case-by-case basis if the absence falls under exempt, excused, or unexcused.

## PROCESS FOR EXCESSIVE ABSENCES

When a student reaches 5 absences for the trimester in a given class, parents/guardians will be notified. The student will be verbally notified by the teacher.

If a student reaches 6 absences, parents/guardians will be notified that their child will have time to make up upon any additional absences. Students must do the following:

1. obtain attendance form from the teacher
2. have teachers indicate what time, assignments, projects, or work needs to be done in order to meet the course requirements
3. make up all required assignments and time
4. obtain the teachers' signatures on the form, indicating all time and work has been satisfactorily completed
5. turn in the completed form to the principal

## MAKE UP TIME

Students who owe time due to excessive absences and tardies will make up their time before or after school or during the next Wednesday early dismissal time. Students will be expected to work on school work or read a book during this time.

## DAILY SCHEDULE (High School)

### Regular Day

Period 1	8:20 AM – 9:20 AM
Period 2	9:24 AM – 10:24 AM
Period 3	10:28 AM – 11:28 AM
1 <sup>ST</sup> Lunch	11:28 AM – 11:48 AM
Period 4	11:52 AM – 12:52 PM
Period 4	11:32 AM – 12:32 PM
2 <sup>nd</sup> Lunch	12:32 PM – 12:52 AM
Period 5	12:06 PM – 1:06 PM
SSR in Per 6	2:00 PM – 2:10 PM
Period 6	2:10 PM – 3:10 PM

### 1:10 Early Dismissal

Period 1	8:20 AM – 9:02 AM
Period 2	9:06 AM – 9:47 AM
Period 3	9:51 AM – 10:32 AM
Period 5	10:36 AM – 11:18 AM
1 <sup>st</sup> Lunch	11:18 AM – 11:38 AM
Period 4	11:42 AM – 12:24 PM
Period 4	11:22 AM – 12:04 PM
2 <sup>nd</sup> Lunch	12:04 PM – 12:24 PM
Period 6	12:28 PM – 1:10 PM

## ADMIT SLIPS

When a student has been absent, the student must obtain an admit slip from the office and present this to the teacher upon returning to class. In addition, if a student is leaving early for an appointment, etc., the student must have an admit slip from the office before leaving class. The office will need a note, phone call, or email from the parent prior to allowing a student to leave school.

## SIGN IN/OUT PROCEDURES

Students who arrive after 8:20 AM and leave prior to 3:10 PM need to sign in/out in the high school office.

If a student needs to leave early for an appointment, the student will need to have parents contact the office, and the student will need to present the teacher with a pass stating the student's departure time. Students must then sign out in the office prior to leaving.

Students who go home for lunch must also sign in/out when leaving and returning.

## COLLEGE VISITS

Seniors will be allowed 2 college visits and juniors will be allowed 1 college visit per year for exempt absences. (They may take more with permission but they will count as excused absences).

## OPEN CAMPUS

We only have open campus during the lunch hour. You may not drive or be in your vehicles during lunch hour. This is a privilege you can lose if you are tardy or driving during the lunch hour. You may also lose this privilege for discipline reasons.

## DUAL ENROLLMENT

Students who are enrolled in CVW classes are responsible for all work that they miss when leaving early/arriving late to a D-NH class.

## LEAVING SCHOOL

If a student needs to leave school during the day he/she must report to the office to present a parent note or to call a parent. The junior high or high school student must then sign out. Failure to follow this procedure will result in disciplinary action. Students will not be allowed to leave school unless a parent/guardian or a designated adult in an emergency situation has been notified and permission granted. Junior high or elementary students must be picked up by an adult.

## MAKE-UP WORK

When a student has been gone it is the responsibility of the student to contact the teacher regarding school work that was missed. As a general rule the student will have a time period equal to the number of days missed as a deadline for making up work. Elementary students may be given more time and more assistance from the teacher with determining make up work. We encourage parents/guardians to call the school so that we may get assignments home to students who are sick. In this way, they will not fall so far behind. If a student has an illness which prevents him/her coming to school for a few days, feel free to call in the morning so that teachers can put together assignments for the student. Assignments can be ready at 3:20 PM to be picked up, or for a brother/sister/or some other person to bring home.

## FAMILY TRIPS

Family trips can be valuable learning experiences and are excused absences that will count towards the 6 per. trimester. However, if the absence is extensive, students may find themselves far behind when they return. The school cannot guarantee that a student's grade will not be hurt by a long absence. In these cases, it is important for a junior and/or senior high student to obtain a prearranged absence slip from the Principal's office. This slip is taken to all the student's teachers so that they know of the absence and can give advance assignments. This slip must be turned in to the office with the teachers' signatures before the student leaves.

## TARDY POLICY

Tardiness causes our students trouble for two reasons. First, being prompt is a character trait which is very much admired and is positively related to success in the world of work. If students do not train themselves to be prompt early in life, it is a hard habit to acquire in later years. Secondly, the first five minutes of any class period is very important. During this time the teacher is setting the stage for learning which will take place during the period. Interruptions caused by tardy students entering the room and visiting with the teacher takes away valuable class time and can destroy a teacher's introductory presentation. Preventing tardiness is 99% the responsibility of the student. Unexcused tardies are when the student does not have a pass from the office or a teacher. Unexcused tardies should be recorded by the classroom teacher, and students will make up the time missed with the teacher.

Tardies are added up by individual class and by trimester. In other words, at the start of each trimester a student begins with a clean slate in every class.

Unexcused tardies (late with no note, phone call, or email from parent) will result in automatic make up of time missed.

Excused tardies (late with a note, phone call, or email with excuse from parent) will be result in the following consequences:

- 1st Tardy: No consequence
- 2nd Tardy: No consequence
- 3rd Tardy: 30 minutes (minimum) or the number of minutes tardy
- 4th Tardy: 30 minutes (minimum) or the number of minutes tardy and communication with the parent.
- 5th Tardy: 60 minutes (minimum) or the number of minutes tardy and communication with the parent.
- 6th Tardy: 60 minutes (minimum) and a parent meeting with a potential attendance contract.

Time owed for tardies will be made up with the teacher when possible.

## UNEXCUSED TARDIES – JUNIOR HIGH

Unexcused classroom tardies are monitored by the teacher. Consequences may be detention, lunch with the teacher, or a Saturday detention for repeated violations.

Students who are unexcused and miss a whole period will be considered truant for that period.

## LEAVING SCHOOL

If a student needs to leave school during the day he/she must report to the office to present a parent note or to call a parent. The junior high or high school student must then sign out. Failure to follow this procedure will result in disciplinary action. Students will not be allowed to leave school unless a parent/guardian or a designated adult in an emergency situation has been notified and permission granted. Junior high or elementary students must be picked up by an adult.

## SKIP DAYS

The Dike-New Hartford Community School District does not have skip days for any of their students. Skip days are not excused and may result in disciplinary action against your son/daughter. Any group skip days will be made up at the end of the school year by the students involved. Your cooperation will be greatly appreciated.

## **STUDENT DRESS**

The students of Dike-New Hartford School District shall be dressed in a fashion that is complementary to the school and to themselves. Both Iowa and federal law charge school districts with the mission of educating students regarding the effects of alcohol, tobacco, and controlled substance use. If the dress of a student is offensive to a fellow student and/or faculty member then it is disruptive in some degree to the educational process. The Board recognizes that the administration must be the final judge of what is appropriate dress.

The primary responsibility for student dress rests with students and parents/guardians. Inappropriate, offensive or obscene clothing are not allowed.

Any message encouraging the use of alcohol or drugs runs counter to our educational mission. Thus, a school regulation prohibiting student apparel that encourages or advertises the use of alcohol, drugs or tobacco products has been found permissible by the courts. Wearing apparel which encourages or advertises the use of alcohol, drugs or tobacco products is not allowed in school.

Hats, sweatbands, bandannas, head gear, or other items will not be worn by students during the school day. **An exception is made for female hair bands. Hoods on sweatshirts or other garments are not to be worn in an up position.** Sunglasses, unless prescribed by a physician and cleared with the principal, are not to be worn during school. Inappropriate badges, buttons, stickers or similar items should not be exhibited or worn. Undergarments should not show nor should midriff be displayed. **No short shorts, strapless tops/dresses, tube tops, halter tops, see-through clothing, exposed undergarments or cleavage are allowed.** Students are expected to adhere to a reasonable level of cleanliness and modesty.

Students will be asked to change the offensive item, reverse the item, or sit in the office until the end of the school day. Infractions of the dress code may lead to detentions, suspensions, or expulsions.

### PHYSICAL EDUCATION SHOES & UNIFORMS

The uniform for grades 7-12 shall consist of tennis shoes, boxer-type shorts and a T-shirt. The uniform required in past years is still adequate. More specific regulations as to acceptable attire will be distributed during the first days of school.

A medical exclusion from physical education class for injury or illness must be presented within two weeks of a student's first non participation class to either the physical education teacher or school administration. A student's non-participation in physical education class not covered by this policy will not be excused.

## EYE PROTECTIVE DEVICES

Every student, teacher or visitor in any area/class shall wear approved/certified by seal industrial quality eye protective devices at all times in an area/room in which any phase or activity of a course or task may subject the student, teacher or guest to the risk or hazard of eye injury from the materials and/or processes used.

Depending upon the activity, the eye protective devices may be provided by the school or may be provided for student purchase at cost. Nevertheless, refusal to comply with this policy and any rules or regulations will result in the student being either temporarily or permanently removed from a class at the discretion of the principal.

This policy applies to the following courses or activities:

1. Vocational or industrial arts shops or laboratories involving experience with any of the following:
  - a. Hot molten metals.
  - b. Milling, sawing, turning, hammering, shaping, cutting, grinding or stamping of any solid materials.
  - c. Heat treatment, tempering or kiln firing of any metal or other materials.
  - d. Gas or electric arc welding.
  - e. Repair or servicing of any vehicle while in the shop.
  - f. Caustic or explosive materials.
2. Chemical or combined chemical-physical laboratories involving caustic or explosive chemicals or hot liquids or solids when risk is involved.

## STUDENT DETENTION

A detention is defined as additional in-school time served in a designated area outside of regular class time. Detentions are assigned to students who have been tardy, missed class or study hall for unexcused reasons, or have misbehaved. Students that are issued a detention are expected to serve the detention either the afternoon it is given or the next. Detention time is 3:05 PM to 3:45 PM. Detentions that are not served within the required amount of time are doubled and if still not served a Saturday detention may be assigned. Students will be required to stay on Wednesday early outs. A student that receives four detentions in a trimester will serve a Saturday detention. Failure to serve a detention may result in suspension from classes.



## SUSPENSION OF A STUDENT

The superintendent of schools or building principal may suspend a student from school temporarily (for a period of time not to exceed ten school days) for a violation of the rules and regulations approved by the Board of Education, or when that student's actions warrant the necessity of a suspension. The superintendent or principal may choose either an in or out-of-school suspension. Suspension may also be used in conjunction with procedures for expulsion.

Suspension means an in-school suspension, an out-of-school suspension, and/or a restriction from activities. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten days.

Notice of the suspension, if at all possible, shall be mailed no later than the end of the school day following the suspension, to the student's parent/guardian, superintendent and board president. A reasonable effort shall be made to notify the student's parent/guardian by telephone or personal contact, and such effort shall be documented by the person making or attempting to make the contact. Written notice to the parents shall include the circumstances involving the student which led to the suspension.

## SATURDAY DETENTION

Detentions on Saturday will be held for students from 8:00 AM to 11:00 AM or three (3) hours as arranged. A student may be assigned a different day or time for a detention at the discretion of the building principal. If a student is assigned to a Saturday detention and does not attend, the detention will be doubled. The student and her/his parent/guardian will be responsible for providing their own transportation to a Saturday detention. Parents/Guardians will be sent notification informing them of a Saturday detention.

## STUDENT PROBATION

Probation means a student is given a conditional suspension of a penalty. The conditional suspension shall mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms shall invoke the penalty temporarily suspended.

## STUDENT EXPULSION

Students shall conduct themselves in accordance with board policy, "Student Conduct." Students who fail to abide or have repeated violations of that policy may be expelled from school.

It shall be within the discretion of the superintendent to recommend to the board the expulsion of a student for disciplinary purposes. Only the board may take action to expel a student and to readmit that student. It shall be within the discretion of the board to discipline a student depending on the nature of the offense and the circumstances surrounding the offense. The principal shall keep records of expulsions in addition to the board's records. When a student is recommended for expulsion by the board, the student shall be provided with:

1. Notice of the reasons for the proposed expulsion;
2. The names of the witnesses and an oral or written report on the facts to which each witness testifies unless the witnesses are students whose names may be released at the discretion of the superintendent.
3. An opportunity to present a defense against the charges and provide either oral testimony or written affidavits of witnesses on the student's behalf;
4. The right to be represented by counsel at his/her expense;
5. The results and finding of the board in writing open to the student's inspection.

## STUDENT HARASSMENT IN SCHOOL

Initiations, Hazing, Bullying/Cyber-bullying or Harassment

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

Students who feel that they have been harassed or bullied should:

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
- Tell a teacher, counselor, or principal; and complete an Anti-Bullying/Harassment Complaint Form.
- Write down exactly what happened, keep a copy and give another to the teacher, counselor or principal including:
  - what, when and where it happened;
  - who was involved;
  - exactly what was said or what the harasser or bully did;
  - witnesses to the harassment or bullying;
  - what the student said or did, either at the time or later;
  - how the student felt; and
  - how the harasser or bully responded.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying/cyber-bullying on the basis of 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 includes conduct of verbal or physical nature that is designed to embarrass, distress, agitate, disturb, or trouble persons when:

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

Sexual harassment includes, but is not limited to:

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

Harassment or bullying/cyber-bullying based upon factors other than sex includes, but is not limited to:

- verbal, physical, electronic or written harassment or abuse;
- repeated remarks of a deeming nature;
- implied or explicit threats concerning one's grades, job, etc; and
- demeaning jokes, stories or activities.

### **Consequences for confirmed Bullying/Harassment**

1st Occurrence - Minimum of formal written notification, possible referral to law enforcement and/or suspension or expulsion.

2nd Occurrence - Up to three days suspension from school, referral to law enforcement, and/or possible expulsion.

Investigation and confirmation of bullying/harassment shall include a written notice to parents/guardians of the harasser and notification of any disciplinary measures.

(The complete Policy 104 Anti-Bullying/Harassment may be viewed in the administration or principal's offices.

### **REMOVAL FROM CLASS OR STUDY HALL FOR STUDENT BEHAVIOR PROBLEMS**

Most students conduct themselves in an appropriate manner in the classroom or study hall and the teacher handles situations affecting classroom behavior. However, students are sent out of class when the intensity or duration of their behavior prevents others from learning or encourages misbehavior by others. A student removed from class must report directly to the office and will be assigned detention time. During the trimester, a student sent to the office from a class/study hall will receive a thirty (30) minute detention. The second time a student is sent to the office from the same class a sixty (60) minute detention is assigned. A third time a student is sent to the office from the same class a Saturday detention or Wednesday early out detention is assigned. If a student's behavior consistently

disrupts a classroom the administration may withdraw a student from class.

### SEARCH AND SEIZURE

It shall be policy that a search of a student, the student's locker, desk or other property including a vehicle parked on school property will be justified when there are "REASONABLE GROUNDS FOR SUSPICION" that the search will turn up evidence that the student has violated or is violating the law or the rules of the school.

### STUDENT LOCKERS, DESKS, AND PADLOCKS

Lockers and desks are school property and assigned to students for the orderly care and, in some instances, the security of personal and school properties. Students shall use only the lockers or desks to which they are assigned to avoid unnecessary personal liability. Junior high lockers have combination locks for the security of student possessions.

The school reserves the right to check any locker or desk when there is reason to believe that it contains books or articles belonging to others than those sharing a particular locker, when there is reason to believe that it may contain articles improperly obtained from the school, or items which, by their nature, create a hazard or violate the policies of this school, or any State of Iowa laws. Students are expected to check their lockers and desks frequently to be sure they contain only those articles belonging to them, or properly borrowed by them within the limits established above.

It is generally unwise to create excessive temptation for others to enter the assigned student locker or desk by leaving valuables in the locker or desk or other articles which may create an unusual interest for others to want access to the locker or desk. Such items may be brought to the office for safe keeping until the close of the day. The school will not be held responsible for valuables not checked into the office.

No weapons of any type, even for class/demonstration purposes, shall be stored in any locker or desk. Such items are to be retained in the principal's office except when used for approved class demonstration purposes.

No item in violation of district policy, rules and regulations, or federal and state laws shall be placed in any locker or desk. "Reasonable Grounds for Suspicion" may well result in a search of a student's locker in accordance with board policy "Search and Seizure."

It should be further understood that the school authorities have the right and the responsibility to make a periodic inspection of all lockers and desks to make certain that they are being maintained in a sanitary, clean, and neat condition. Pop bottles and cans are not to be stored in lockers primarily for sanitation and insect control purposes.

#### Lockers for physical education and athletics:

All rules and regulations set forth under hall lockers and desks will apply to physical education and athletic lockers. However, only school provided padlocks shall be used on physical education and athletic lockers. Personal and school properties and valuables are secure only when the padlocks are used. Padlocks must be snapped closed and the dial turned.

### DAMAGES/DESTRUCTION OF SCHOOL PROPERTY

Any damages and/or destruction to school property, accidental or intentional, caused by a student shall become the responsibility of the student and/or his/her parent/guardian to compensate the district for actual restoration costs. Most homeowners' insurance policies include coverage for damages to another's property caused by a minor student of the insured.

The superintendent has the right to proceed through small claims or district court in situations where the known parties responsible fail to cooperate and reimburse the district for said damages.

# SECTION VIII

## **Dike-New Hartford District Compliance Officers**

### ***Affirmative Action***

- Larry Hunt, Dike-New Hartford Supt.

### ***Asbestos***

- Larry Hunt, Dike-New Hartford Supt.

### ***Equity***

- Irvin Laube, H.S. Principal - Dike Facilities
- Brian Petullo PreK-8 Principal – N.H. Facilities  
Section 504, Title VI, Title IX

### ***Right-To-Know***

- Larry Hunt, Dike-New Hartford Supt.

### ***Sexual Harassment -***

- Larry Hunt, Dike-New Hartford Supt.
- Brian Petullo New Hartford PreK-8 Principal - Alternate
- Thomas Textor, Dike Elem. Principal - Alternate

### ***Student Abuse by an Employee Level I Investigators -***

- Irvin Laube, H.S. Principal - Dike Facilities
- Brian Petullo PreK-8 Principal - New Hartford Facilities
- Thomas Textor, Dike Elem. Principal – Alternate

### ***District Level II Abuse Investigators –***

- Timothy Wolthoff & Kirk Dolleslager, Grundy Co. Sheriff Dept

**Dike Address:** Box D, 330 Main St., Dike, IA 50624  
Phone: 319-989-2552

**New Hartford Address:** 508 Beaver St., New Hartford, IA 50660  
Phone: 319-983-2206

## STUDENT INJURY OR ILLNESS AT SCHOOL

Students who become ill or are injured at school will be given assistance upon notification, observation or request. Whenever possible, parent/guardian will be notified by phone and instructions will be requested as to the disposal of the case. When unable to contact the parent/guardian the ill or injured child shall be transported home, to a designated caretaker, to the hospital, or to a doctor's office by a member of the school staff, or by ambulance if appropriate.

A parent/guardian may take an injured or sick child from the school. However, the principal or designee reserves the right to allow or deny an ill or injured child to go home unaccompanied by an adult and/or unless a responsible adult is in the home to receive them, depending upon the nature of the illness or injury and age of the child.

In cases of emergency, the pupil shall be transported to a hospital or a doctor's office by an emergency unit or other convenient types of transportation available. An attempt will be made to contact the family physician listed on the office records to be prepared to receive the child. The board assumes no responsibility for the medical treatment of students and the costs related to receiving medical treatment.

## CHILD CUSTODY

In most cases, when parent/guardian are divorced or separated, both parents/guardians continue to have equal rights where the children are concerned. If you have a court order that limits the right of one parent/guardian in matters such as custody or visitation, please bring a copy to the appropriate principal or superintendent. Unless your court order is on file with us, we must provide equal rights to both parents/guardians.

Additionally, it would be helpful if the school is notified when there is a change in marital status. This helps us maintain an up-to-date listing of names, addresses, and phone numbers.

## MULTI-CULTURAL GENDER FAIR EQUITY EDUCATION OPPORTUNITY

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



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

EQUAL EMPLOYMENT OPPORTUNITY  
AND AFFIRMATIVE ACTION

The Dike-New Hartford Community School District shall provide equal opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity and Affirmative Action laws, directives and regulations of federal, state and local governing bodies and agencies. This obligation to affirmatively implement equal employment opportunity to all employees and applicants for employment includes hiring, placement, upgrading, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination.

Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the board, administration, and Iowa State Department of Education for the class or position for which they apply. In employing school district personnel, the board shall consider the qualifications, credentials, and records of the applicants without regard to race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity or socioeconomic status (for programs) in its educational programs and its employment practices. In keeping with the law, the board shall consider the veteran status of applicants.

TITLE VI, IX AND SECTION 504 - COMPLIANCE OFFICER

The designated compliance officers are:

COORDINATOR

NAME: Irvin Laube, High School Principal  
ADDRESS: 330 Main Street Dike, Iowa 50624  
PHONE NUMBER: (319) 989-2485  
Irvin.laube@dnhcsd.org

## ALTERNATE COORDINATOR

NAME: Brian Petullo PreK-8 Principal  
ADDRESS: 508 Beaver Street, New Hartford, Iowa 50660  
PHONE NUMBER: (319) 983-2206  
brian.petullo@dnhcsd.org

OFFICE HOURS: 8:00 AM to 4:00 PM - Monday through Friday

Inquiries regarding compliance with equal education opportunity shall be directed to the Title IX Compliance Officer or superintendent in his/her absence at the respective school addresses indicated above or by telephoning (319) 989-2552 at Dike or (319) 983-2206 at New Hartford.

### EQUITY GRIEVANCE PROCEDURE

Students and parents/guardians are hereby notified that in accordance with federal regulations assuring all students of equal opportunities and treatment in the total program, a grievance procedure has been adopted by the Board of Education. The first step of this procedure is an informal review whereby a student who believes she/he has been discriminated against because of race, color, national origin, gender, disability, religion, creed, marital status, sexual orientation, gender identity or socioeconomic status in the educational program should discuss the problem with the teacher or principal. If a formal grievance (Level 2) is requested, it should be initiated within fifteen (15) working days of the alleged discrimination with the compliance officer. The compliance officer (Equity Coordinator) for the Dike-New Hartford District is the high school principal and alternate coordinator for the school district is the Pre-K-8 school principal at New Hartford. Please feel free to call or visit anytime you wish to have more information, discuss a problem or to begin investigation procedures. The High School phone number is 989-2485 and the New Hartford School phone number is 983-2206. In the event that a problem is not satisfactorily resolved at level two, then it may proceed to level three with the superintendent.

This procedure in no way denies the right of the grievance to file formal complaints with the Iowa Civil Rights Commission, the Federal Office of Civil Rights or other agencies available for mediation or rectification of civil rights grievances or to seek private counsel for complaints alleging discrimination.

*"It is the policy of the Dike-New Hartford School District not to discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status, sexual*

*orientation, gender identity and socioeconomic status in its educational programs, activities, or employment practices as required by the Iowa Code section 216.7 and 216.9. If you have questions or grievances related to compliance with this policy by the Dike-New Hartford School District, please contact the Iowa Civil Rights Commission, Grimes State Office Building, 400 E. 14<sup>th</sup> St., Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457-4416, or website [www.state.ia.us/government/crc/index.html](http://www.state.ia.us/government/crc/index.html).”*

*“In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, or religion. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call 800-795-3272 (voice) or 202-720-6382 (TTY). USDA is an equal opportunity provider and employer.”*

### ASBESTOS HAZARD EMERGENCY RESPONSE ACT

The Asbestos Hazard Emergency Response Act was enacted by Congress in 1986.

School buildings and building materials have been inspected with samples taken as applicable for laboratory analysis.

The only known friable asbestos materials identified on inspection exist above the corridor ceiling of the lower elementary 1957 addition of the Dike facility. The asbestos materials are in pipe joints and are in good condition. The presence presents no danger to students or the public and continues to be monitored every 6 months. The only other asbestos containing materials known to remain on Dike site school facilities are the floor tile in the elementary, two-story and industrial arts buildings. The presence of asbestos in the floor tile presents no danger to students and the public as long as the floor tiles are properly maintained in accordance with AHERA. Conditions of the tile continue to be monitored on a 6 month basis.

Facilities at the New Hartford site are free of any known friable and non-friable asbestos containing materials.

The district has an AHERA plan on file for all district facilities. The plan may be inspected in the superintendent's office during normal working hours of 8:00 A.M. - 4:00 P.M. Direct any concerns or questions to the district's AHERA Compliance Officer who is the superintendent of the schools.

## HAZARDOUS CHEMICAL DISCLOSURE AND COMMUNICATIONS PROGRAM

1. The Dike-New Hartford Community School District maintains a list of all chemicals under the Right to Know Law. Inventories are maintained in the Art, Industrial Arts and Science Departments and shall be accessible to students, parents and general public.
2. Material Safety Data Sheets (MSDS) are maintained in the aforementioned departments. Students shall be instructed as to their location, interpretation and use.

The entire Hazardous Chemical Disclosure Plan for the Dike-New Hartford Community School District is located in the Superintendent's Office and may be inspected upon request during normal working hours from 8:00 AM to 4:00 PM.

3. All materials identified as hazardous chemicals shall possess the Hazardous Materials Identification System (HMIS) label. Students shall be taught how to interpret these labels and use the chemicals safely as directed and instructed.
4. All students in the respective departments aforementioned shall be instructed "emergency care procedures" in the event of an accident using all different types of hazardous chemicals. Such procedures will include location and use of any emergency care equipment and how to notify the principal's office and obtain emergency assistance.
5. Students in all areas in which hazardous chemicals are used shall wear eye and other protective devices/materials as instructed.
6. Students who refuse to comply with these safety procedures will be removed from the program until there is a commitment for compliance.
7. Students or parents/guardians who are knowledgeable of any unsafe situation or practice are to notify the building principal or superintendent of the condition.

The superintendent of schools shall be the compliance officer for the Hazardous Chemical Disclosure and Communications Programs. Inquiries regarding compliance should be directed to the superintendent of schools.

## CHILD ABUSE

The Code of Iowa requires certified school employees, including teachers and school nurses to file a report with the Department of Human Services when the person "reasonably believes a child has suffered from abuse." The requirement to report is mandatory. Legal reference: Chapter 232, Iowa Code.

## STUDENT ABUSE

The Code of Iowa requires investigators be identified for identifying and reporting child abuse of students by school employees.

Level I Investigator for identifying and reporting child abuse of students by employees in Dike facilities and programs is Irvin Laube, High School Principal, and in the New Hartford facilities and programs Brian Petullo, Pre-K-8 Principal. The Level I Alternate Investigator is Tom Textor, Dike Elementary Principal. Level II investigators shall not be an employee of the district.

## HEALTH CERTIFICATE

A student enrolling for the first time in the Dike-New Hartford Community School District may be required to submit a certificate of health from a licensed physician. A student must submit an up-to-date certificate of health upon request of the superintendent of schools or his/her designee.

Effective since July 3, 1991, all children entering kindergarten are required to have received two doses of measles and rubella containing vaccine prior to entry. The first dose of measles and rubella containing vaccine must have been given on or after 15 months of age and the second dose separated from the first dose by no less than 30 days.

The second dose requirement only affects children entering kindergarten. Children in other grades will still be under the one dose of measles and rubella policy.

A student must present upon enrollment a properly validated Certificate of Immunizations on a form provided by the Iowa Department of Health as proof of having received immunizations such as -- diphtheria, tetanus, pertussis (whooping cough), polio, rubella and rubeola (measles).

## ADMINISTRATION OF MEDICATION TO STUDENTS

K-8 students required to take medication during the school day shall have the medication administered only by a qualified designee. A qualified designee is a person who has been trained under the State Department of Health guidelines.

No medication will be administered without written authorization from the parent/guardian and the child's physician. Authorization forms may be picked up in the appropriate building office. A written record of the administrative procedure must be kept for each child receiving medication.

Medication on school premises shall be kept in a secure area. Only appropriate personnel shall have access to the medication.

## COMMUNICABLE DISEASES - STUDENTS

Students with a communicable disease will be allowed to attend school as long as they are physically able to perform the tasks assigned to them and as long as their attendance does not create a substantial risk of transmission of the illness or other harm to the students or the employees. The term "communicable disease" shall mean an infectious or contagious disease spread from person to person or animal to person or as defined by the State Department of Health. A student will be excluded from school when the student's condition has been determined to be injurious to the health of others or when the student is too ill to attend school. The health risk to an immuno-depressed student attending school shall be determined by their personal physician. The health risk to others in the school environment from the presence of a student with a communicable disease shall be determined on a case by case basis by public health officials. Parents/Guardians are requested to contact the building principal if their son or daughter has an infectious or contagious disease.

Since there may be greater risks of transmission of a communicable disease for some persons with certain conditions than for other persons infected with the same disease, these special conditions, the risk of transmission of the disease, the effect upon the educational program, the effect upon the student and other factors deemed relevant by public health officials or the superintendent shall be considered in assessing the student's continued attendance at school. The superintendent may require medical evidence that students with a communicable disease are able to attend school.

## EXCLUSION FOR REASONS OF HEALTH

A permit to reenter school from a health officer, county nurse, or attending physician, shall be required for readmission of all pupils recovering from any disease which required isolation if the absence from school for such reason is made known to school officials by a physician and he/she so recommends.

## DISSEMINATION OF STUDENT PERSONNEL RECORD DATA

The following information may be released to the public in regard to any individual student of the school district as necessity or desirability arises:

- A. The student's name, address and telephone number;
- B. The names, addresses and telephone numbers of the student's parents or guardians;
- C. The student's date and place of birth;
- D. The student's major field of study;
- E. The student's participation in officially recognized activities and sports;
- F. The weight and height of members of athletic teams;
- G. The dates of the student's attendance in the district;
- H. The most previous educational agency or institution attended by the student;
- I. Degrees and awards received by the student;
- J. Student's picture on District web site, newsletter or newspaper.

Any student over the age of eighteen (18), parent, or guardian, not wanting this information released to the public must make objection in writing within fifteen (15) days of enrollment or registration to the principal or other person in charge of the school which the student(s) is attending.

## STUDENT RECORDS

Each student has a set of records. These records, which are maintained in the appropriate principal's office, are used by teachers and administrators to assist in providing a sound educational program for your child as well as to provide a file for information about students which is required by law. Administrators, instructional staff and AEA 267 special education staff may have access to student records.

Parents or legal guardians may review their child's cumulative records at any time. Please direct your request to the appropriate principal.

## FOREIGN EXCHANGE STUDENT GUIDELINES

1. The limit for foreign exchange students during a school year is two.
2. The host organization for a foreign exchange student must be listed with the National Association of Secondary School Principals.
3. The school district will provide foreign exchange students free textbooks, physical education and athletic towels.
4. The student council will provide foreign exchange students a yearbook and activity pass with some restrictions.
5. Host parents are responsible to provide foreign exchange students lunches, classroom needs and any co-curricular fees or equipment.
6. Foreign exchange students will be classified as foreign exchange rather than senior, junior, sophomore or freshman.
7. Foreign exchange students will have the option of participating in prom and commencement. If a foreign exchange student opts to participate in commencement s/he will receive an honorary diploma. This diploma would not signify that academic requirements have been met for graduation.
8. Placement of foreign exchange students is done on a first come first served basis provided a host family has been confirmed and the host organization meets guidelines stated in item two. Notification must be received by January 15<sup>th</sup> if a foreign exchange student placement is being sought. Only one foreign exchange student placement will be approved per host organization at this time. Preference will be given to host organizations and sponsors that have successful experience placing foreign exchange students in the school district. After April 1<sup>st</sup> if no other requests have been received to place a foreign exchange student a host organization may request to place a second student.

## FIRE AND TORNADO DRILLS

A minimum of four fire and four tornado drills will be conducted each year in all buildings used for instructional purposes. All students are expected to cooperate and comply with any and all types of drills conducted throughout the school year.



## BUS EVACUATION DRILLS

Bus evacuation drills shall be conducted twice a year for drivers and all students enrolled in the school. A drill should be conducted each semester. The requirement is to make all persons aware of procedures whether riding a bus for a co-curricular activity, field trip or regular route to and from school and home. All students are expected to cooperate and comply with bus evacuation procedures implemented for their safety and welfare.

## POST SECONDARY ENROLLMENT OPTIONS ACT

By an act of the Iowa legislature, a student may enroll for courses at a post-secondary institution. Funds for this enrollment will be provided by the local school district, provided that the student meets the admissions requirements of that post-secondary institution and that the course(s) taken are not offered by the local school district. Only a student as a ninth or tenth grade pupil who is identified according to the school district's gifted and talented criteria and procedures, pursuant to section 257.43, as a gifted and talented child, or an eleventh or twelfth grade pupil, during the period the pupil is participating in the enrollment option provided under Chapter 601C of the Iowa Code, is eligible. Further information about application guidelines and procedures may be obtained from the principal or superintendent. By March 15, you shall provide school officials written intent to participate in the program during the coming school year.

The following factors shall also be considered in the reimbursement of tuition and in the board's determination of whether a student will receive high school credit for a course at a post-secondary educational institution:

- The course must be taught at a public or accredited private institution;
- A comparable course is not offered in the school district;
- The course must be a credited course at the post-secondary institution;
- The course is not religious or sectarian;

High school credit will be awarded to an eligible pupil who satisfactorily completes an approved course under Chapter 261C. Grades are recorded on transcripts and figured in cumulative grade point averages. The board shall retain the authority to determine the designation of a part-time student eligible to participate in post-secondary enrollment.

## DRUG AND ALCOHOL POLICY (SYNOPSIS)

The use and/or possession of tobacco, alcoholic beverages, illegal drugs, controlled substances or look alike controlled substances by students enrolled in Dike-New Hartford Community School is forbidden in school buildings, on school property, and in school vehicles. Adherence to this policy shall be required during the school day, and at any school function or at any activity connected specifically with the school.

Violation of this policy by students will result in disciplinary action. A violation of this policy may result in the suspension or an expulsion of the student in accordance with those policies. Possession of alcohol, for those under legal age, and/or of a controlled substance may be reported to the local law enforcement authorities.

## STUDENT FEE WAIVER AND REDUCTION PROCEDURES

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the secretary at registration time, or thereafter as soon as such a condition is known to exist, for a waiver form. This waiver does not carry over from year to year and must be completed annually.

## DISTRIBUTION OF MATERIALS

The board recognizes that students, employees, parents or citizens may want to distribute materials within the school district that are non-curricular. Non-curricular materials to be distributed must be approved by the building principal or superintendent and meet certain standards prior to their distribution. Materials must state they are not school sponsored.

## **SECTION IX**

## TRANSPORTATION

### BUS PROCEDURES

NOTICE: PARENTS AND STUDENTS ARE ADVISED THAT DIKE-NEW HARTFORD BUSES HAVE VIDEO CAMERA PROVISIONS.

### **NO FOOD OR BEVERAGES WILL BE ALLOWED ON THE BUS.**

Bus drivers share the mutual interest of parents/guardians and teachers for the safety of the child. Students are expected to respect the driver and follow their directions. Students must understand that loud talking, fighting, throwing objects, profane language, damaging public property, disobeying the driver's instruction, and refusing to remain seated are violations of proper conduct on the bus. Continued violation of these rules can result in the loss of transportation privileges for a period of time. In dealing with bus related behavior problems the principal will follow the procedure as determined by the superintendent of schools. All parents/guardians of bus riding children are notified of these rules, regulations, and procedures at the beginning of each school year.

A written note or a telephone call is required from the parent/guardian when there is a variation in regular bus riding procedure (for instance: getting off at another stop, etc.). A parent/guardian note or phone call is also required for a non-bus riding student to ride the bus home with a regular bus rider. Non-bus riding students will be allowed to ride the bus as long as there is room and it is for a regularly designated stop.

**NOTE: Bus transportation is not provided for non-school sponsored events.**

Buses are equipped with two-way radios. This safety feature aids the drivers and school officials to quickly deal with various behavioral, mechanical or weather situations as they arise.

Please notify the driver or call ahead to one of the stops to let the driver know that the student(s) will not be riding. Your notification helps to reduce the possibility of students having to stand in adverse weather conditions waiting for a late bus. It also reduces miles traveled and transportation costs. Please call 989-9334 (Bus Barn).

Estimated bus pick-up and departure times will be provided parents via a separate publication. The times will be adjusted to both the

route and time required. Please avoid requests for unscheduled points of boarding and alighting from a bus as this will only increase the possibility of injuries to students. Any such deviation must be approved by the superintendent.

## TRANSPORTATION - INTER-SCHOOL ACTIVITIES

School owned vehicles shall be used for transporting students to inter-school activities. Students shall not be picked up or discharged at their homes. If more convenient, the student may be transported by a parent/guardian, not a peer friend. Student participants shall not be permitted to drive autos to inter-school activities. Any deviation from the above must have the superintendent's or designee's approval.

Procedurally:

1. Parents/guardians may personally transport their son or daughter to or from the activity and simply communicate such to the sponsor;
2. Parents/guardians may personally communicate to the sponsor that their son or daughter will be transported to or from the activity by another parent/guardian - specifically naming that person; or
3. Parents/guardians may find themselves in some "emergency" situation where school or parent/guardian transportation is impossibility. In such instances, the parent/guardian must call/visit with the superintendent or designee so one of two alternatives can be arranged...
  - a. the scheduling of a school vehicle with a district authorized adult driver, or
  - b. the possible allowance in an isolated situation whereby the student participant and student participant only may be authorized to drive on that given date.

## REGULATIONS GOVERNING PUPILS RIDING SCHOOL BUSES

1. Students are under the authority of the bus driver.
2. Students should be on time for the bus both morning and evening and for shuttle trips between school sites. **No special trips will be made for students who miss the bus!**
- 3.\* Passengers will remain seated while the bus is in motion.
4. Passengers are not to extend their hands, arms or head through the bus windows.

- 5.\* Passengers should converse in normal tones; loud or vulgar language is prohibited. When the bus is crossing a railroad track, all conversation must stop until the bus has crossed the tracks. Playing of radios shall be at discretion of the bus driver!
- 6.\* Passengers shall not open or close the bus windows without the permission of the driver.
7. No picture taking on the bus.
8. Students shall keep the bus clean, and refrain from damaging it. Parents will be billed for property caused by their children.
- 9.\* Passengers shall be courteous to the driver, to fellow pupils, and to passersby.
10. Students will enter and leave the bus, at school loading stations and at highway bus stops, in orderly fashion and in accordance with instructions.
11. Students will refrain from crowding or pushing at pickup points. This is especially dangerous when the bus is approaching.
12. Each student must go directly to his or her seat upon entering the bus.
13. Students shall refrain from talking to the driver while the bus is in motion.
- 14.\* Rough housing on the bus is prohibited; this includes striking, hitting, pushing, and pestering other persons.
15. Passengers must keep feet off the seats.
16. Passengers must keep sharp objects from damaging the upholstery.
17. Pupils must not throw objects about in the bus nor out through the windows. This sort of thing is particularly dangerous and distracting to the driver.
18. Books and other property must be properly stowed out of the way, and the aisle must be clear at all times. No skateboards or scooters.
19. No object or substance should ever become airborne on the school bus.
20. Students must avoid playing or loitering on the roadway when waiting for the bus.

**\*Parents please emphasize these particular rules of common courtesy which, when disregarded, have results in students being denied the privilege of riding the bus.**

## POLICIES FOR HANDLING BUS BEHAVIORAL PROBLEMS

In case of a rule infraction, the bus driver will usually attempt to resolve the problem (except for major incidents) without involving the principal or recommending suspension of the pupil from transportation service. Anyone can make a mistake. A warning from the driver followed by the appropriate behavior from the student should be all there is to school bus behavior management.

**Please Note:** Dike-New Hartford bus drivers use a “Bus Violations Report to Parents,” to document and notify parents and school officials of behavior problems. The form will be given to the student who must take the form home for review by the student’s parents. The form is to be signed by a parent and the student will be requested to return the form to the bus driver the next day. It will also be filed in the principal’s office.

When it becomes necessary to immediately involve the principal or to deny privileges to your child for repeated or more serious behavior problems, the following procedure will be followed:

1. A school official will be notified, possibly by radio, and the student may be transported back to school.
2. The principal and/or superintendent will immediately attempt to notify the parents and arrange for a conference. The conference and understanding between the parent(s), student and school officials will determine whether or not the pupil will continue to ride the school bus.
3. Transportation privileges will be denied the pupil for repeated disruption or insubordination and/or for the safety and/or welfare of the pupils being transported.
4. As a general rule the first infraction will result in a warning communicated to the parent. The second infraction could result in the suspension of bus riding privileges from 1 to 5 days. A third infraction may bring a 1 day to complete suspension from riding the bus and a parent/guardian meeting.

**NOTE:** When transportation privileges are denied, the parent may appeal to the Board of Directors by request to the superintendent and a complete review of the case will be conducted.

5. A pupil will **not** be removed from the school bus or left on the road between the school and the student’s home. The drivers are instructed to deliver the pupils either to the home or school except for road conditions or construction which will not permit the bus to travel a particular road.

## DIKE CAMPUS SAFETY REMINDERS

Please use the east side of the street in front of the Dike Elementary School to leave off or pick up children. For the safety of the children, every attempt should be made not to let children out of vehicles in the outside (west) lane of traffic which results in the children crossing another moving lane of traffic.

Persons may use the circle drive to Dike facilities at any time to leave off children, however, when buses are arriving or are parked in the circle drive, the drop off point would be in front of the elementary building.

## SAFETY REMINDERS FOR ALL DIKE-NEW HARTFORD CHILDREN

Please remind children walking to or from school to use the cross walks where the school traffic lights or portable stop signs are located. These lights or signs are for their safety!

Encourage students to come directly to school and to go directly home from school. Go over the following guidelines:

1. Never accept rides or gifts from strangers and to be cautious about rides, requests, gifts, etc. from all adults.
2. Always report to teachers or parents/guardians if a stranger is seen loitering around the school or playground, whether on foot or in a car.
3. Try to remember what these suspicious people look like or the vehicle they are in.
4. Help your child understand that the police are his/her friend.
5. Parents/guardians should report suspicious incidents directly to the appropriate principal.

## HORSEBACK RIDING AND SNOWMOBILES

Horseback riding and snowmobiles are permitted only on school drives and parking areas.

## STUDENT USE OF MOTOR VEHICLES

Students shall not use vehicles during school hours unless approved by the principal. Failure to abide by this policy may result in a school consequence up to a suspension.



Students driving cars to school must park in approved areas and not move their cars until the end of the day. If a student behaves irresponsibly with his or her car, the principal will attempt to correct the matter with the student and the parent/guardian. If this does not succeed, disciplinary action will be taken against the student, most probably in the form of a suspension.

Violation of the privilege to use motor vehicles in accordance with school rules and regulations, the Iowa Code, and/or rules and regulations for kind of license held may cause school authorities to take appropriate action for the removal of privilege or suspension of license. Illegally parked vehicles may be towed at the owner's expense.

STUDENT USE OF BICYCLES, SKATEBOARDS & MOPEDS

The privilege of riding a bicycle, skateboard, or moped to school may be withdrawn from a student for failure to observe regulations.

MOPEDS, MOTOR CARTS, MOTOR BIKES, CYCLES AND OTHER  
MOTORIZED VEHICLES

Appropriate licenses in accordance with Iowa Law are required for driving streets, roadways and school property (streets, roadway and parking lot only). Except for using the grass roadway to and from the baseball diamond, these motorized vehicles are not to be driven on school grass areas! NOTE: THE SPEED LIMIT ON SCHOOL PROPERTY IS 15 MILES PER HOUR!

Bicycles and skateboards are to be parked in the appropriate bicycle rack or designated area at each attendance center. Students are not to ride their or any other students' bicycles or skateboards during the school day. Students that damage or destroy another student's bicycle or skateboard, whether accidental or intentional, shall compensate said student for actual restoration costs.

SKATEBOARDING on Dike-New Hartford School sidewalks, drives and parking areas is permitted, however, skateboarding in or around entry doors is prohibited. The use of homemade or professionally constructed skateboarding ramps on school property also is prohibited.

Mopeds are to be parked in areas designated by the principal. Students are not to ride theirs or any other student's moped during the school day. Students that damage or destroy another student's moped, whether accidental or intentional, shall compensate said student for actual restoration costs.

Students that do not abide by school policy for bicycles, skateboards, or mopeds or/and do not respect these vehicles as other student's property can expect disciplinary action.

During school dismissal bicycles are to be walked away from the building until past the bus loading area. Bicycles are to remain in designated areas until students leave school grounds.

# SECTION X

## **Dike-New Hartford Elementary Addendum Parent/Guardian Handbook**

**(2017-2018)**



Hello --- and Welcome to the School Year:

On behalf of the Dike-New Hartford Elementary staff, we would like to wish you and yours, a most rewarding school year.

We're looking forward to another successful school year. A "successful" school year to us means one where we (the School) and home work together to facilitate student growth and development.

We hope that you will find the handbook helpful during this school year. The handbook does not answer all of the questions about school, but will take care of many. It was designed to elaborate on the Dike/New Hartford School District handbook. We would hope that you could refer to it as the need arises.

If you have questions or concerns through the school year, be sure to either give us a call or come in and visit with us. We would like to be helpful to you in any way that we can.

We look forward to this school year and appreciate the opportunity to serve in your public school! The foundation of a strong public school is the home and school working together for the benefit of the boys and girls.

Your involvement in the activities here at school--  
--visiting your child's classroom  
--coming to programs at school  
--your volunteer help--parent/student-teacher conferences, etc.  
is very important in building that foundation.

Sincerely,

Tom Textor and Staff  
of Dike Elementary

Brian Petullo and Staff  
of New Hartford Elementary

## **CONTACTING THE STAFF**

Anyone wishing to contact a staff member can do so by calling the school office phone at Dike 989-2487, at New Hartford 983-2206 or by e-mail. Example: (tom.textor@dnhcsd.org)

## **ELEMENTARY IMPORTANT DATES**

For dates of activities, early dismissals and vacations refer to the district calendar, the district websites and the web site Communique.

## **CONFERENCE WITH A TEACHER**

All visitors to school should first stop at the office so we can assist you in arranging a conference with a teacher. Once classes have begun, teachers will be busy with their daily lessons. We will however, be able to arrange a conference for you at a later time. It is encouraged that you enter the "main entrance" of the building by "buzzing in" with office secretary.

## **ABSENCES AND TARDIES**

A student will be counted tardy for the morning session when they arrive after 8:20 a.m. in New Hartford and 8:25 a.m. in Dike.

The elementary day is divided into two halves in regard to absences. A student will be counted absent for one-half day should they miss more than 1 ½ hours during either the morning or afternoon session. A student will be counted absent for the whole day should they miss more than 4 ½ hours during the day.

Parents are requested to call the elementary office any time a child is going to be absent or tardy by 8:20 a.m. The office may call home in the event a child is gone and no message has been received from the home. This procedure is to insure the safety of your child coming to school. If a child is absent for more than 5 consecutive days due to illness, they may be requested to provide a doctor's written excuse.

## **ATTENDANCE**

Regular attendance is important from the day your child enters school. One learning process leads to another and when this growth pattern is broken by absences your child will miss all or parts of learning which he/she needs for the next step. Group discussion and group work are very important and cannot be made up.

Attendance is important but we do not want a sick child in school. If a child is not feeling well, keep him/her at home where he/she can be properly cared for. We also request your cooperation by keeping your child at home when he/she have signs or symptoms of a communicable disease.

### **ARRIVAL TIMES**

We encourage kids (that do not ride the bus) to avoid coming to school before 8:00 AM (Dike) and not before 7:55 AM at (New Hartford). The playgrounds will be supervised from 8:00 AM – 8:20 AM at (Dike) and 7:55 AM – 8:15 AM at (New Hartford).

### **ATTENDANCE STANDARDS**

If excessive absence from school during a semester occurs, parents/guardian may be notified by letter. If absences continue a conference will be scheduled with the parent/guardian, student, counselor, teacher and administrator. The parent/guardian may be required to provide a signed medical statement. If absences continue the situation may be referred to the county attorney.

### **BALLOON BOUQUETS**

To maintain an environment that is conducive to learning we try to limit distractions, therefore, any balloon bouquets or other similar items will not be delivered to students until the end of the day.

### **BICYCLES / SCOOTERS / SKATEBOARDS/ROLLER SHOES**

Students bringing bikes/scooters/skateboards/roller shoes to and from school must remember these rules. They may not be ridden on school property during school hours for safety reasons. Skateboards or scooters are not to be transported on the school bus. Put bikes in the bike stand. Students can lose the privilege of bringing these items to school if they do not follow rules.

## **BUS PICK-UP**

Pick-ups start (approx.) 7:05 - 7:25 AM

Arrives at school by 7:55 – 8:05 AM

Buses leave school 3:30 PM

Bus routes end (approx.) 4:00 PM

Students who request to be dropped off any place other than home must present the bus driver with a note signed by the parent or school staff personnel.

## **BUS ROUTES AND BUS PROCEDURES**

If you have questions concerning bus routes, please contact the **BUS GARAGE @ 989-9334**. Bus drivers share the mutual interest of parents and teachers for the safety of the children. Students are expected to respect the driver and follow their directions. Students must understand that loud talking, fighting, throwing objects, profane language, damaging public property, disobeying the driver's instructions, and refusing to remain seated are violations of proper conduct on the bus. Continued violation of these rules can result in the loss of transportation privileges for a period of time. In dealing with bus related behavior problems the elementary principal will follow the procedure as determine by the Superintendent of Schools. All rules, regulations, and procedures are found in this handbook under REGULATIONS GOVERNING PUPILS RIDING SCHOOL BUSES.

A written note is required from the parent when there is a variation in regular bus riding procedure (for instance: getting off at another stop, etc.). A parental note is also required for a 'non'-bus riding student to ride the bus home with a regular bus rider.

Transportation is NOT provided for 'non'-school sponsored activities.

## **CLOSED CAMPUS**

Students are not to leave school property after they arrive until the end of the day without permission from their parent/guardian. The teacher will notify the office before a student leaves.

## **DAMAGE TO SCHOOL PROPERTY**

School equipment, furniture, books, etc. are provided for the children's use. It is the responsibility of each child and parent to care for books and equipment used. Should a child fail to care for books issued to him/her or misuse school property in any way, he/she will be required to pay for the damage.

Books lost or significantly damaged during the first year will be replaced at full replacement cost. Damage to books over one year old will be charged at a prorated basis. Final charge will be determined by the administration.

We want children to use school equipment. Furniture, books, and other materials are intended to be used. This is an excellent opportunity to teach respect for public property.

## **DRESS CODE**

The way children dress affects their attitude and behavior. Children should be appropriately dressed and develop pride in their appearance.

Warm coats or jackets and mittens should be worn when the weather calls for them. Children will be expected to wear boots during snow or wet weather since all children (except those recovering from illness) are expected to go outside at recess time. These outdoor boots cannot be worn in the building so a pair of shoes is essential.

We ask that students do not wear hats, sweatbands, or bandanas in the school building unless it is for a special activity. Clothing with wording or pictures that cause a disturbance, or otherwise detract from the learning environment is not permissible. Any clothing advertising products considered illegal for minors will not be allowed. Undergarments should not show nor midriff be displayed. Students will be asked to change any offensive item, or sit in the office until the end of the day.

It is important that coats, boots, hats, scarves, mittens, and other student possessions brought to school be clearly marked with the name of the student. This greatly assists us in keeping these possessions with the rightful owner.



## **EMERGENCY PROCEDURE**

Emergency procedure information must be available for each student.

Emergency procedure cards previously filled out have been put on computer. Students new to the district and those families wishing to change information should provide the school with updated information. You may do this by calling our office. Please be sure that the school has information for each student prior to the beginning of the school year. It is very important that you have made arrangements for your child in case of unexpected early dismissals due to weather.

## **HARASSMENT and /or BULLYING (Legislation: Senate File 61)**

Initiations, Hazing, Bullying/Cyber-bullying or Harassment

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

Students who feel that they have been harassed or bullied should:

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
- Tell a teacher, counselor, or principal; and complete an Anti-Bullying/Harassment Complaint Form.
- Write down exactly what happened, keep a copy and give another to the teacher, counselor or principal including;
  - what, when and where it happened;
  - who was involved;
  - exactly what was said or what the harasser or bully did;
  - witnesses to the harassment or bullying;
  - what the student said or did, either at the time or later;
  - how the student felt; and
  - how the harasser or bully responded.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. **Harassment or bullying/cyber-bullying on the basis of 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 includes conduct of verbal or physical nature that is designed to embarrass, distress, agitate, disturb, or trouble persons when:**

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

Sexual harassment includes, but is not limited to:

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

Harassment or bullying/cyber-bullying based upon factors other than sex includes, but is not limited to:

- verbal, physical, or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, job, etc; and
- demeaning jokes, stories or activities.

### **Consequences for confirmed Bullying/Harassment**

1st Occurrence - Minimum of formal written notification, possible referral to law enforcement and/or suspension or expulsion.

2nd Occurrence - Up to three days suspension from school, referral to law enforcement, and/or possible expulsion.

Investigation and confirmation of bullying/harassment shall include a written notice to parents/guardians of the harasser and notification of any disciplinary measures.

(The complete Policy 104 Anti-Bullying/Harassment may be viewed in the administration or principal's offices.)

### **INDOOR SHOES**

All students are required to have two pairs of shoes. One pair they wear outside and one pair for indoors. Indoor would include the classroom and physical education classes. This prevents damage due to dirt in the rooms and on the gym floor.

### **LEAVING DURING THE SCHOOL DAY**

If students leave during the day due to illness or doctor appointments they must be picked up by an adult or a sibling.

### **LEGAL NAME**

Your child's legal name must be used on all school records according to state law.

### **LUNCH PROGRAM**

All lunches are purchased through a computer system. All visitors to lunch will use their child's account. Please communicate if you are eating school lunch ahead of time, so that we have lunch numbers as accurate as possible.

Charges to the family account are made if the child has:

- Breakfast
- Lunch
- Lunch milk

No soda/pop is to be consumed in the cafeteria during the school day.

**Students with food allergies need a note from their doctor. Only those students with an allergy to dairy are allowed to substitute orange juice for their milk at lunch time.**

## **LUNCH TIME POLICY**

In the best interest of safety, students in K-6 are expected to eat lunch at school. If something arises to require a student to leave the school grounds a written request from parent or guardian must be sent to the elementary office for each request.

## **LUNCH ROOM RULES**

Adequate supervision will be on hand for all shifts of the lunchroom. In order to maintain a schedule and make the lunchroom a pleasant place for all we ask for the following considerations:

1. Walk and move in the lunchroom line without distracting others.
2. Eating time is a social time--but we expect students to talk softly with their neighbors. A lot of students are eating at the same time and many voices make it unpleasant for all.
3. When dismissed, students are to pass quietly back to their rooms or the playground, whichever the case may be.
4. Proper etiquette.
5. Students are to remain seated until dismissed. If they need assistance they are to raise their hand and a supervisor will help.
6. Use of the salad bar - K-2 must require a supervisor's permission in order to avoid long lines. Students in 5 self-monitor with not more than 5 in line.
7. Students are expected to follow supervisors' directions.
8. It is recommended that all students have a nutritious lunch. We discourage large amounts of candy and similar items. The sharing of lunch items is not allowed as some students have certain limitations in their diets or preferences that parents do not allow for their child.

## **MEDICATION**

We would prefer not to give medication at school, but if it should become necessary that your child take a prescription drug at school the following guidelines will be followed:

1. Medication prescribed by a physician must indicate the specific medication in a specific amount at a specific time dispensed to a designated pupil.
2. The parent or guardian must sign a request to have this dispensed.
3. Nonprescription medicine must have a written note signed by the

- parent. Medication in lollipop form is not permitted.
4. The medication must be brought to school in appropriately identified prescription containers identified for the child.
  5. The school nurse or secretaries will dispense the medication and store it in a safe place. They will also keep a record of each time a medication is given.
  6. At vacation time, end-of-year, or end of dispensing time, any remaining medications are to be picked up or destroyed.
  7. The request form and dispensing record shall be filed in the Nurse's office. (Request forms are available in the office.)

Parents are further urged to contact the school if their child is taking any kind of medication that might affect behavior in the classroom.

### **NURSE'S SCHEDULE**

School Nurse or Nurse Aide will be available during school hours.

### **PARTY INVITATIONS**

Past experience has shown that problems often develop when children distribute party invitations at school. These problems usually center around hurt feelings when a child is not invited. Therefore, we request party invitations be passed out at school only when all students (whole class, all boys, or all girls) receive an invitation. Invitations to parties which do not include all students must be handled privately and not involve the school in any way.

### **PERSONAL PROPERTY**

Children's possessions are at times lost or misplaced. We ask you to assist us by **marking your child's name on his/her lunch pail, coat, cap, boots, items and other possessions** so that misplaced items may be easily returned when found. Misplaced items not picked up by the last day of school will be donated to an appropriate organization. Cell phones must be turned off and put away. Electronic games must be kept in their bags during school hours unless teacher permission. First violation the item will be taken and returned at the end of day. On a second violation the item must be picked up by a parent. The school is not responsible for lost items or damaged items. If an item is lost, PLEASE check the lost and found area in respective schools!!!

## **PLAYGROUND**

Students should not wear shoes with cleats while playing during recess.

### **Recess Rules for Coats**

- \* Below 40 must wear appropriate winter apparel
- \* Below 55 must wear a jacket or sweatshirt
- \* 55 or above do not need to wear a coat but must have long sleeves
- \* 65 or above can wear short sleeves

## **RETENTION AFTER SCHOOL**

Students should understand that they may be required to remain after dismissal time if the teacher feels such action is necessary. The teacher will take into consideration such things as work, bus schedules, activities, and student attitude. The teacher will always advise parents when a child is being kept after school and will work out a mutually acceptable compromise if a conflict exists.

## **SAFETY**

Encourage your child to come directly to school and to go directly home from school. Go over the following guidelines:

1. Never accept rides or gifts from strangers and to be cautious about rides, requests, gifts, etc. from all adults.
2. Always report to teachers or parents if a stranger is seen loitering around the school or playground, whether on foot or in a car.
3. Try to remember what these suspicious people look like or the vehicle they are driving.
4. Help your child understand that the law enforcement people are his/her friend in all but the rarest of circumstances.
5. Parents should report suspicious incidents directly to the principal.

## **SAFETY CROSSINGS**

Dike: For the safety of the students we have crossing guards at the north blinking light for Main Street crossing. All students needing to cross Main Street will cross at this intersection only. Students going south but not crossing Main Street may do so at the crossing guard station. Students will be allowed to cross only at these crossings.

(New Hartford) - Students and parents are requested to use the two painted crosswalks.

## **SCHOOL CANCELLATIONS/DISMISSALS**

There are times when inclement weather or poor road conditions necessitate the cancellation of school or a late start. At these times parents should listen to local radio and television stations for information.

KWWL –TV Waterloo	KXEL – Radio Waterloo
KWLO (1300) – Radio Waterloo	KKCV (98.5) – Radio Waterloo
KCRG – TV Cedar Rapids	KWAY – Radio Waverly
KCRR (FM 98) – Radio Grundy Center	

Parents may also check the district website and/or request to be added to an email notification list by contacting Chad Bixby at [chad.bixby@dnhcsd.org](mailto:chad.bixby@dnhcsd.org).

When weather conditions worsen during the day students are sometimes dismissed early. Parents should be alert to this possibility and again listen to local radio and television stations for information. The KWWL Web site also posts school closings. Since the school cannot notify every parent it is important that parents instruct their children as to what they are to do in the event school is dismissed early.

Dike-New Hartford preschool - If a late start is one hour or less, we will have the morning preschool class. If an early dismissal is announced before the start of the afternoon class, there will be no class.

## **SCHOOL VISITATION**

Parents are invited to visit school. This is the best way to find out what your school is doing. It would be appreciated if the following recommendations are followed when visiting a classroom:

All visitors must enter through the front entry all other doors will be locked. All visitors to the building must sign in at the office

1. Please refrain from visiting during the first or last week of school, the day before a holiday or vacation, or during the administration of standardized tests as these are not typical classroom situations.
2. Please avoid talking with other adults or students during the visit as this disrupts classroom procedure.
3. Please avoid bringing children during the visit as this disrupts classroom procedure.
4. Children not enrolled in our school system may visit the classroom only if accompanied by an adult who takes full supervisory responsibility for the child or with special approval.

## **STAYING IN AT RECESS / NOON**

As stated elsewhere in this handbook, students are expected to go outside for recess unless directed by school personnel to do otherwise. A student may be kept in to accomplish work, for disciplinary reasons, or because inclement weather dictates keeping all students inside.

A note is required from parents when there is a request for a child to remain inside during recess. There should be a legitimate, medical reason for children staying indoors. The school may require a physician's statement for a child who comes to school with parental notes stating that they must be kept inside.

## **STUDENT IMMUNIZATION**

Please be reminded that at the start of the school year all students who do not fully comply with the Iowa law regarding student immunization will not be permitted to attend school.



## **STUDENT PICK-UP**

When parents or others pick up students at the end of the day please remain outside the building. With so many students in the halls preparing to leave, it becomes very congested. **No parking is allowed in the bus loading zones.**

When returning to vehicles or walking home designated crossing area must be used. **Dike pick-up & drop-off... Please pick up or drop students off in front (west side of elementary) in the zone designated for student pick-up and drop-off.**

## **STUDENT RECORDS**

Each student has a set of records established when they enter elementary school. These records, which are maintained in the elementary office, are used by teachers and administrators to assist in providing a sound educational program for your child as well as to provide a file for information about students which is required by law.

Parents or legal guardians may review their child's cumulative records at any time. Please direct your request to the principal.

## **TELEPHONE**

A student may use the telephone only with permission. Students should make arrangements to set up social activities at home. Telephone calls of this type are discouraged during school hours.

When calling to speak to a teacher, please keep in mind that they may be in class or on duty. If this is the case, the secretary will be happy to take your name and have the teacher return the call.

If you have an emergency message for your child, the secretary will see to it that it reaches them as soon as possible.

## **TELEPHONE AND ADDRESS CHANGES**

Please notify the school office if you have a change of address or telephone number change at home or work. Please be sure we have a telephone number listed where we can contact you during the day. It is important that we are able to contact you by telephone in case of accident or illness of your child.

## **TESTING**

We have excellent resource people available to us from AEA-267. There are times when we need help in providing the best educational program for an individual student. Parents may also initiate help from resource people by contacting us at school.

The two most common referrals are:

1. For an educational strategist who can diagnose learning problems and make recommendations to facilitate better learning growth.
2. School psychologist who can give us insights into the individual's emotional stability and personality development.

You, as a parent, are an important part of this team. You must agree to the program suggested before that program can become a reality for your child.

The Iowa Assessment is given on a yearly basis to all students in grades 3-6. These achievement type tests are given to indicate a child's measured achievement in reading, spelling, language, work study, and math skills with an over-all composite score for all subject areas combined.

The Title I reading Program uses several special achievement tests to evaluate Title I reading projects and to determine needs of individual students as well as student growth at the end of the school year.

Students in 3-6 grades will be taking the Measures of Academic Progress (MAP). These tests measure academic growth from year to year in Math, Reading and Language Usage, and Science. Second grade takes MAP tests in the areas of MATH and READING only in the third trimester.

FAST testing: Students in grades PreK to 5<sup>th</sup> grade will be monitored on a regular basis for progress in their reading skills. Parents will be notified of any students that are considered "substantially deficient".

NOTE: Pending state testing expectations will guide our decisions on future testing. Some of these listed assessments may not be completed.

## **WEAPONS**

Weapons or dangerous objects intended to harm others are not allowed at school. These items will be taken away from students and must be retrieved by parents or guardians. Each situation will be dealt with on an individual basis (with punishment from loss of recess to expulsion based on type of object and intent).

## **WITHDRAWALS**

If it becomes necessary to withdraw your child from school, please do the following:

- notify the office at least one day in advance
- check for library books and textbooks at home
- pay for any lost books
- consult with the teacher for any additional information needed