

Hinton Community School 2025-2026 Student Handbook



315 West Grand
Hinton, Iowa 51024
712-947-4329

Superintendent: Mr. Ken Slater
9-12 Principal: Mr. Noah Phillips
4-8 Principal: Mrs. Melissa Wurth
PK-3 Principal: Mrs. Kathy Rhodes

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

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

FOREWORD

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

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

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

The Board of Education, administration, faculty, and staff wish the best of success to each and every one of the students through the 2025-2026 school year. We hope that the educational experience is rewarding and positive for all.

HINTON COMMUNITY SCHOOL MISSION STATEMENT

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

VISION STATEMENT

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

HINTON BELIEFS

We Believe...

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

HINTON COMMUNITY SCHOOL 2025 – 2026

Office Phone Numbers

9-12 High School Office
4-8 Middle School Office
TK-3 Elementary Office
Superintendent's Office

947-4328
947-4428
947-4327
947-4329

Regular Office Hours

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

ADMINISTRATION

Ken Slater	Superintendent
Noah Phillips	9-12 Principal
Melissa Wurth	4-8 Principal
Kathy Rhodes	Preschool-3 Elementary Principal

FACULTY

Michelle Alesch	Kindergarten
Alex Black	Resource Room / Asst. AD / Coach
Brylee Boetger	HS Resource Room
Stacy Boeve	Preschool
Stephanie Bolinger	AG Teacher / FFA
Tanya Breyfogle	Preschool
Holli Brown	HS English
Caitlin Clark	Therapeutic Classroom
Taylor Clark	JH Math / Coach

Julie Clausen	HS Counselor / NHS
Greg Conry	Fourth Grade / Coach
Jodi Cook	Kindergarten
Lisa Cotter	Talented and Gifted / JH Student Council
Casey Crawford	HS Math / HS PE
Heidi Engel	TK-3 Resource Room
Beth Faber	Third Grade
Kayla Fay	Resource Room
Chloe Goldsmith	Sixth Grade
Cassie Grell	HS Social Studies
Krissy Hansen	Sixth Grade
Kadrian Hardersen	Strength and Conditioning Coach
Adrienne Haskell	Preschool
Brecken Hayes	PE / Health / Coach
Janell Heimgartner	Fifth Grade
Andrea Held	Second Grade
Danica Held	ELE & MS Counselor / Guidance Classes / ELE STUCO
Alison Hertenstein	HS Family and Consumer Science / JH FCS / FCCLA
Ben Hertenstein	District Technology Director / Coach
Craig Hoffman	HS Industrial Technology / JH Industrial Technology / Coach
Paula Hodgson	Level 2 Resource Room
Katherine Hunter	HS Spanish / Quiz Bowl
Diane Joanning	First Grade
Aly Jurgensmeier	Work Based Learning Coordinator / Yearbook / HS STUCO
Joan Kessenich	First Grade
Sara Kochen	2-12 Art
Cale Kramer	Elementary PE / JH PE / Coach
Kalee Krommenhoek	Second Grade
Darcy Kuchel	Fourth Grade
Grace Lange	JH Language Arts
Noah Larsen	5-12 Instrumental Music
Matt Leary	Fifth Grade
Susie Leary	Fifth Grade
Jennifer List	HS Social Studies / AD / Coach
Bailey Ludwig	TK-3 Resource Room
Jacquie Mellies	Kindergarten
Robin Mohr	JH Science / JH PE / Coach
Krista Nelson	HS Math / Instructional Math Coach / Math Club
Emily Olson	Third Grade
Kate Ortegren	Title One / Coach
Jocelyn Osborne	HS English / Speech
Elisabeth Peirce	7-12 Vocal Music / Show Choir
Diana Petersen	Sixth Grade
Makenzie Pottebaum	Transitional Kindergarten
Brooke Redwine	TK-6 Vocal Music
Amy Reid	JH Reading
Jamie Renken	JH Social Studies
Alexandra Rosacker	Third Grade
Mary Ann Ruden	HS Science
Morgan Schoenrock	Fourth Grade / Coach

Amy Schorg	Transitional Kindergarten
Sarah Turner	Second Grade
Aubrey Vondrak	First Grade
Jill Westhoff	Business
Aaron Zyzda	HS Science / JH Health

SPECIAL ED PARAPROFESSIONALS

Kathy Bach
 Missy Conley
 Abby DeGroot
 Whitney Hieb
 Rachel Himes
 Patty Hitchcock
 Addy Huscher
 Joshi Jacobsma
 Sarah Johnston
 Amy Kimbell
 Nicole Konsella
 Kathy Lang
 Rita Riley
 Sandy Rolfes
 Alecia Seibold
 Lindsey Stabe

PRESCHOOL PARAPROFESSIONALS

Ellie Fischer
 Jenee Funke
 Kendra Grasmeyer
 Jane Hedlund
 Doris Lahrs
 Lakyn Minor
 Tanya Pecks
 Carrie Trometer

SUPPORT STAFF

Paula Schreck	Business Manager
Diane Fay	9-12 Administrative Assist. / Magazine Sales / Guidance Asst.
Janet Held	4-8 Administrative Assistant / AD Secretary / State Reporting / Transportation Director
Trista Utech	Preschool-3 Administrative Assistant
Val Kovarna	Supt. Administrative Assistant / Board Secretary
Brenda Schindel	Library Aide
Linda Larsen	Study Hall Supervisor
Randy Pirner	JH Study Hall Supervisor
Sue Popken	Nurse
Courtney Casey	Health Assistant / Paraprofessional
Abbey DeGroot	Health Assistant / Paraprofessional

ADDITIONAL CO-CURRICULAR ASSIGNMENTS

Football	Varsity: Kadrian Hardersen Assistants: Greg Conry, Taylor Clark, Breken Hayes & Cale Kramer JH: Steve Diediker/Luke Binneboese
Volleyball	Varsity/JV: Kate Ortegren / Robin Mohr Assistant: Emily Olson & Aspen Coffee JH: Morgan Schoenrock
Cross Country	Varsity/JV: Craig Hoffman / Ben Hertenstein
Basketball	Varsity/JV Boys: John Spies / Greg Conry Assistant: Justin Kirwan Varsity/JV Girls: Matt Leary / Ryan Stusse / Ben Hertenstein JH: Luke Binneboese / Joe Junck (Girls) JH: Alex Black / Dalton Polesky (Boys)
Boys Wrestling	Varsity: Jordan Langley / Matt Pugh Assistants: Woody Skuodas /Derik Bailey JH:
Girls Wrestling	Varsity: Joel Bertrand, Kylee Lang JH:
Track	Varsity Boys: Steve Diediker Varsity Girls: Robin Mohr Assistants Varsity B/G: Craig Hoffman & Taylor Clark JH: Alex Black (Girls) JH: TBD (Boys) JH Asst: TBD
Golf	Varsity Boys: Cale Kramer Varsity Girls: Joel Small
Baseball	Varsity/JV: Cale Kramer / Adam Boeve Assistant: Brecken Hayes
Softball	Varsity/JV/C: Jennifer List / Brian DeJong / Jadyne Case
Cheerleading	Football / Basketball: Tesha McCarthy
Dance Team	Madison Storey
Soundwaves	Elisabeth Peirce
Musical	Elisabeth Peirce and Jocelyn Osborne
Play	Lisa Cotter
Speech	Jocelyn Osborne

CUSTODIANS

Dave Tomlinson- Head Custodian, Keith Bohlman, Wendy Linduski, Penny McBride, Jeff Stokes, Donna Shay

TRANSPORTATION

Janet Held-Transportation Coordinator, Brian DeJong-Bus Maintenance , Dave Attrill, James Beals, Bruce Held, Steve Diediker, Bill Fiksdale, Tom Hedlund, Amy Kimbell, Warren Knapp, Ethan Kroll, Warren Lahrs, Scott Mathiason, Kim Pope, Cain Radway, Jim Reeves

School Song, School Colors, and School Mascot

School Song: Minnesota Rouser
School Colors: Black and Gold
School Mascot: Blackhawks

Equal Educational Opportunity

Hinton Community School District does not discriminate in its education programs or activities on the basis of sex, race, color, national origin, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, and socioeconomic status (for programs) in its educational programs and its employment practices. The belief in equal educational opportunity serves as a guide for the board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students. The school district's goal is to educate students in programs and activities that foster a healthy social, intellectual, emotional, and physical self-concept. Each student has the opportunity to use Hinton Community School District's educational programs and activities. Each student is expected to conduct themselves in a manner that assures each student the same educational opportunity.

There is a grievance procedure for processing complaints of discrimination.

Inquiries by students regarding compliance with equal educational opportunity and policies, including but not limited to complaints of discrimination should be directed to the Affirmative Action Coordinator in writing. The Affirmative Action Coordinator and Equity Coordinator Noah Phillips can be reached at 315 West Grand, Hinton, IA, 51108, and noah.phillips@hintonschool.com.

Inquiries by students regarding compliance with equal educational opportunity laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn St., 37th Floor, Chicago, IL, 60604 (312) 730-1560, fax (312) 730-1576 OCR.Chicago@ed.gov, the Iowa Civil Rights Commissioner, 6200 Park Avenue, Suite 100, Des Moines, IA 50321 <https://icrc.iowa.gov>, (515) 281-4121 or the Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA 50319. (515) 281-5294. This inquiry or complaint to the federal or state office may be made instead of, or in addition to, an inquiry or complaint at the local level.

Hinton Community School District, in its educational program, has an intervention process to assist students experiencing behavior and learning difficulties. Noah Phillips Equity Coordinator at 315 West Grand, Hinton, IA, 51108, and noah.phillips@hintonschool.com.

No Child Left Behind

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

Annual Notice of Nondiscrimination

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

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

It is the policy of the Hinton Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Noah Phillips, Equity Coordinator at 315 West Grand, Hinton, IA, 51108, and noah.phillips@hintonschool.com.

Continuous Notice of Nondiscrimination

It is the policy of the Hinton Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Noah Phillips, Equity Coordinator at 315 West Grand, Hinton, IA, 51108, and noah.phillips@hintonschool.com.

Jurisdictional Statement

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

This handbook and school district policies, rules, and regulations are in effect while students are on school grounds, on school district property or on property within the jurisdiction of the school district; while on school owned and/or school owned buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School

district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities, whether the violation occurred while school was in session or while school was not in session.

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

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

Definitions

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

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

Student Registration and Enrollment

Students and parents going through the enrollment and registration process with Hinton for the first time must complete the following process by enrolling through [PowerSchool](#).

School Calendar

Hinton's school calendar may be subject to change throughout the school year due to weather, emergencies, or other reasons. [Hinton 2025-2026 District Calendar](#)

Activity Bus for Grades 7-12

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

Adding/Dropping Courses for Grades 9-12

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

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

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

Admission Requirements for Transitional Kindergarten (TK) or Kindergarten

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

Administration of Medicine

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

Medication is held in a locked cabinet and distributed by the school nurse or trained school personnel. Medication must be in the original container with the following information either on the container, in the instruction sheet or in the parental

authorization: name of the student; name of the medication; directions for use including dosage, times and duration; name, phone number and address of the pharmacy; date of the prescription; name of the physician; and potential side effects.

Asbestos Notification (Lead, Radon, Hazardous Materials)

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

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

Assignment Books for Grades 4-6

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

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

Athletic Participation for Grades TK-6

Hinton School does not sponsor athletics for students in grades TK-6. Flyers from various outside organizations are offered to students for extracurricular activities. Hinton Community School does not promote or endorse any of the outside organizations.

Attendance Beliefs

Students must attend school for the number of days or hours school is in session in accordance with the school calendar and school attendance policy. Students are expected to be in class and to make attendance a priority. Attendance is compulsory by Iowa law and is the only way a student can participate and benefit from Hinton Community School District's education program and accomplish the student's educational objectives.

In some cases, students may be exempt from the required minimum days or hours. Exceptions and other related information are listed in district policy (Hinton School Board Policy 501.03).

Note: There have been changes in the law this past legislative year which affects student attendance. The Iowa Department of Education is still working on guidance for these laws. We have updated policies based on the law but there will be some modifications made to the handbook based on guidance that we will receive.

Compulsory Attendance

Parents within the school district who have children over age six and under age sixteen by September 15, in proper physical and mental condition to attend school, will have the children attend the school district at the attendance center designated by the board. Students will attend school the number of days or hours school is in session in accordance with the school calendar. Students of compulsory attendance age will attend school a minimum of 160 days. Students not attending the minimum days or hours must be exempted by this policy as listed below or, referred to the county attorney. Exceptions to this policy include children who:

- have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma;
- are excused for sufficient reason by any court of record or judge;
- are attending religious services or receiving religious instruction;
- are unable to attend school due to legitimate medical reasons;
- has an individualized education program that affects the child's attendance;
- has a plan under Section 504 of the federal Rehabilitation Act, 29 U.S.C. §794, that affects the child's attendance;
- are attending an approved or probationally approved private college preparatory school;
- are attending an accredited nonpublic school;
- are receiving independent private instruction; or,
- are receiving competent private instruction.

It is the responsibility of the parent of a child to provide evidence of the child's mental and physical inability to attend school or of the child's qualifications for one of the exceptions listed above.

Chronic Absenteeism and Truancy

The district believes that traditional, in-person school attendance leads to the greatest learning opportunities for students. Students who are present in school and engaged active learners take greater ownership over their educational outcomes. For this reason, it is the priority of the district to foster regular student attendance throughout the school year and reduce barriers to regular attendance for students in the district.

Chronic absenteeism/absences means any absence from school for more than ten percent of the days in the semester established by the district.

Truant/truancy means a child of compulsory attendance age who is absent from school for any reason for at least twenty percent of the days in the semester. Truancy does not apply to the following students who:

- have completed the requirements for graduation in an accredited school or has obtained a high school equivalency diploma;

- are excused for sufficient reason by any court of record or judge;
- are attending religious services or receiving religious instruction;
- are attending a private college preparatory school accredited or probationally accredited;
- are excused under Iowa Code §299.22; and
- are exempt under Iowa Code §299.24.

Students are subject to disciplinary action for truancy including suspension and expulsion. It is within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy. Students receiving special education services will not be assigned to in-school suspension unless the goals and objectives of the student's Individualized Education Program are capable of being met.

It is the responsibility of the superintendent, in conjunction with the designated school officials, to develop administrative regulations regarding this policy. The administrative regulations will indicate the disciplinary action to be taken for truancy.

Daily, punctual attendance is an integral part of the learning experience. The education that goes on in the classroom builds from day to day and absences can cause disruption in the educational progress of the absent student. Irregular attendance or tardiness by students not only limits their own studies but also interferes with the progress of those students who are regular and prompt in attendance. Attendance is a shared responsibility that requires cooperation and communication among students, parents and the school.

This regulation is divided into two sections: Section I addresses legal requirements related to chronic absenteeism and truancy and Section II addresses additional academic, disciplinary and extracurricular consequences students face due to chronic absenteeism and truancy. It is important for students to recognize that chronic absenteeism and truancy impacts all these facets of their educational experience.

SECTION I – Legal Requirements

Chronic Absenteeism

When a student meets the threshold to be considered chronically absent, the school official will send notice by mail or e-mail to the county attorney where the district's central office is located. The school official will also notify the student, or if a minor, the student's parent, guardian or legal or actual custodian via certified mail that includes information related to the student's absences from school and the policies and disciplinary processes associated with additional absences. School officials will send notice when the student's absences meet the threshold, but before the student is deemed chronically absent.

School Engagement Meeting

If a student is absent from school for at least fifteen percent of the days in the grading period, the school official will attempt to find the cause of the absences. If the school

official determines that the child's absences are negatively affecting the child's academic progress, the school official will start and participate in a school engagement meeting. All of the following individuals must participate in the school engagement meeting:

The student;

The student's parent, guardian or legal or actual custodian if the student is an unemancipated minor; and

A school official.

The purpose of the meeting is to understand the reasons for the student's absences and attempt to remove barriers to the student's ongoing absences; and to create and sign an absenteeism prevention plan.

Absenteeism Prevention Plan

The absenteeism prevention plan will identify the causes of the student's absences and the future responsibilities of each participant. The school official will contact the student and student's parent/guardian at least once per week for the remainder of the school year to monitor the performance of the student and the student's parent/guardian under the plan. If the student and student's parent/guardian do not attend the meeting, do not enter into a plan or violate the terms of the plan, the school official will notify the county attorney.

SECTION II – Academic and Disciplinary Requirements

Students are required to be in attendance, pursuant to board policy, for 160 days per school year unless their absences have been excused by the principal for illness (absences of five or more consecutive days due to illness requires a doctor's note), family emergencies, doctor or dental appointment, recognized religious observances and school sponsored or approved activities. Reasonable excuses may also include family trips or vacations approved by the building principal if the student's work is finished prior to the trip or vacation. Absences that do not fall within the categories listed above will be considered unexcused unless approved by the principal. Parents are expected to telephone the school office to report a student's absence prior to 9:00 a.m. on the day of the absence.

If a student accumulates 8 of unexcused absences in a class, he or she may lose credit for the class if the student was previously warned at 6 unexcused absences that two more may result in loss of credit. Prior to imposing the loss of credit in one or more classes, the principal will provide the student an opportunity for an informal hearing.

School work missed because of absences must be made up within two times the number of days absent, not to exceed 10 days. The time allowed for make-up work may be extended at the discretion of the classroom teacher.

Students will remain in class until the principal makes a decision regarding loss or restoration of credit. Full credit is awarded to all assignments and tests submitted that meet the teacher's specifications until a decision regarding credit has been made.

If a student loses credit, this will be recorded in the student's record as an "AW" (administrative withdrawal).

A student who loses credit due to excessive absences is assigned to supervised study hall for the period(s) in which the course(s) meets or the student may be reassigned to another class or location. A student who, after a hearing before the board, loses credit in all courses due to unexcused absences, will not be allowed to participate in any school activities until the following semester. However, the student is eligible to participate in practice if all other eligibility criteria have been met.

The administration and guidance staff will make reasonable efforts to advise and counsel and may impose discipline upon any student approaching [insert number] unexcused absences. Such advice, discipline and counseling is in addition to the requirements listed in Section I of this regulation and includes, but is not limited to, oral or written notices to the student and his or her parents, conferences with the student and parents, written contracts, or loss of non-academic privileges such as extracurricular activities, open campus, late arrival, early dismissal, or others as added by the district administration.

Attendance for Grades TK-3

Parents are asked to call the TK-3 office between 7:45-9:00 (947-4327) on any day that their student is absent. This procedure also provides assurance that each child is safe and no harm came to them on the way to school. If we do not receive a call from you by 8:30 AM, the school will attempt to call the parent on the day of the absence. This is a safety factor that will help ensure that the student's whereabouts are known on each school day. Parents of students tardy or missing more than 10% of the days in a semester will be contacted to review the importance of attendance in school success unless absences have been pre-approved. **If a child arrives late for any reason please have them stop by the elementary school office to sign in before going to the classroom.**

Attendance for Grades 4-12

Parent communication is the "key to success" of this policy. Parents are asked to call the office on any day that their student is absent. If a child is going to be absent from school, parents are expected to call the office between 7:45-9:00 AM, explaining the reason and length of time the child will be absent, if this is known. This procedure also provides assurance that no harm has come to your child on the way to school. The student may choose to bring a written note upon returning, stating the reason for the absence to the office. These excuses will verify parent knowledge of the absence. The written note remains filed in the office throughout the current year. It is important to remember that students need to be in school in order to do their best. Failure to reach out to the office and provide medical (or appropriate) documentation to have an absence coded to the correct absence (unverified to excused) within one week from the absence will result in permanent storage of the absence.

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

Attendance Notification for Grades 7-12

After 6 accumulated absences or tardiness occurrences per semester:

- A student meeting may happen with a counselor, academic interventionist, or administration to review what happens if a student reaches 10 absences.

Actions might include:

- Conversations with teachers
- Lose senior open (if applicable)
- Missing assignment deadlines
- The principal/counselor may call or email the parent/guardian with details of the meeting.
- A letter may be generated and mailed to the student's home.
- An entry will be logged in PowerSchool to note that contact has been made in regard to the student's absences/tardiness.

Attendance Appeal Process for Grades 7-12

If a student loses credit, an appeal may be made by the student, parent or guardian. To request an appeal, the student, parent, or guardian shall file written notice with the Hinton CSD Appeal Board, to the attention of the 7-12 principal, WITHIN TWO (2) DAYS OF RECEIVING VERBAL NOTIFICATION OF THE DECISION MADE BY THE ATTENDANCE COMMITTEE.

Pending the hearing, the student will remain in class. The results of the appeal will determine further action.

The Hinton CSD Appeal Board shall consist of the 7-12 principal, two teachers different from the Attendance Committee, the counselor, and superintendent. No classroom teacher of an appealing student shall be a member of the Appeal Board. Primary judgment concerning the reasonableness of excuse rests with the administrator.

Absences Excused for Grades 4-12

When a student is unexpectedly absent due to illness, he/she will have two days for every day absent to make up the work. Parents will have to communicate to the office by 9 AM if their child is too sick each day to honor the two day extension. Additional time may be granted at teacher discretion. If a student is aware in advance of an absence lasting a day or longer (e.g. family vacation, field trip, athletic event m), he/she must get an advanced assignment request sheet. The student will have two days for every day absent to make up the work. The student must communicate that to each teacher and it will be up to the teacher's discretion if additional time will be granted to complete the assignment and make up any missing assessment. If a student is going to be absent less than a full day, they will still be expected to notify all their teachers of their absence from that class. Assignments given the student prior to being gone are due upon return to school. If the student does not have enough notice of a scheduled school activity to allow him/her to get assignments, the student should get them upon return to school and the work will be due the next day. If the advanced assignment sheet is not turned in it will count as an absence.

Students who are not in attendance for the entire school day will not be able to participate in extra curricular events or competitions that day. Students who miss

part of a day, but are in attendance for at least the last 3 periods of the day (1:05-3:20), may attend extra curricular practices that day. Scheduled doctor and dentist appointments are exceptions to this policy, although students must bring a note from the doctor / dentist. Other exceptions may be made through the principal's office.

Absence Table

Title	Type	Excused	4 day	10 Day
Illness	Absent	Yes	No	No
Personal	Absent	No	No	No
Long Term Illness/Hospitalization/Surgery	Absent	Yes	Yes (With doctors note)	Yes (With doctors note)
Doctor/Medical Appt	Absent	Yes	Yes	Yes
Short Term Placement/Court	Absent	Yes	No	No
College Visit	Absent	Yes	No	No
Funeral/Wedding	Absent	Yes	Yes	Yes
Military Entrance Activity/Military Service	Absent	Yes	Yes	Yes
Religious Activity	Absent	Yes	Yes	Yes
School Activity	Absent	Yes	Yes	Yes
Office/Guidance/Nurse	Absent	Yes	No	No
In-School Suspension	Absent	No	No	No
Out-of-School Suspension	Absent	No	No	No
Jury Duty	Absent	Yes	Yes (with documentation)	Yes (with documentation)
Unexcused Absence	Absent	No	No	No
Unexcused Tardy	Tardy	No	No	No
Excused Tardy	Tardy	Yes	Yes	Yes
Truant	Absent	No	No	No

Absences Unexcused for Grades 4-12

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

Truancy (Skipping) – This includes students not coming to class or walking out of class without parent or school permission. *Missed tests may result in zeros or will be taken immediately upon return (at the discretion of the teacher.) Assignments given previously are due upon return to school. Students will be assigned detention (45 min.) for every period skipped. Students may not participate in activity practices unless they are in attendance periods 6-8 that day. No competitions. Unexcused absences will result in taking a semester test for the classes skipped at the end of second semester.*

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

Work - Missed tests will be taken immediately upon return. *Assignments are due at the normal time, but the teacher has the discretion to extend that.*

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

AAU/Non-School Sanctioned Activities- This includes all activities not sanctioned by the Iowa High School Athletic Association and the Iowa Girls High School Athletic Union, the Iowa High School Music Association and the Iowa High School Speech Association, or by Hinton Community School District.

Tardy- See Tardy Policy

Books Fees / Fines for Grades 4-12

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

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

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

Fine Schedule for Books

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

NEW BOOK (1-3 YEARS OLD)

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

OLD BOOK (4-7+ YEARS OLD)

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

Buses and Other School District Vehicles

Any students in the school system who rides school district transportation to and from school or on school activities are subject to rules until they get off. Any misbehavior which distracts the driver is a VERY SERIOUS HAZARD to the safe operations of the vehicle, and as such, jeopardizes the safety of all passengers. The drivers have been instructed to talk to the parents/ guardians when a student misbehaves. If the student's behavior does not improve after involving the parents, the driver will then report the student to the transportation director. If a student is reported to the transportation director for not following the expectations of the student on a school vehicle, the parent will be notified.

Every school vehicle and driver has been supplied with forms, which reflect the rules for student conduct. The school is concerned with the safety of everyone on school district vehicles. Listed below are the expectations of the students, the transportation director's responsibilities, and the consequences if the rules are not followed.

Expectations of students on a school vehicle:

- Students will be seated facing forward;
- Students will be respectful of themselves, other riders, the driver and school property;
- Students will obey school policies;
- Students will not distract the driver;
- Students will sit in the assigned bus seat;
- Students will wear seat belts that are equipped on school district vehicles;
- Students will refrain from eating and drinking on the bus;
- Students will refrain from using alcohol and tobacco products on school vehicles;
- Students will not fight, use profanity, spit, vandalize, throw objects, litter;
- Students will not use loud voices, harass others, hang out of the windows
- Students will obey the driver
- Students will use headphones while listening to their electronic devices on school vehicles.

Transportation Director Responsibilities:

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

Consequences for not meeting expectations on the bus:

First Offense:

- Driver will re-teach the skill and notify the transportation director.

Second Offense:

- If the student breaks the rules again and the re-teaching and practicing the skill has not worked, the student will be sent to the transportation director, and it may result in a detention.

Third Offense:

- If student breaks the rules again and the detention was given, or parent notified, he/she will be referred to the Principal
- Suspension of riding privileges for two (2) or three (3) days

Fourth Offense:

- Suspension of riding privileges for four (4) or five (5) days

Fifth Offense:

- Suspension of riding privileges for remainder of school year

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

The school bus loading zone is located on the south side of the high school building and in front of the elementary building. When students and buses are present, other vehicles are prohibited. This will allow for safe exiting of students from buildings. If your child is getting picked up from school, please follow the designated areas for that. Do not pick up from the busing loading area.

Route buses will not transport extra students, non-bus students, or allow students to change buses.

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

Cafeteria / Lunch Program

The school district operates a lunch program. Hinton Community School has contracted Lunchtime Solutions to operate the school's lunch program. Parents may contact Lunchtime Solutions at 605-235-0939. Students may either bring their own lunch to school or purchase a lunch and milk. Please call your child's building for these costs.

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

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

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

Students in grades 7-12 must bring their lunch card to and from lunch each day if they wish to have a school lunch. Failure to do so will result in waiting for students with cards to go through the line. Students are not permitted to buy al-a-carte items for peers.

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

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

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

Care of School Property

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

Personal Electronic Devices

Students in PK-6 may bring their personal electronic devices to school, however, **the devices are to be turned off and put away in a teacher designated location upon entering the school building.** Students may store their personal electronic devices in their book bag, give to their homeroom teacher or have the office keep it. Smart watches must be silenced when in the building between 8 AM – 3:30 PM. Disruptions caused by smart watches will require the student to keep the watch stored in backpack or office during the school day.

Students in grades 7-12 may bring their personal electronic devices and use them in between classes (in the hallways, not the classrooms) and at lunch time. However, personal electronic devices, including airpods, are to be turned off and put away in a teacher designated location upon entering the classroom, including trips to the restrooms and lockers. Students may wear smart or electronic watches but may not use any communication applications or features that are prohibited from use on other personal electronic devices and all notifications must be turned off. Personal electronic devices will remain in the designated areas through the entirety of the class period to comply with Iowa Law. Parents are encouraged to leave messages for their students through the office. They may leave messages for their students by texting or voice message, but should not expect students to receive or respond to the message during class times. If a student is observed using a personal electronic device during instructional time, the employee who observed the student behavior will notify building administration, who will require the student to turn in the device for safekeeping until the end of the school day.

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

Personal electronic device violations will result in the following consequences:

- 1st violation: Personal electronic devices must be turned in to the office by 8:15 for **3 days**.
- 2nd violation: Personal electronic devices must be turned in to the office by 8:15 for the **remainder of the semester** or for one month, whichever is longest.
- The violation sequence will start over at the beginning of second semester.

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

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

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

Staff members may establish classroom rules or protocols for the placement of personal electronic devices during instructional times consistent with this regulation. If a student is observed using a personal electronic device during instructional time, the employee who observed the student's behavior will notify building administration, who will require the student to turn in the device for safekeeping until the end of the school day. The device will be secured in the building's front office. The district, however, is not responsible for the loss, theft, or destruction of personal electronic devices brought onto school, or district property, or while the student is attending district or school-sponsored events.

For a student's first violation of this policy, the student may pick up the device at the end of the school day and the student's parent/guardian will be notified. For subsequent violations of this policy, the device will be released to the student's parent/guardian following a meeting with the student and the student's parent/guardian to create a plan to avoid further violations. If a student in violation of this policy refuses to turn over their device, they may be sent home for the remainder of the school day. Repeated violations of this policy may result in additional disciplinary consequences for students in accordance with board policy.

Definitions

A parent or guardian, after verification by school officials, may communicate with a student through the school office. If there is an emergency requiring the student's immediate attention, a parent or guardian may contact the school office. In the event of an emergency, the school will contact the parent or guardian by the method most recently listed by the parent in the school's student information system immediately when it becomes safe to do so. In the event of an emergency involving the broader

school community, the school will contact parents and guardians by text or email and possibly a social media post.

If the student uses a personal electronic device during the administration of any assessment, the student will receive the consequences explained in the section Academic Integrity. If the student uses a personal electronic device in a state or federal mandated assessment, the school will follow any protocols for that assessment's security.

Student-Specific Exceptions to Policy

Student Plans. A student who has a current Individualized Education Program, a plan under section 504 of the federal Rehabilitation Act, or health plan may maintain access to a personal device during an appropriate portion of the school day as documented in the plan. The device should be used solely in the manner necessary and documented.

Academic Integrity

Students are expected to do their own schoolwork. Academic dishonesty includes but is not limited to looking at another student's schoolwork without permission, copying others' work, copying from other unauthorized sources such as past exams, the unauthorized use of Artificial Intelligence, or unauthorized use of devices. It is the students responsibility to ask permission from the teacher to see what devices/websites/tools would be authorized. Failure to check and seek permission as to what is authorized and using devices/websites/tools in an unapproved way is considered to be academic dishonesty. Academic dishonesty is strictly prohibited. Students may face disciplinary measures as outlined in this handbook if found to have engaged in academic dishonesty. In addition to such disciplinary measures, students may face loss of class credit.

- * Grades 4-12 students caught cheating on homework will be dealt with at the individual teacher's discretion.
- * Grades 4-12 students caught cheating on a quiz, major test, project or paper will receive a "0" for the quiz, test, project or paper.
- * Grades 4-12 students caught stealing or attempting to steal a test or answer key will receive a "0" for the test and a minimum of a step 2 offense (in school or out of school suspension).
- * Grades 4-12 students using electronic communication to give answers to other students, is considered cheating on the part of both the sender and the receiver.
- * Grades 4-12 students caught cheating as mentioned above, will be turned in to the office, and other possible sanctions may be applied, such as revocation of or ineligibility for membership in National Honor Society or ineligibility for activities.
- * Grades 7-12 students caught plagiarizing another student's paper or copying information from the Internet, books, or magazines without proper citation will receive a zero for the paper or project.

Student Complaints/Grievances

Creating an environment where students feel comfortable addressing their concerns in a meaningful manner is vital to the learning process. It is the goal of the board to resolve student complaints at the lowest organizational level. Student complaints and grievances regarding board policy or administrative regulations, or other matters should be addressed to the student's teacher or another licensed employee, other than the administration, for resolution of the complaint.

If the complaint cannot be resolved by a student's teacher or other licensed employee, the student may discuss the matter with the principal within two days of the employee's decision. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within two days after speaking with the principal.

If the matter is not satisfactorily resolved by the superintendent, the student may ask to have the matter placed on the board agenda of a regularly scheduled board meeting in compliance with board policy. The board retains discretion as to whether to consider or take action on any complaint.

Citizenship

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

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

Class Loads for Grades 9-12

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

College Credit for Grades 9-12

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

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

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

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

Students who fail a college course, fail to receive credit in the course, or drop a college class will receive an F,W or WF on their high school transcript. If a student drops a WITCC class **before** WITCC's "drop date with a refund", the student will receive a W on their high school transcript. If a student drops a WITCC class **after** WITCC's "drop date with a refund", the student will receive a WF on their high school transcript. A reporting code of WF will affect eligibility for the rest of the semester. Students receiving a D or an F for a course will not be allowed to take more college classes while in high school.

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

Western Iowa Tech Community College Concurrent Enrollment Contract for College Level Courses for the 2024-2025 Academic Year

ADDENDUM TO CONTRACT BETWEEN Hinton Community School District AND WESTERN IOWA TECH COMMUNITY COLLEGE This is an addendum to the Concurrent Enrollment Contract for College Level Courses for the 2025/2026 Academic Year regarding alternative measures of proficiency for concurrent enrollment courses in the Arts and Sciences.

The Department of Education encourages a school district and postsecondary institution to establish mutually agreed upon alternative measures of proficiency for concurrent enrollment courses, utilizing the authority granted to institutions to establish such measures under Iowa Code section 261E.3, subsection 1, paragraph 3. If a student is not proficient in one or more of the content areas listed in this paragraph ... the school board may establish alternative but equivalent qualifying performance measures including but not limited to additional administrations of the state assessment, portfolios of student work, student performance rubric, or end-of-course assessments.

These measures should allow the student to demonstrate mastery of appropriate content knowledge and align to measures of college readiness used by the postsecondary institution during the admissions and placement process. Institutions should incorporate these agreed-upon measures into formal contracts to ensure transparency and consistent application across all students. These alternative

measures of proficiency should be approved by the Board of the respective institutions.

High School districts, upon their Board's approval, may determine their own alternative measure of proficiency for participation in concurrent enrollment courses. For those districts who have yet to establish an alternative measure, Western Iowa Tech Community College recommends the following as an alternative measure:

Juniors and Seniors are eligible to enroll in College Now Concurrent Enrollment courses in the Arts and Sciences at Western Iowa Tech if they have the following: (1) Cumulative High School GPA of 2.5 or higher OR (2) Completion of two years of Science, two years of English and two years of Mathematics (Algebra 1 and higher) with a minimum 2.5 combined GPA in those courses. (Note: Seniors may use their best two years of grades in Science, English and Mathematics in calculating the combined GPA) GPA is based on a regular unweighted GPA grade scale. High schools using alternate grade scales may adapt the GPA requirement to an equivalent GPA measurement. Freshmen and sophomores are eligible to enroll in College Now Concurrent Enrollment courses in the Arts and Sciences at Western Iowa Tech if they have been identified as gifted and talented pursuant to Iowa Code Section 257.43. No other terms or conditions of the contract are negated or changed as a result of this addendum.

College Visits for Grades 11-12

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

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

Communicable and Infectious Disease

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

Students are asked to be fever free for 24 hours in order to return to school after an illness.

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

Curriculum for Grades 4-8

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

Dances for Grades 7-8

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

Dances for Grades 9-12

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

Discipline Policy for Grades 4-12

The following is a table of guidelines in the disposition of disciplinary situations. The purpose of discipline is to modify individual behavior through positive and supportive actions whenever possible. Depending on the circumstances of the offense and the history of the student, the action may vary at the building administrator's discretion. Law enforcement may be contacted anytime “notification” is listed in the guidelines. In the event of police notification, any action taken by the court system will be in addition to the action taken by the school.

Rule Infraction	1st Offense	2nd Offense	3rd Offense
<i>Harassing Comments, including racial and other slurs</i>			
The use of written and/or verbal racist, homophobic, transphobic, and/or sexist slurs and/or jokes of any kind will not be tolerated on school grounds or during school-related activities and functions	Detention to suspension 1-3 days	Suspension 3-10 days Parent meeting with building principal	Expulsion
<i>Simple Misconduct</i>			

Disruptive Behavior: verbal or physical actions that harm the educational atmosphere or classrooms or building	Detention to suspension 1-3 days	Suspension 3 – 10 days	Expulsion
Insubordination: disrespect, swearing at, failure to follow the request or directions of school personnel.	Detention to suspension 1-3 days	Suspension 3 – 10 days May be removed from class.	Expulsion
Skipping Class	Make-up time missed in detention, after school	Multiple offenses may result in suspension of 1-3 days.	
NO SHOW at detention: failure to serve an assigned detention.	Time is doubled	Administrative Referral: After School	Suspension 1 – 3 days and possibly drop class
Cafeteria misconduct	Warning, clean up duty, or removal from cafeteria	Suspension 1 -3 days	
Alcohol/Drugs/Tobacco/E.N.D.S(Electronic Nicotine Delivery System)			
Tobacco: possession, use or distribution, including imitations and E.N.D.S(Electronic Nicotine Delivery System)	Suspension 1 – 3 days Confiscation of all tobacco products including lighters, E.N.D.S(Electronic Nicotine Delivery System). Good Conduct Violation	Suspension 3 – 10 days. Police notification Good Conduct Violation	Suspension 3 – 10 days Police notification Good Conduct Violation
Alcohol/Drugs: possession, use or under the influence of illegal drugs, alcohol, controlled substances, imitation substances, or paraphernalia.	Suspension 10 days. Good Conduct Violation	Expulsion Police notification Good Conduct Violation	
Dealing drugs, alcohol, controlled substances or imitation substances: including selling or distributing	Expulsion Police notification		
Threats			
Verbal abuse, harassment, or bullying: searing, profanity, belligerent and disrespectful language or actions that attempt to threaten, intimidate, or injure another person.	Suspension 1 – 3 days	Suspension 3 – 5 days	Expulsion
Threats: intimidating or menacing another student, or school personnel, including hazing.	Suspension 1 – 5 days Police Notification	Suspension 5 – 10 days to expulsion Police Notification	Expulsion
Sexual Harassment: unwelcome advances, verbal or physical misconduct, graffiti, jokes, gestures, etc.	Suspension 1 – 3 days.	Suspension 3 – 5 days	Suspension 5 – 10 days to expulsion
Extortion: obtaining money by threat or perceived threat or force	Suspension 3 days	Suspension 3 – 10 days	Expulsion Police Notification
Initiating threatening calls to school, i.e. bomb threats, etc.	Suspension 5 – 10 days to expulsion Police Notification		
Rule Infraction	1st Offense	2nd Offense	3rd Offense
Fighting/Weapons			
Fighting or attempting to physically harm one another through mutual combative physical contact	Out-of-school suspension 1 – 5 days Removal from building	Out-of-school suspension 5 – 10 days Police Notification	Expulsion Police Notification
Assault: threatening or trying to injure or cause injury to a student or employee	Suspension 3 – 10 days Police Notification	Suspension 5 – 10 days Police Notification	Expulsion Police Notification
Weapons: possession, use, or handling of any instrument generally considered a weapon.	Suspension 3 – 10 days to expulsion Police Notification	Expulsion Police Notification	
Firearm: possession or threatening a person with a gun or other destructive devices	Expulsion for one calendar year.		
Destructive Behaviors			
Theft	Suspension 1 – 3 days Restitution	Suspension 3 – 10 days Restitution Police Notification	Expulsion Restitution Police Notification

Vandalism: intentionally damaging or destroying property	Suspension 1 – 3 days Restitution	Suspension 3 – 10 days Restitution Police Notification	Expulsion Restitution Police Notification
Trespassing: being in an area of a building or on school property without authorization.	Suspension 1 – 3 days	Suspension 3 – 10 days Police Notification	Expulsion Police Notification
False fire alarm, tampering with equipment or extinguishers.	Suspension 3 – 5 days Police and fire marshal notification, possible expulsion Reimbursement	Expulsion Police and fire marshal notification Reimbursement	
Arson: burning or attempting to burn property, structure or building	Suspension 5 – 10 days Restitution Police and fire marshal notification	Expulsion Restitution Police and fire marshal notification	
Rule Infraction	1st Offense	2nd Offense	3rd Offense
Miscellaneous			
Forgery: signing another person's name, altering or altering or writing a note or pass when not authorized. Including falsifying calls to	Suspension 1 day	Suspension 1 – 3 days	Suspension 3 – 10 days Expulsion
Parking/driving violations due to speed, danger or disregard of signage.	Subject to disciplinary action, i.e. warning, loss of driving privileges, towing (at owner's expense) or suspension	Subject to disciplinary action, i.e. loss of driving privileges, towing (at owner's expense) or suspension	
Gambling: engaging in games of chance	Warning or suspension 1 – 3 days	Suspension 3 – 10 days to expulsion	Expulsion
Dress Code	Warning to detention	Detention to 1 - 3 day Suspension	

Dress Code

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

Students are prohibited from wearing:

- Clothing advertising or promoting items illegal for use by minors, including, but not limited to, alcohol or tobacco.
- Clothing advertising or promoting a business whose reputation is connected to alcohol, tobacco, or sexual image.
- Clothing displaying or may be interpreted to display obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays.
- Tops and pants, shorts, or skirts that do not meet or are immodest in nature.
- Hats in the school building at any time, with the exception of special dress days (such as homecoming dress up days). Girls may wear headbands only, for the explicit use of keeping their hair in place.
- Clothes in disrepair or that have holes in them, exposing undergarments.
- Tops that are low cut in the front, back, or underarms.
- No spaghetti strings showing.
- No strapless tops or dresses.

- Girls must have a shirt over sports bras at all times.
- T-shirt / tank tops / athletic jersey that are cut low in the arm area.
- Shorts/skirts that are short enough to expose the lower buttocks when walking or sitting.
- Flip flops are prohibited for PK-3 students. Please ensure all sandals have a strap adhering the back of footwear to the foot.
- Shoes with rollers or cleats, except for outdoor athletic practices

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

Shoes must be worn in the building at all times.

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

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

Driving to School for Grades 9-12

Driving to school and parking in the school lots is a privilege that will be revoked for not following rules. Students must park in the designated parking area that is assigned to their grade level. **Seniors should park in the south lot or the last 7 spaces on the South side of the front lot (East and West). Students should not park in the spots adjacent to the South side (locker room) of the building. Underclassmen may park in the back lot on the north side of the building. Students parking in the north lot are not allowed to park backwards on the fence line.** Students are not to park in areas designated for staff. Students should park in the designated areas between the lines, and be careful not to park in the bus lanes. **Underclassmen are not to drive from the back lot to the front of the school for athletic practice.** Reckless or careless driving will not be tolerated. If rules and regulations are not followed, punishment will be administered up to and including parking off campus, and may go as far as revoking school driving privileges for those on a school permit. Students who fail to follow rules may receive a verbal warning or immediate consequence, depending on the infraction. The school will communicate to the parents when consequences are administered. Students may not loiter, or be in their vehicle during the school day, unless granted permission from the High School principal.. Students will leave the school when there is no longer a legitimate reason for the students to be at the school. Students must comply with the school rules and regulations for driving and parking a motor vehicle or face disciplinary action that may include revocation of school driving and parking privileges or any other disciplinary action up to and including suspension and expulsion. Snowmobiles are prohibited from school grounds.

Dual Enrollment Students for Grades 4-12

Home school or home school assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules, and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or

enrolling in classes should contact the appropriate school principal. Dual enrolled students are eligible to take up to 3 college classes in their junior and senior year. Students that have been identified as TAG students may begin taking one college class in their freshman and sophomore years.

Educational Records (FERPA)

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

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

Eligibility for Extracurricular Activities for Grades 7-12

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

Academic Eligibility: To be eligible for a co-curricular activity a student may not have any "F's" during any grading period (Grading periods will be every Monday-Sunday except for the first two weeks of each semester). WITCC grades are reported to the school weekly will also be used to determine eligibility during any grading period. A reporting code of WF will result in ineligibility for the remainder of the semester. These eligibility requirements do not apply to music concerts and contests or to show choir, which are events conducted as part of a class. Eligibility does affect all other co-curricular activities, including plays, musicals, and CTE events. The policy also applies to all extra-curricular activities including football, basketball, volleyball, wrestling, cross country, track, golf, baseball, softball, cheerleading, and dance team.

Students who receive an "F" on the last eligibility report of the fourth quarter will serve their two week ineligibility period beginning the first day of school of the next school year, unless they participate in a summer sport. In that case, the student will serve their two week ineligibility period beginning the day the eligibility report is published for the two week duration.

Students must receive 4 credits at a time.

If at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a contestant for 20 consecutive calendar days unless the student has already served a period of ineligibility for 20 consecutive calendar days in another school-sponsored

activity. A student shall not serve multiple periods of ineligibility because of a failing grade.

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

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

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

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

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

College Signing Procedures: Colleges or universities are welcome to Hinton to sign a student to their facility. Those signings are to be arranged during the homeroom class period.

Emergency Drills

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

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

Emergency Forms

At the beginning of each school year, parents must file an emergency form with the office providing the emergency telephone numbers of the parents, as well as alternate persons to contact in the event the school is unable to locate the parents. The

emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the school nurse or principal's office if the information on the emergency form changes during the school year. **Emergency forms are required for ALL students.**

Field Trips

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

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

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

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

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

Students in grades 7-12 will not be permitted to leave school and go on a field trip if they are ineligible for two different classes.

504 Student and Parental Rights

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

- Participation of your child in school district programs and activities, including extracurricular programs and activities, to the maximum extent appropriate, free of discrimination based upon the student's disability and at the same level as students without disabilities;
- Receipt of free educational services to the extent they are provided students without disabilities:

- Receipt of information about your child and your child's educational programs and activities in your native language;
- Notice of identification of your child as having a qualifying disability for which accommodations may need to be made and notice prior to evaluation and placement of your child and right to periodically request a re-evaluation of your child;
- Inspect and review your child's educational records including a right to copy those records for a reasonable fee; you also have a right to ask the school district to amend your child's educational records if you feel the information in the records is misleading or inaccurate; should the school district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate; and
- Hearing before an impartial hearing officer if you disagree with your child's evaluation or placement; you have a right to counsel at the hearing and have the decision of the impartial hearing officer reviewed.

It is the policy of the Hinton Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Noah Phillips, Equity Coordinator at 315 West Grand, Hinton, IA, noah.phillips@hintonschool.com.

Food and Drink in Classroom

Students in grades PK-3 are allowed to bring a water bottle to school. Bottles may only be filled with water. Students in grades 4-12, are allowed to bring WATER to classrooms in an attempt to remain hydrated.

Gateway to College (GtC) for Grades 9-12

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

Students that are now enrolled at Gateway to College for exclusion or other disciplinary actions are not eligible to participate in extracurricular activities through Hinton and are not eligible to be participants in school related activities such as, but not limited to Prom and After-Prom, Commencement Ceremony, Pep Rallys, etc.

Grades / Honor Roll for Grades 4-8

Grades for JH school classes will be based on the following percentages: 99-100 A+, 93-98 A, 90-92 A-, 87-89 B+, 83-86 B, 80-82 B-, 77-79 C+, 73-76 C, 70-72 C-, 67-69 D+, 63-66 D, 60-62 D-, 0-59 F. Some exploratory classes use a pass/fail grading system. There will be two honor rolls for grades 4-8, a Gold honor roll (3.68 or above

GPA), and a Black honor roll (3.00-3.67 GPA). All honor rolls will have no grade lower than a C.

Grades / Honor Roll / GPA for Grades 9-12

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

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

Grade Reports for Grades 4-12

Students receive progress reports in the form of report cards at the end of each quarter and semester. Ineligibility reports are processed weekly for students who are not passing one or more classes at that time and are used to determine eligibility for extracurricular activities. Students and parents who have concerns about grades should talk to their teachers to determine how they can improve performance. Parent/teacher conferences are held in the fall and the spring. Please consult the master calendar for specific dates.

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

An incomplete will only be used when a student has been absent and has not had the appropriate time to make up for the class work missed during that time. All incomplete grades must be made up within two weeks after the end of the quarter or semester. The teacher, with the permission of the principal, may grant extensions. Failure to finish an incomplete may result in a failing grade and loss of credit. Parents have immediate access to their students' grades and attendance via Powerschool on the Internet. Daily announcements are also posted on Powerschool. Call the school to obtain passwords for that access.

Students who fail a college course, fail to receive credit in the course, or drop a college course will receive an F, W or WF on their high school transcript. If a student drops a WITCC class **before** WITCC's "drop date with a refund", the student will receive a W on their high school transcript. If a student drops a WITCC class **after** WITCC's "drops date with a refund", the student will receive a WF on their high school transcript. A reporting code of WF will affect eligibility for the rest of the semester.

Parents who wish to have parent access to their child's Canvas account may reach out to the building principal for access.

Graduation for Grades 9-12

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

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

Each student is required to take a minimum of six subjects plus PE. Students, who have met the forty-six (46) half-credits or 23 full credits requirement for graduation by the end of the first semester of their senior year, need only take five (5) subjects during the second semester.

Physical Education counts as an elective and credits earned are awarded. Effective starting with the 2027 graduates, all students are required to have a minimum of 1.0 PE credits by the time for graduation, if waiver requirements are met (School Board Policy 505.06, 603.05).

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

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

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

Students who have met graduation standards established by the Board of Education may take part in graduation ceremonies. Students who do not successfully complete the prescribed program 2 days prior to commencement may not participate in graduation ceremonies. The parents of students who experience scholastic difficulty sufficient to endanger graduation will be notified as soon as the situation becomes apparent. Periodic updates of progress will be given to the parents until the problem is solved.

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

Graduation Early for Grade 12

Students who meet the graduation requirements set by the board prior to the end of their senior year may apply to the high school principal for early graduation. Students must write a letter to the superintendent/school board, by December 1, requesting permission to graduate early. The letter is given to the high school principal, who will verify that the student will have met the graduation requirements at the end of the current semester. The school board will vote on the request at their next board meeting. Students who graduate early become alumni of the school district and are not allowed to participate in school activities, except for prom and graduation ceremonies.

Graduation Requirements

Students must successfully complete the courses required by the board and Iowa Department of Education in order to graduate. Unless outlined in their individual education plan, the required core courses that need to be successfully completed include two semesters of: English 9, English 10, Science 9, Biology, Algebra, American History, World Studies and PE starting with the graduating class of 2027). Students also need to successfully complete one semester of: Government and Financial Literacy. It shall be the responsibility of the superintendent to ensure that students complete grades one through twelve and high school students complete forty-six (46) credits prior to graduation. The following credits will be required:

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

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

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

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

Beginning with the school year starting July 1, 2026, students must receive a passing score on the civics test as set forth by the Iowa Department of Education and required by relevant laws.

Hall Passes for Grades 7-12

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

Harassment / Anti-Bullying Policy

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

Definitions

Definitions

“Harassment” and “bullying” mean any repeated and targeted electronic, written, verbal, or physical act or conduct toward an individual creates an objectively hostile school environment that meets one or more of the following conditions:

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

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

Filing a Complaint

Complaints of bullying and/or harassment may be filed promptly, reasonably and in good faith with the building principal. Complaints will be investigated in accordance with adopted district policy and procedures. Within 24 hours of receiving the report that a student may have been the victim of conduct or behavior that constitutes bullying and/or harassment, the district will notify the parent, guardian, or legal custodian of the student.

After considering the totality of the circumstances, should the building principal determine after the investigation, that a student has suffered bullying and/or harassment by another student enrolled in the district; a parent, guardian, or legal custodian of the student may enroll the student in another attendance center within the district that offers classes at the student’s grade level, subject to the requirements and limitations established in Iowa law.

In case of an apparent conflict of interest, Hinton Community School District can designate an alternative investigator.

Retaliation and False Reports

Individuals who knowingly file false bullying and/or harassment complaints, and any person who gives false statements in an investigation may be subject to discipline by appropriate measures. Any student found to have violated this policy or retaliated against another student for filing a complaint under these rules is in violation of the bullying and/or harassment rules and may be subject to discipline up to and including suspension and expulsion.

Publication of Policy

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

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

Health Screening

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

Health Education List

Hinton provides the following age-appropriate and research-based materials and resources: <https://educate.iowa.gov/media/7684/download?inline=>

Health Education Program for Students

Hinton provides instruction in age-appropriate, research-based health education in compliance with the Iowa Department of Education's Human Growth and Development Education requirements adapted appropriately for each grade level.

Upon request, parents may review the health education curriculum prior to their use. Parents who object to the health education instruction in human growth and development may file a written request that the student be excused from the instruction. Written requests must include a proposed alternative activity or study that is subject to the approval of the building principal. Parents who wish to review or file a written request must contact the building principal.

Homeless Students

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

Homeless Definition:

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

- Sheltered/transitionally housed: Children who are placed by the state or have individually or with a family accessed and are living in a public or private shelter or transitional housing project on a temporary basis.
- Doubled-up: A child who lives with relatives or friends due to a loss of housing due to disasters, lack of employment, parents will not allow child to live at home, abandoned children, or other similar situations.
- Unsheltered: Children living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar situations of public and private places not ordinarily used as a regular sleeping accommodation for human beings.
- Other: Abandoned children temporarily housed by hospitals, YWCA or YMCA organizations, etc.
- Note: Migrant children who meet the definition of homeless and children awaiting foster care who are housed in transitional or emergency shelters should be included in the categories of homeless identified above.

Homeschool

High school credit needs to be from an accredited homeschool program or accredited online program in order to transfer credits to Hinton High School.

Homework for Grades 9-12

Teachers assign homework, extra class activities or projects as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make up incomplete class work. Students are expected to complete homework on time. Failure to complete homework may result in loss of class credit and a failing grade in the class. Each teacher will explain how homework is used to figure in the overall grade. When students have an excused absence, they may have extra time in which to make up the work assigned during the absence. (See attendance policy) Unless assigned as a group project, students are expected to do their own homework. (See cheating policy)

Illegal Items Found in School or in Students' Possession

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

Immunizations

Prior to starting school or transferring into the school district, students must submit a certificate of immunization as required by law. Students without a proper certificate are

not allowed to attend school until they have received the required immunizations or may be admitted on the condition that the student is in the process of completing the immunization process. Should a student fail to meet the immunization requirements, this is grounds for suspension, expulsion, or denial of admission.

Exemptions are recognized only for specific medical or religious purposes as recognized by the law. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption. Information related to immunization requirements as well as exemption requirements are included in Hinton Community School's registration documentation as well as on the district website hintonschool.com.

Inclement Weather

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

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

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

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

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

Inspection of Educational Materials

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

Information on human growth and development may be included in the grade appropriate curriculum on occasion. Parents may request to view the instructional materials prior to their use class by requesting access through the guidance counselor

or building principal. If a parent wishes to excuse their student from that class, they must provide a written request to their child's guidance counselor or building principal.

Interference in School

Students may not possess trading cards, water guns, toys and other similar items on school grounds or at school activities. Students may possess a cell phone or other electronic/technology device; however, possession of those devices must follow the cell phone usage policy. Students are welcome to turn in their devices to their teachers or the office for safe keeping. Music will only be allowed with teacher permission. Listening to music without teacher permission will result in the device being taken away according to the same policy as cell phone violations.

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

Leaving School Grounds for Grades TK-6

In order for a student to leave the school grounds during school hours, for any reason, he/she must present to the school a written request signed and dated by the parents. If a parent/guardian phones the school for the purpose of dismissing their TK-6 child during the school day, the parent **MUST** come to the TK-3 or 4-6 office to pick up their child. All students that leave the building during the school day need to sign in and out of the office. If it is necessary for a child to leave the school before the end of the day due to illness, the parent/guardian or designated person must pick up the child before he/she will be allowed to leave the building. **Remember to send a note with your child if he/she is leaving school during the day or if their normal routine should change. Be sure to call the office if your child will be absent from school. The TK-3 office number is 947-4327 and the 4-6 office number is 947-4428.**

Legal Status of Student

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

Student Disclosure of Identity

It is the goal of the district to provide a safe and supportive educational environment in which all students may learn. As part of creating that safe educational environment, no employee of the district will provide false or misleading information to the parent/guardian of a student regarding that student's gender identity or intention to transition to a gender that is different from their birth certificate or certificate issued upon adoption.

If a student makes a request to a licensed employee to accommodate a gender identity, name, or pronoun that is different than what was assigned to the student in the student's registration forms or records, the licensed employee is required by Iowa law to report the request to an administrator. The school administrator receiving the report is required

by Iowa law to report the request to the student's parent/guardian. This requirement also applies to all nicknames.

To maintain compliance with Iowa law and also provide efficiency in the reporting requirements listed above, the Superintendent will provide the opportunity for parents and guardians to list in the student's registration paperwork any and all nicknames used for students.

Library

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

Lost and Found

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

Media Objection Notice

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

Open Campus Option for Grade 12 ONLY

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

- Students may not be tardy following an open campus period. A level one offense will be assigned for each tardy.
- Students must not violate the Student Good Conduct Code. The same penalties apply as for athletics. (e.g. 1st offense = 2 weeks of ineligibility).
- Students must sign in and out in the office according to the procedure set by the administration.
- Students must have parent approval to be on open campus.
- Open campus privileges may be revoked at any time by parental request or administrative decision based on student behavior.

- When open campus is revoked, due to an infraction of the rules, the privilege will be taken away from that student for the rest of the quarter or two weeks, whichever is greater.
- Senior students with a failing grade in any class at the end of an eligibility period will lose the open campus privileges until the grade is shown to be passing at the next eligibility period. Students will report to the study hall room during that time.
- During an open campus period, students will either sign out and leave the building or go to a designated area, or go to the high school study hall. They are not to be wandering the hallways, sitting in the lobby or sitting in the senior hallway.

Open Enrollment

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

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

Parents need to be aware that open enrollment may result in the loss of athletic eligibility. For further information, contact the school office.

The deadline Enrollment into Hinton Community School District for the 2026-2027 school year is March 1, 2026.

Hinton reserves the right to deny continued open enrollment to any student who meets the definition of truant. The district will notify the truant student's parent or guardian and district of residence of the decision to deny enrollment in the future in accordance with the law.

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

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

Parent / Teacher Conferences

The school reports student progress to the parent in the following ways: report cards, parent/teacher conferences, phone calls, and progress reports. Information on the report cards is supplemented by providing the parent with the opportunity to attend parent/teacher conferences. The school believes that these conferences are vitally important both for you and the teacher. They are a real chance for the parent and the teacher to share information concerning how the student is progressing and what problems may be occurring that are hindering his/her progress. Conferences are scheduled for grades TK - 12 in the fall and spring.

Conferences for students in Preschool-6 are scheduled conferences with their home room teacher. For parents who have children in grades 7-12, you are encouraged to use our online scheduler to schedule a designated time with each one of your student's teachers. Please be respectful and watch your time. Please plan to attend - we invite all parents to attend. Parents may also request a conference with a teacher at any time during the school year.

Parties/Private Parties for Grades TK-6

School parties, held during the school day, must include any students who wish to participate. There are three scheduled parties for the year; Halloween, Christmas, and on Valentine's Day. Specific party plans are at the discretion of the individual classroom teacher. Private parties may not be held in school, and **invitations to private parties are not to be distributed in school unless the entire class is invited. Parents/guardians are asked to mail invitations or distribute them outside of school grounds for parties in which a limited number of students are invited.**

PE Make-Up for Grades 9-12

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

Physical Education Grades 9-12

Hinton High School students are required to take one unit of physical education (PE) each semester they are enrolled at Hinton. Students may utilize a "PE Waiver" if they meet the requirements to be waived according to state code. Each semester would need a proper waiver and must be turned in and approved by the third day of the semester. In order to qualify for the PE Waiver, students must meet at least one of the following criteria each semester:

- Students have academic conflicts and are not able to enroll in a PE course due to classes only being offered during the same time as PE classes are offered,
- The student is in a workplace learning class,
- The student is in the Legislative Page Program at the state capitol for a regular session of the general assembly
- The student is is enrolled in a junior reserve officer training corps
- Or they participate in at least one organized school-sponsored activity during the semester in which they seek an exemption.
 - Fall Semester Exemptions include: Cheer, Cross Country, Football, Swimming (girls and boys), Volleyball, Basketball, Dance, Show Choir, and Wrestling.
 - Spring Semester Exemptions include: Basketball, Bowling, Cheer, Dance, Show Choir, Swimming (boys only), Wrestling, Baseball, Golf, Tennis, Track and Field, Softball.

To qualify for a PE Waiver under the organized school-sponsored activity section, the activity must be sponsored by the Hinton School District or a school district in which Hinton has a sharing agreement (such as swimming) and be properly supervised by a licensed or endorsed staff member. If an activity is not properly supervised or endorsed

by a licensed/endorsed individual, it will not qualify. Club-sponsored or AAU activities do not qualify as school-sponsored activities and therefore do not meet the waiver requirements.

If a student were to have a PE Waiver, they would be excused from being in the PE class during that semester. The PE Waiver does NOT mean the student will receive credit for a PE class. Therefore, the student will need to find another elective to fill their schedule and earn credits toward graduation. No credit is awarded for the PE Waiver.

Students who have medical notes excusing them from PE will also be excused from extracurricular activities. For a student to be reinstated in PE and activities, the school will require a note from a doctor that clears the student for participation in PE and the activity. Doctor's notes can be brought to the 4-8 office for 4th-8th grade students, or the 9-12 office for 9th-12th grade students.

Physical Examinations for Grades 7-12

Parents are encouraged to have their children receive periodic physical examinations. Students participating in athletics are required to provide a school district physical examination form signed by the student's doctor stating that the student is physically fit to perform in athletics prior to the start of the sport. Failure to provide proof of a physical examination makes the student ineligible for practice and competition until that physical form is received. Students who cannot afford the cost of the physical examination should contact the coach of their sport. **NOTE:** The interpretation by the Department of Education makes a physical good for twelve consecutive months. The school nurse keeps all records on file.

Physical Restraint

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

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

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

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

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

our administrators and school PBIS implementation team to identify and more effectively implement the practices that are right for our school.

Some of the benefits of PBIS include the:

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

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

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

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

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

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

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

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

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

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

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

Student Expulsions- An expulsion occurs when a student is removed from the school environment, including but not limited to classes, activities, and other school related events. Students may be expelled for violation of board policy, school rules, or the law. At the recommendation of the superintendent, a student may be considered for expulsion for disciplinary purposes. Only the board may make the determination to expel a student. Students considered for expulsion will be given due process as outlined in school policy and the law.

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

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

Posting of Information

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

Problem Solving Process for Grades TK-6

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

Prom

Approved students from the Prom list will need to be in attendance at the designated venue by the time the dance starts to be allowed in. Each student is expected to sell **10 boxes of popcorn each year** during the sales period. Students not selling a minimum of 10 boxes of popcorn will be assessed a minimum of a \$50 Prom fee, contingent upon the total sales of magazines for that year; for each year they choose to attend.

Recess for TK-6

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

School Announcements for Grades 7-12

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

Announcements are posted on Power School and throughout the 4-12 building and will be read by teachers during home room or 1st period on days when there is no scheduled homeroom period. The purpose of the announcements is to inform students of the events of the day or upcoming events. Announcements regarding non-school related activities are prohibited unless approved by the building principal.

School Counseling Program for TK-3

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

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

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

initial visit by a student warrants continued involvement in order to resolve a personal, social, or academic concern.

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

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

School Counseling Program for Grades 4-8

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

School Counseling Program for Grades 9-12

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

School Day for Grades TK-3

The TK-3 school day begins at 8:25 AM each day. All teachers will be routinely available outside their respective classrooms at 8 AM daily. Students may gather in the school commons after 8 AM. The school day ends at 3:25 PM. Elementary students load the buses starting at 3:25 PM. **STUDENTS SHOULD NOT BE IN THE BUILDING BEFORE 8 AM OR AFTER 3:25 PM**, unless prearrangement has been made with a staff member or enrollment in the After School Program.

School Day for Grades 4-12

The normal school day for 4-12 school students will run from 8:10–3:25 each day, with an earlier dismissal on Fridays. There will be times in which an abbreviated schedule will be used, due to a late start or an early dismissal. Students should not be in the building before 7:55 unless they have PE make-up, detention, weightlifting, athletic practice, music or dance team practice, or an appointment with a teacher. Students are not to leave the school building or grounds after arrival in the morning unless permission is granted from an administrator. Teachers will be available to assist students who need extra help from 8:00 to 8:10 in the morning and from 3:25 to 3:45 in the afternoon. It is strongly urged that students prearrange these extra help sessions with the teacher. Students must wait in the designated areas of the building until the 8:10 (or 10:10) bell, and then may go to their lockers and classrooms. Students who are eating breakfast may go to the multi-purpose room at 8:00, and are asked to remain there to eat.

Once students have arrived at school, they may not leave without permission from the office, even if it is prior to 8:10. Any student leaving the building during the day must sign out in the office.

School Fees for Grades 9-12

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

School Sponsored Student Organizations for Grades 9-12

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

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

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

School Website

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

Semester Tests 7-8

1. Students in grades 7-8 will have semester tests at both the end of the first and second semester.
2. Semester tests will count for 10% of the semester grade.
3. Semester tests are given the last two days of each semester.

Semester Tests 9-12

1. Students in grades 7-12 will have semester tests at both the end of the first and second semester.
 - a. Students who transfer in mid-year will have attendance expectations prorated related to the number of allowable absences to prevent second semester exams.
2. Semester tests will count for 10% of the semester grade.
3. During both the First and Second Semester Students will have the opportunity to opt out of tests if the below is met. Opt outs are a privilege, not a right. If opt outs are something that are important for the student, they need to be responsible and make sure that the following expectations are met.
 - a. Students have 80% or higher in the class of the test they which to opt out of.
 - b. Students miss 5 or less days of the semester. These are total absences and include count excused absences. Long term illness/hospitalization/surgery will count a total of two days absence if a doctor's note is provided. Appointments for long-term mental health needs may apply, but the school administrator assistant needs documentation from that therapist each time and the student may only miss minimal time before or after the appointment to be considered for this second semester test exemption.
 - c. Students have no unverified or unexcused absences for the test in the class that they seek to opt out.
 - d. Students have 5 or less tardies in the class of the test they wish to opt out of.
 - e. Any student who is given Out-of-School-Suspension or In-School-Suspension will not be eligible to opt out of any test either semester, regardless of if they missed a certain class or not.
 - f. Students who have been academically dishonest during a semester will not be able to opt out of tests that they have been academically dishonest in. For further clarification on this, please see the Academic Integrity section of the student handbook.
4. If students are involved in a school activity and are not in class, they are not counted absent. The same is true for teacher requested passes or sign-outs approved by the teacher, office or guidance office.
5. Any student who is excused from taking their final test may opt to take the test to improve their grade without having their final grade lowered.
6. Semester tests are given the last two days of each semester.
7. Students who have met opt-out requirements will have open campus during those periods of tests that they have opted out of.

IMPORTANT!

1. **Teachers must keep accurate accounts of attendance.**
2. Second Semester:
 - a. The last week of the semester, teachers will notify any student that will be required to take semester tests for their class.
 - b. Students are excused the last two days, if they have no tests to take.

- c. Students need only come to those classes whose test they must take because of grade or attendance.
3. Students may leave test only after test period is completed.
4. Students must test during the scheduled times. Exceptions must be approved by the principal.
5. Final exams must be taken if required or course credit will not be issued.

Standardized Tests for Grades 3-12

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

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

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

Student Behavior for Grades 9-12

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

Student Council for Grades 4-12

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

Student Due Process for Grades 9-12

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

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

Student Funds and Fundraising for Grades TK-12

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

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

Student Honors and Awards

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

Student Illness or Injury at School

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

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid. The school contacts emergency medical

personnel, if necessary, and attempts to notify the parents where the student has been transported for treatment.

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

Student Insurance

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

Search and Seizure

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search is in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, will not create a protected student area and will not give rise to an expectation of privacy with respect to the locker, desk, or other facility.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco/nicotine, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

I. Searches, in general.

- A. Reasonable and Articulable Suspicion: A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district

policy, rules, or regulations affecting school order.

Reasonable suspicion may be formed by considering factors such as the following:

1. eyewitness observations by employees;
2. information received from reliable sources;
3. suspicious behavior by the student; or,
4. the student's past history and school record. although this factor alone is not sufficient to provide the basis for reasonable suspicion.

B. Reasonable Scope: A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

1. the age of the student;
2. the sex of the student;
3. the nature of the infraction; and
4. the emergency requiring the search without delay.

II. Types of Searches

A. Personal Searches

1. A student's person and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.
2. Personally intrusive searches will require more compelling circumstances to be considered reasonable.
 - a. Pat-Down Search: If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible.
 - b. A more intrusive search, short of a strip search, of the student's person, handbags, book bags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

B. Locker and Desk Inspections

Although school lockers and desks are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers and desks are properly maintained. For this reason, lockers and desks are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker or desk. Periodic inspections of all or a random selection of lockers or desks may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches will be confiscated by school officials and may be turned over to law enforcement officials.

The contents of a student's locker or desk (coat, backpack, purse, etc.) may be searched when a school official has reasonable and articulable suspicion that the contents contains illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

C. Automobile Searches

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school official has reasonable and articulable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

Student Lockers

Student lockers are the property of the school district. Students shall use the lockers assigned to them for storing their school materials and personal items necessary for attendance at school. It shall be the responsibility of each student to keep his/her assigned locker clean and undamaged. The expenses to repair damage done to a student's locker are charged to the student.

Students are to use only the locker to which they have been assigned. All lockers have been cleaned and are in good working order. Any items attached to the lockers should be of the type that can be removed easily without marring the surface. Only school sponsored signs can be placed on lockers. If you keep money or other items of value in your locker, be sure to keep it locked. The school cannot assume responsibility for items left in lockers. Students are not to store opened food and beverage (other than water) containers in their lockers. Such items may cause offensive odors and create health hazards. A student's locker may be searched whenever an administrator or teacher has a mere suspicion that a criminal offense or a school district policy, rule or regulation bearing on school order has been violated and the administrator or teacher has a reasonable belief that the search will produce evidence of the violation. Items in violation of school district policies, rules or regulations that are found in student lockers are confiscated. Items may be given to law enforcement officials. Locker maintenance inspections are conducted periodically throughout the school year. These inspections are generally for the purpose of ensuring that lockers are clean and well kept. In short, if an administrator needs to open a locker for reasonable cause, it may happen.

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

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

Grades 9-12: If a student wishes to put a personal padlock on his/her locker, a duplicate key or combination must be left in the office. If a key or combination is not left in the office, the school reserves the right to cut the lock off the locker with just cause and no liability.

For your protection, it is a good practice to close and lock your locker. However, if you leave your computer in your locker, the locker **MUST** be closed and locked. To ensure the security of the contents of your locker, do not share the combination with anyone other than your locker partner. You need tell only one other person and the entire school can know it.

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

Student Publications

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

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

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

Student Transfers

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

The school district automatically transfers a student's records to a new school district upon receipt of a written request from the new school district. Parents are given an opportunity to view the student's records that were sent and a right to a hearing to challenge the content of the student's records that were sent. Parental consent is not necessary to forward a student's records to a student's new school district or for the school district to request them from a student's previous school district.

Study Hall for Grades 7-12

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

Success Center for Grades 9-12

In order to provide support for students who are struggling in one or more classes, the high school operates a Success Center. The center is open each day during periods 1-8 and is staffed with a certified teacher. Grades are collected approximately every two weeks for the purposes of eligibility for activities and for academic support. Students who are failing at least one class at the time of one of these grading periods will be assigned to the Success Center for study hall. If the student is passing at the next grading period, he will return to the regular study hall. Any student looking for extra help may also go to the center during a study period with permission from the assigned Success Center teacher or principal.

Hinton High School Success Center Expectations

- Designation of a Class
 - For attendance purposes, seniors will designate a specific class period for each online class.
 - Deadline for deciding/changing this designation will be two weeks after the first grade report.
- Grade Checks
 - Weekly Checks - will be based on the grade report sent to the counselor from WIT
 - Senior Check in for open campus purposes
 - Monday (or first day of the school week)
 - Check in with your first Success Center teacher of the day
 - Email remaining SC teachers about check-in PRIOR to the start of that class period
 - Failure to do so will result in a detention
 - Seniors with an 89.50% or higher will have an open period during Success Center for that week.
 - Seniors required to attend are NOT ALLOWED to get a pass to leave for other teachers unless it's an

already regularly scheduled activity like a music lesson or tutoring

- Success Center for Failing Grades
 - If a student fails a quarter they will be assigned a success center the next quarter
- Completion of a Success Center Class
 - Seniors will have an open period during the class period upon successfully completing the course.
 - Juniors will have an open period during the class period of their success center upon successfully completing the course for the last two weeks of a semester only.

Tardy

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

If a student comes to class without a pass from a teacher, counselor or administrator the tardy will be an unexcused tardy, unless it's more than 15 minutes and then it's unverified.

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

Telephone Use during the School Day

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

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

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

Visitors/Guest for Grades TK-6

Adults are welcome to visit a child's classroom at any time when health conditions allow. Parents are encouraged to make arrangements with the teacher prior to the visit. All visitors

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

Visitors/Guests for Grades 7-12

Visitors to the school grounds must check in at the principal's office. If a student wishes to bring a guest to school, the student must receive permission from the principal at least **one day prior** to the guest's visit. Guests may attend classes with the student for a **maximum of 3 periods**. Students may not have guests visit class with them more than once a semester. The host student is responsible for the conduct of the visitor. The visitor must sign-in in the office. This practice is strongly discouraged and thus very limited.

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

National Honor Society for Grades 11 & 12

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

Scholarship Requirement:

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

Leadership Requirement:

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

1. Elected to a class office, student council or state office.
2. Active involvement in extracurricular activities sponsored by the school in which the candidate has participated for the entire year or season. (one point awarded for each completed season or activity) e.g football, track, basketball, volleyball, golf, wrestling, baseball, softball, show choir, cross country, jazz band.
3. Other areas of participation sponsored by the school district or area education association. (plays, speech, math club, quiz bowl etc.)

4. Participation in any district or state qualifying competition if that competition is not the initial round. The exception being vocal and instrumental music contests where there is only one round. With this exception, students must receive a one rating for their participation.
5. Out of school groups in which the student serves as a leader. e.g. 4-H, Scouts, church groups, etc. Each of these must be documented and signed by the sponsor/leader of the group.

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

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

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

Service Requirement:

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

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

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

Character Requirement:

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

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

- * Two letters of recommendation attesting to the candidate's good character.
- * One or both letters may be written by sources outside the school.

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

Additional Information for Candidates

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

**COMPLAINT FORM
Code No. 104.E1**

COMPLAINT FORM

(Discrimination, Anti-Bullying, and Anti-Harassment)

Date of complaint: _____

Name of Complainant: _____

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

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

Date and place of alleged incident(s): _____

Names of any witnesses (if any): _____

Nature of discrimination, harassment, or bullying alleged (check all that apply):

Age	Physical Attribute	Sex
Disability	Physical/Mental Ability	Sexual Orientation
Familial Status	Political Belief	Socio-economic Background
Gender Identity	Political Party Preference	Other – Please Specify:
Marital Status	Race/Color	
National Origin/Ethnic Background/Ancestry	Religion/Creed	

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

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

Signature: _____ Date: _____

Hinton School Policies

WITNESS DISCLOSURE FORM

Name of Witness: _____

Date of interview: _____

Date of initial complaint: _____

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

Date and place of alleged incident(s): _____

Nature of discrimination, harassment, or bullying alleged (check all that apply):

Age	Physical Attribute	Sex
Disability	Physical/Mental Ability	Sexual Orientation
Familial Status	Political Belief	Socio-economic Background
Gender Identity	Political Party Preference	Other – Please Specify:
Marital Status	Race/Color	
National Origin/Ethnic Background/Ancestry	Religion/Creed	

Description of incident witnessed: _____

Additional information: _____

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

Signature: _____ Date: _____

Hinton School Policies

DISPOSITION OF COMPLAINT FORM
Code No. 104.E3

Date:	_____
Date of initial complaint:	_____
Name of Complainant (include whether the Complainant is a student or employee):	_____ _____
Date and place of alleged incident(s):	_____ _____
Name of Respondent (include whether the Respondent is a student or employee):	_____

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	
<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex	<input type="checkbox"/>	

Summary of Investigation:

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

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

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

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

Level I Investigator: Sue Popken
712-947-4328
sue.popken@hintonschool.com

Alternate Investigator: Julie Clausen

Appendix II

HINTON COMMUNITY SCHOOL ACCEPTABLE USE CONTRACT FOR COMPUTERS AND INTERNET

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

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

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

1st Infraction: Computer privileges will be removed for at least 2 weeks.

2nd Infraction: Computer privileges will be removed for at least one month.

3rd Infraction: Computer privileges will be removed for at least one semester.

4th infraction: Computer privileges will be removed for at least the remainder of the year.

The consequences are up to the discretion of the administrator based on severity of infraction.

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

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

Appendix III

**IHSAA/IGHS AU GUIDELINES
ATHLETIC ELIGIBILITY RULES**

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

36.15(2) Scholarship rules. ...

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

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

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

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

collegiate institution's athletic administration. [This is NOT a substantive change; it clarifies the "college squad" rule].

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

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

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

Appendix IV

Code No. 503.4R1

GOOD CONDUCT RULES AND REGULATIONS

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

Controlled Substances, Alcoholic Beverages, Tobacco, or unlawful Acts

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

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

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

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

First Offense

The student will be declared ineligible for two (2) weeks of scheduled competition. If there is no scheduled activity within a week of the date the student is notified of being ineligible, the beginning date will be moved forward until there is a sanctioned Iowa Athletic Association event scheduled activity within the first week. If out of competition due to injury or illness, the two weeks will begin when athlete is cleared for competition by a physician.

Second Offense

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

Third Offense

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

If after the third or subsequent violations, the student on her/his own volition becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement in an activity or organization after a minimum period six (6) weeks or six (6) events, whichever is greater. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.

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

General Information

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

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

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

Right of Appeal

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

A decision by the principal may be appealed to the Superintendent by delivering a

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

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

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

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