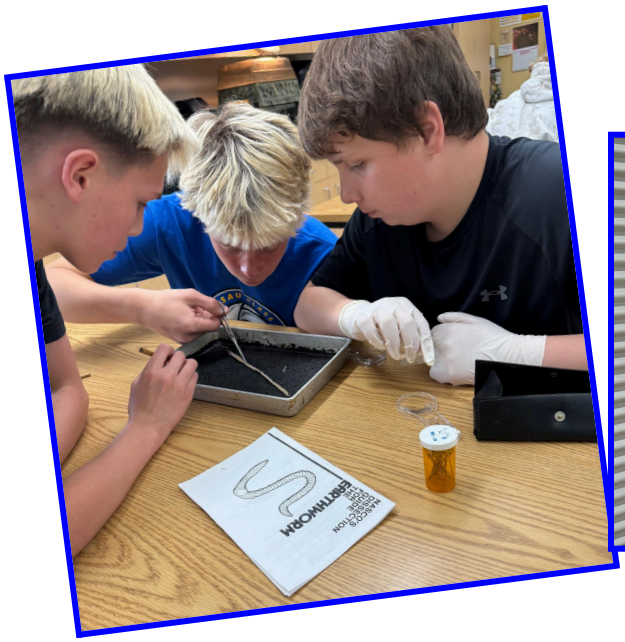
Humboldt Middle School
Parent and Student Handbook
2026-2027















We welcome you to another wonderful school year in the Humboldt Community School District. The administration and staff at Humboldt Middle School want to welcome you; whether you are new or returning, we hope you make this school year memorable!

At Humboldt Middle School, we strive for excellence, both in teaching and learning, through high-quality instruction and engagement for our students. Through continuous learning and professional development, our staff works throughout the year to implement research-based strategies to help and support all learners.

With your cooperation and communication, we can work together to provide the best outcomes for our students. We ask that you read the handbook thoroughly. It communicates student expectations and the district services available. Please feel free to also visit our website www.humboldt.k12.ia.us for updated information about the district, school calendars, programming, academic resources, and activities.

Thank you for your support and cooperation in making this school year productive and enjoyable for everyone. Feel free to email us with any questions or comments you might have.

Sincerely,

Cassie Smith and Tiffany Nelson

Administrators

Ryan Fedders, Superintendent	401 13th St. S., Humboldt rfedders@humboldt.k12.ia.us	332-1330 fax 332-4478
Jenna Haselhuhn, Principal, Mease Elementary, Director of Curriculum, Instruction & Assessment	23 3rd Street N., Dakota City jhaselhuhn@humboldt.k12.ia.us	332-3578 fax 332-7151
Michelle Dyvig, Principal, Taft Elementary	612 2nd Avenue North mdyvig@humboldt.k12.ia.us	332-3216 fax 332-7102
Cassie Smith, Principal, Middle School	1400 Wildcat Road csmith@humboldt.k12.ia.us	332-2812 fax 332-2023
Tiffany Nelson, Asst. Principal, Middle School	1400 Wildcat Road tnelson@humboldt.k12.ia.us	332-2812 fax 332-2023
Travis Sprague, Principal, High School	1500 Wildcat Road tsprague@humboldt.k12.ia.us	332-1430 fax 332-7150
Jessica Goodenow, Asst. Principal, High School	1500 Wildcat Road jgoodenow@humboldt.k12.ia.us	332-1430 fax 332-7150
Ryan O'Hern, District Activities Director	1500 Wildcat Road rohern@humboldt.k12.ia.us	332-1430 fax 332-7150
Creighton Jenness, Special Education Director	1500 Wildcat Road cjenness@humboldt.k12.ia.us	332-1430 fax 332-7150

[Link to School Calendar](#) (English)
[Link to School Calendar (Spanish)](#)

Humboldt & Twin Rivers Community School Districts 2026-2027

Learning and Success For All

		Total		August								
		H	D	M	T	W	T	F	Days	Staff Days	Date	Events
				3	4	5	6	7			Aug 10-13	New Teacher Orientation
				10	11	12	13	14	0	1	Aug 14-21	Staff Development
				17	18	19	20	21	0	5	Aug 19-20	PK-12 Orientation / Conferences
				24	25	26	27	28	5	5	Aug 24	K-12: 1st Day
				31					1	1	Aug 27	Preschool: 1st Day
		39.0	6	September					6	12		
									0	0		
Summary of Calendar					1	2	3	4	4	4	Sept 7	Labor Day / No School
Start-Finish: August 24-May 21				7	8	9	10	11	4	5		
				14	15	16	17	18	5	5		
Days in the Classroom: 177				21	22	23	24	25	5	5		
Hours in the Classroom: 1147				28	29	30			3	3		
	Conference Days 2	135.9	21	October					21	22		
									0	0		
Q1	October 15 (38 Days)						1	2	2	2	Oct 15	End of 1st Q - 38 Days
Q2	December 22 (44 Days)			5	6	7	8	9	5	5	Oct 16	Staff Development - Full Day - NO SCHOOL
Q3	March 12 (48 Days)			12	13	14	15	16	4	5	Oct 19 & Oct 22	PK-12 Conferences - 2 HR Early Out
Q4	May 21 (47 Days)			19	20	21	22	23	5	5	Oct 23	No School - Conference Compensitory
				26	27	28	29	30	5	5		
Staff Development Full Day		137.9	21	November					21	22		
	October 16								0	0		
	January 4			2	3	4	5	6	5	5		
	February 12			9	10	11	12	13	5	5		
	May 24			16	17	18	19	20	5	5		
				23	24	25	26	27	2	3	Nov 25-27	Thanksgiving / No School
				30					1	1		
		116.9	18	December					18	19		
									0	0		
Staff Development: 1 Hour Early Out					1	2	3	4	4	4		
	26 Wednesdays			7	8	9	10	11	5	5		
				14	15	16	17	18	5	5	Dec 22	End of 2nd Q - 44 Days
Staff Development 2 Hour Early Out				21	22	23	24	25	2	3	Dec 22	2 HR Early Out
	October 19 & 22			28	29	30	31		0	0	Dec. 23-Jan 1	Winter Break (No School)
	December 22	101.6	16	January					16	17		
	February 16 & 18							1	0	1		
	May 21			4	5	6	7	8	4	5	Jan 4	Staff Development - Full Day - NO SCHOOL
				11	12	13	14	15	5	5	Jan 5	School Resumes
Holidays:				18	19	20	21	22	5	5		
	Labor Day			25	26	27	28	29	5	5		
	Thanksgiving	123.5	19	February					19	21		
	Christmas								0	0		
	New Years			1	2	3	4	5	5	5	Feb 12	Staff Development - Full Day - NO SCHOOL
	Good Friday			8	9	10	11	12	4	5	Feb 16 & 18	PK-12 Conferences - 2 HR Early Out
	Memorial Day			15	16	17	18	19	5	5	Feb 19	No School - Conference Compensitory
				22	23	24	25	26	5	5		
Order of Snow Make-Up Days		124.5	19	March					19	20		
1st	None								0	0		
2nd	None			1	2	3	4	5	5	5		
3rd	None			8	9	10	11	12	5	5	Mar 12	End of 3rd Q - 48 Days
4th +	May 24-May 28 - TBD			15	16	17	18	19	5	5		
				22	23	24	25	26	3	4	Mar 25 & 29	No School-Holiday Break
Calendar Legend				29	30	31			2	2		
	Early Out	130.2	20	April					20	21		
	No School - Vacation						1	2	2	2		
	Professional Development			5	6	7	8	9	5	5		
	Holiday			12	13	14	15	16	5	5		
	PK-12 Conferences / Orientation			19	20	21	22	23	5	5		
				26	27	28	29	30	5	5		
		142.5	22	May					22	22		
				3	4	5	6	7	5	5	May 16	Graduation
				10	11	12	13	14	5	5	May 21	End of 4th Q - 47 days;
				17	18	19	20	21	5	5	May 21	Last Student Day - 2 HR Early Out
				24	25	26	27	28	0	1	May 24	Staff Development - Full Day - NO SCHOOL
				31						1	May 31	Memorial Day
		95.9	15						15	17		
		1147.8	177.0	June					177	193		
					1	2	3	4				

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Annual Nondiscrimination Notice

The Humboldt Community School District offers career and technical programs in the following service areas: Agricultural, Business, Health Occupations, Family and Consumer Sciences, Industrial, and Marketing Education. It is the policy of the Humboldt Community School District not to discriminate on its educational programs, activities, and employment practices on the basis of race, creed, color, age (for employment), sex, sexual orientation, marital status (for programs), national origin, disability, or religion. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy or for more information about the district's grievance procedures, please contact the District Equity Coordinator, Michelle Thomas, 401 13th St. S., Humboldt, IA 50548 (515 332-1330), mthomas@humboldt.k12.ia.us , or the Iowa Civil Rights Commission: 6200 Park Avenue, Ste 100, Des Moines, IA 50321-1270; (515-281-4121/800-457-4416); web site: https://icrc.iowa.gov. or Director of the Office for Civil Rights, U.S. Department of Education, Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582, Telephone (303-844-5695)-Fax (303)844-4303. TDD: 800-877-8339, Email: OCR.Denver@ed.gov

Aviso Anual de No Discriminación

El Distrito Escolar Comunitario de Humboldt ofrece programas profesionales y técnicos en las siguientes áreas de servicio: Agricultura, Negocios, Ocupaciones de la Salud, Ciencias de la Familia y del Consumidor, Industria y Educación en Marketing. Es política del Distrito Escolar Comunitario de Humboldt no discriminar en sus programas educativos, actividades y prácticas de empleo por motivos de raza, credo, color, edad (para el empleo), sexo, orientación sexual, estado civil (para los programas), origen nacional, discapacidad o religión. Existe un procedimiento de quejas para tramitar las reclamaciones por discriminación. Si tiene preguntas o una queja relacionada con esta política, o si desea obtener más información sobre los procedimientos de quejas del distrito, por favor comuníquese con la Coordinadora de Equidad del Distrito, Michelle Thomas, en 401 13th St. S., Humboldt, IA 50548 (515 332-1330), mthomas@humboldt.k12.ia.us , o con la Comisión de Derechos Civiles de Iowa: 6200 Park Avenue, Ste 100, Des Moines, IA 50321-1270; (515-281-4121/800-457-4416); sitio web:https://icrc.iowa.gov/, o con el Director de la Oficina de Derechos Civiles del Departamento de Educación de los EE. UU., Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582, Teléfono (303-844-5695) - Fax (303)844-4303. TDD: 800-877-8339, Correo electrónico: OCR.Denver@ed.gov

Introduction

Students are expected to comply with and abide by the school district's policies, rules, regulations and student handbook. Students who fail to abide by the school district's policies, rules, regulations, and student handbook may be disciplined for conduct which disrupts or interferes with the education program; conduct that 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 on 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, regulations, and student handbook provisions 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 administration office at 332-1330 for information about the current enforcement of the policies, rules, regulations, or student handbook of the school district.

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings and vehicles. The term "school activities" means all school activities in which students are involved, whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

Humboldt Community School District Mission

"Learning and Success for All"

Humboldt Community School District Belief Statements
We Believe Everyone Can Learn and Be Successful

- When the environment is safe, stimulating, and caring
- When there is mutual respect
- When the individual social, emotional, intellectual, physical, cultural and behavioral needs are met
- When they have a choice in what they learn
- When expectations are clearly defined
- When the curriculum is relevant, rigorous, and engaging
- When instruction and assessment are varied to meet student needs
- When challenged with learning situations that require critical and creative thinking
- When feedback is thorough and consistent
- When all stakeholders are involved and supportive

Governor's Safety Hotline -

The Iowa Department of Public Safety's Governor's School Safety Bureau, partnering with the Department of Education, has launched a free and anonymous school safety threat reporting platform.

The app will be available to students, staff, parents, and community members to help identify a crisis. Reports made through the app will be anonymous.

You can make reports in three ways:

- Downloading and using the free Safe+Sound Iowa app
- Going to SafeandSoundIowa.gov
- Calling the Safe+Sound Iowa hotline at 800-224-6018

Board Policies

Board Policies can be referenced online at this link: Board Policies

Board Policy Title	Policy Number
Administration of Medication to Students	Board Policy 507.2
Equal Educational Opportunity	Board Policy 102
Anti Bullying / Anti Harassment Policy	Board Policy 104
Anti-Bullying/harassment investigation procedures	Board Policy 104.RI
Homeless Children and Youth	Board Policy 501.16
Instruction at a Post-Secondary Educational Institution	Board Policy 604.6
Interviews of Students by Outside Agencies	Board Policy 502.9
Meal Charges	Board Policy 710.4
Student Lockers	Board Policy 502.5
Search and Seizure	Board Policy 502.8
Corporal Punishment, Mechanical Restraint and Prone Restraint	Board Policy 503.5
Abuse of Students by School District Employees	Board Policy 402.3
Student Complaints and Grievances	Board Policy 502.4 &102.R1

Student Fee Waiver and Reduction Procedures	Board Policy 503.3R1
Student Appearance	Board Policy 502.1
Staff Technology Use/Social Networking	Board Policy 401.13
Use of Information Resources	Board Policy 605.7 - 605.7R1
Health Education	Board Policy 603.5-603.5E1
Open Enrollment	Board Policy 501 .14-501.15
Student Directory Information	Board Policy 506.2 – 506.2R1
Education Records and Reports	Board Policy 506.1-506.1E9
Student Health and Immunization Certificates	Board Policy 507.1
Smoking – Drinking - Drugs	Board Policy 502.7
Student Conduct	Board Policy 503.1
Good Conduct Eligibility Rule	Board Policy 503.4
School Bus Seat Belt Policy	Board Policy 711.10R1
Use of Recording Devices on School Property	Board Policy 804.6-804.6R1
Public Conduct on School Premises	Board Policy 903.4
Weapons	Board Policy 502.6
Open Night	Board Policy 508.2
Student Expression and Student Publications	Board Policy 502.3-502.3R1
Annual Notice of Nondiscrimination	Board Policy 102.E1
“We have a problem.” Process for resolving issues with staff.	Board Policy 213.1 & Chain of Communication
Student Release During School Hours	Board Policy 501.11
Graduation Requirements	Board Policy 505.5
Wellness Policy	Board Policy 507.9

FEDERAL MANDATES

Highly Qualified Teachers

Parents/Guardians in the Humboldt 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 515-332-1330 or sending a letter of request to the Office of the Superintendent, 401 13th St. S., Humboldt, Iowa 50548.

Grievance Procedure

"It is the policy of the Humboldt Community School District not to discriminate on the basis of race, creed, color, age (for employment), sex, sexual orientation, gender identity, marital status (for programs),

socioeconomic status (for programs), national origin, disability, or religion in its educational programs and employment practices as required by the Iowa Code section 216.7. If you have questions or grievances related to compliance with this policy please contact the Humboldt Community School District, Michelle Thomas, Payroll/HR Director, 401 13th St S Humboldt, IA 50548; 515-332-1330, mthomas@humboldt.k12.ia.us, or the Iowa Civil Rights Commission, Grimes State Office Building, 400 E. 14th St., Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457-4416; web site: https://icrc.iowa.gov. or Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, 312-730-1560-Fax 312-730-1576, OCR.chicago@ed.gov.

Students, parents of students, employees, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the Complainant and others.

A Complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the Complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedure is not a prerequisite to the pursuit of other remedies. Please note that informal processes and procedures are not to be used in certain circumstances (e.g., sexual harassment and sexual assault).

Filing a Complaint

A Complainant who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with the equity coordinator(s). An alternate will be designated in the event it is claimed that the equity coordinator or superintendent committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within *30 working days* of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The equity coordinator(s) shall assist the Complainant as needed.

Investigation

Within *7* working days, the equity coordinator will begin the investigation of the complaint or appoint a qualified person to undertake the investigation (hereinafter “equity coordinator”). If the Complainant is under 18 years of age, the equity coordinator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The investigation may include, but is not limited to the following:

- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint to provide a written statement;
- A request for witnesses identified during the course of the investigation to provide a written statement;
- Interviews of the Complainant, Respondent, or witnesses;
- An opportunity to present witnesses or other relevant information; and
- Review and collection of documentation or information deemed relevant to the investigation.

Within *30* working days, the equity coordinator shall complete the investigation and issue a report with respect to the findings.

The equity coordinator shall notify the Complainant and Respondent of the decision within 5 working days of completing the written report. Notification shall be by U.S. mail, first class.

Decision and Appeal

The complaint is closed after the equity coordinator has issued the report, unless within *10* working days after receiving the decision, either party appeals the decision to the superintendent by making a written request detailing why he/she believes the decision should be reconsidered. The equity coordinator shall promptly forward all materials relative to the complaint and appeal to the superintendent. Within 30 working days, the superintendent shall affirm, reverse, amend the decision, or direct the equity coordinator to gather additional information. The superintendent shall notify the Complainant, Respondent, and the equity coordinator of the decision within 5 working days of the decision. Notification shall be by U.S. mail, first class.

The decision of the superintendent shall be final.

The decision of the superintendent in no way prejudices a party from seeking redress through state or federal agencies as provided by law.

This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available.

If any of the stated time frames cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible.

Retaliation against any person, because the person has filed a complaint or assisted or participated in an investigation, is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures.

Fees and Expenses

Registration and Textbook: The cost of school registration and use of textbooks is determined by the Board of Education each year. Assessment for lost textbooks and for those damaged beyond normal wear will be as follows:

Book/computer in use for first year	replacement cost
Book/computer in use for second year	10% off current replacement cost
Book/computer in use for third year	20% off current replacement cost
Book/computer in use for fourth year	30% off current replacement cost
Book/computer in use for fifth year	40% off current replacement cost

Most textbooks now cost more than $75.00. Upon approval of the school principal, a higher assessment, including actual replacement cost, may be made than indicated in the above table. Students may also be assessed fines of a lesser amount for damages which do not render the book unusable.

Online Payments

The online payments tool in Infinite Campus allows parents to make online payments to their student's accounts for fees, and/or deposit money into food service accounts, and generate a food service transaction report. There will be a $3.00 convenience fee applied to all online transactions. This helps to offset the cost of the fees charged to the school. Payments can only be made from the **Family Payments** section of the Portal. The **Payments** link appears in the Portal index. To begin the online payment process for a fee, select **Payments** from the index. The online payment editor will appear, displaying outstanding fees for all students within the Household. (If students of the household do not have any pending fees, no fees will display in the Fees area.) Details of the fee can be viewed by selecting the (+) sign next to the fee name. A fee shown in red indicates that a payment for the full amount has not been paid before the due date assigned by the school. The Food Service account will always show for each student with the remaining balances in each account. Register your payment method and fill in the amounts you wish to pay. You will have the option of having your receipt emailed to you on the **Make a Payment** screen, or printing the receipt from the screen once the transaction has been processed.

Nexcheck

Your Check is Welcome. The Humboldt Community School System recognizes that occasionally a parent may inadvertently overdraw a checking account and a check may be returned by your bank. In order to recover these funds in a private and professional manner, the Humboldt Community School System has contracted with Nexcheck, LLC, for collection of returned checks.

Checks should be written on a commercially printed check with your name, address, and contact telephone number. When a person writes a check to a school or the School System, he or she agrees that, if the check is returned for any reason, it may be represented electronically on the same account, and that the Service Fee for returned checks established by law may be debited from the same account.

If the check and fee are not collected electronically, Nexcheck will contact the check writer by mail and/or by telephone to make payment arrangements. All payments need to be made directly to Nexcheck, P.O. Box 19688, Birmingham, AL. 35219. For a convenience fee, payments of both check and fee may be made electronically at www.nexcheck.com or over the phone (800-639-2435) using a credit card, debit card or electronic check.

All School Debts (lunch, registration, etc.)

All students with a debt of $150 will have a letter sent to parent/guardian that if not paid in one month, will be turned over to a small claims court/collection agency. It will be the parent/guardian responsibility to pay off

debt. Free and Reduced families with children in grades 5 to 12, please be aware that an extra main dish at lunch is $1.50 and extra milk is .50 and NOT free or reduced in price.

Payment of Meals

All meal purchases are to be prepaid before meal service begins. Families may add money (e.g., electronic payment via Infinite Campus, pay at the school offices, etc.) Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received.

Negative Account Balances

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified of an outstanding negative balance once the balance reaches $10.00 by Infinite Campus. Negative balances of more than $*50.00 and $75.00* will be turned over to the superintendent or superintendent's designee to send letters. Balances of $150.00 or more will be sent a letter giving one month to make a payment/set up a payment plan or turned over to small claims/collections.

Crisis Instructions for Parents

The Humboldt Community School District is committed to the safety of all children and staff. We ask that you cooperate in following these procedures if you hear that there is an emergency at school.

- The Crisis Response Team will be activated and appropriate steps taken to provide a safe and supportive environment for children and staff.
- PLEASE DO NOT CALL SCHOOL. We must have all phone lines open for emergency calls. If your child has been injured or needs your assistance, a crisis team member will call you immediately. Please do not call, text message, or attempt to communicate with your child.
- DO NOT COME TO SCHOOL during or immediately following an emergency. The school access route and entrances must remain clear for emergency vehicles.
- When the school district determines that it is appropriate to dismiss students, a parent (or the individual designated on the emergency form) must come for him/her. No child will be allowed to leave without the adult responsible for his/her care providing positive identification, even high school-age students. It is the responsibility of the parent to keep all emergency records up-to-date.
- Students must sign out through the principal's office or designated dismissal site before leaving school. Students will be dismissed individually through an established dismissal station.
- Listen to KHBT. Information and specific directions for parents to follow will be announced.
- Buses will not make their runs during adverse weather conditions. Students will be supervised at school until the weather permits their safe return home.
- We suggest that you post these instructions near your phone at home and in an accessible area while at work.

Public Records

The Code of Iowa, Chapter 22 gives each individual the right to examine and copy public records of the school district. The Humboldt Community School District has delegated two officials with the responsibility of implementing the requirements of this Chapter. Those two individuals are the Superintendent of Schools and the Board Secretary. Requests to examine or copy public records should be made to one of these two designated officials. Such a request shall be honored within a reasonable period of time as outlined in the law and a reasonable fee may be charged for the copying of public records. Those public records which deal with personnel are covered under the Federal Family Education Rights and Privacy Act and shall not be available for examination or copying. Principals or other employees are instructed to refer requests for public records to the office of the Board Secretary.

Concerns, “We have an issue”

The Board recognizes that situations may arise in the operation of the system which is of concern to parents or the public. The Board believes strongly that all concerns should be resolved at the lowest possible level of decision-making by the individual closest to the concern. The concerns are best dealt with through communication with appropriate staff members and officers of the system, such as the faculty, the principals, the central office, and the Board.

The Board considers it the obligation of employees of the district to entertain the questions of parents or the public.

A Parent's Guide for Solving Problems at School

Unfairness, misunderstanding, hurt feelings, and conflict are experiences common to all of us. We recognize the special pain that parents feel when their children experience these problems in school and the difficulties that children, parents, and school staff face as they try to overcome these problems.

STEP ONE

Take your concern to the person closest to the problem.

No matter where the problem is, take your concerns there first. Whether in the classroom, on the bus, or on the practice field, the quickest and easiest solution can usually be found with the staff member most directly involved. Sometimes this approach just isn't possible or leads to an unsatisfactory conclusion; then what?

STEP TWO

Present your concern to the next level.

Building principals and the director of transportation are examples of the next level of school personnel to contact. Their interest in your problem will be increased if you share with them the steps you've already taken with the person closest to the situation or if you will take the time to openly share with them the reasons why you feel uncomfortable dealing directly with the person who's closest to the problem.

STEP THREE

Talk with the superintendent of schools.

Sometimes all the best intentions can't solve a problem. When you believe you've worked hard with those closest to the problem and you've taken the problem to the next level but still haven't achieved a satisfactory outcome, the superintendent of schools is the next place to go. Keep in mind that the superintendent's day starts early and often ends late in the evening. Part of the superintendent's job requires attendance at area-wide meetings outside the district. As a consequence, a meeting with the superintendent will probably require some advance planning.

STEP FOUR

Contact your school board members.

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

So when should a board member be contacted and what can they do?

Contact a board member....

- after other means to solve a problem have been tried.
- when a policy is being enforced but you believe it results in bad consequences.
- when you believe a policy isn't being enforced.
- when policies or procedures are not enforced fairly for all.

The board member may take one or all of the following actions:

- informally discuss the issue with the superintendent or other administrators.
- request that the board review the specific policies that relate to the situation.
- propose new policies for the board's consideration.

The laws of the State of Iowa do not grant individual board members any authority over the school. All authority is the result of official actions by a majority of the board at meetings open to the public.

SOME PRACTICAL SUGGESTIONS

Don't be a stranger.
Make time to talk with school personnel regularly. Know who your children's teachers, bus drivers, and coaches are and how they may be contacted.

Communicate concerns quickly and openly.
Get concerns out in the open early. The problem you or your child faces may be the result of an oversight or misunderstanding that can be easily rectified once it is brought to the attention of the appropriate school personnel.

Give everyone a chance to understand your concern.
If you call for an appointment to see the person involved, why not let them know in advance what the general nature of your concern is? This gives them a chance to reflect on it before the appointment and ask other staff members for information that might relate to your problem or concern. If a personal visit isn't possible, why not call once to state the problem, and during that conversation, offer to call back at a time when you can both discuss the situation in more detail?

Be careful sharing frustrations with your children.
A unified team of parents and teachers provides the most effective educational experience. Use caution when sharing frustrations regarding school with your children so that a temporary problem does not permanently alter the student's perception of teamwork between school and home.

Notice Concerning Complaints

We recognize that from time to time situations may occur that create legitimate complaints on the part of students, teachers, parents, and/or community members relative to the school and/or its operation.

We believe that complaints must be aired in order that all sides of the issue may be heard and a rational procedure/solution to be found.

Anyone having a complaint, therefore, is encouraged to file a complaint. Forms may be picked up at any of the district's administrative offices. All complaint forms must be signed by the person originating the complaint. We also ask that the nature of the complaint be stated as well as the relief sought. Complaint forms outline procedures.

Bus Procedures

The Humboldt Community School takes pride in the transportation service it provides. Safety is our priority at all times.

School buses are considered to be an extension of the school itself, so all the rules and regulations that apply during school time should be observed on the buses as well. It is important to remember that riding a bus is a privilege, not a right. Rules for bus behavior are posted in each bus and students will be expected to observe these rules for the safety of all involved.

The Humboldt 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 and 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 the 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

Violations of the rules and procedures will typically result in the following disciplinary actions:

1. The "first" note is only a WARNING* and a Bus Violation Report will be filled out by the driver and referred to the Building Principal and Transportation Director. Parents who wish to contact the driver should initiate that contact through the Transportation Director at the District Office
2. The second note will bring DISCIPLINARY ACTION * and possible suspension of bus riding privileges from 1 to 5 days. Parents must contact either the bus driver, the child's Principal or the Director of Transportation to see if a solution to the problem can be reached. If no contact is made with one of the above, the student will not be allowed to ride the bus.

3. The “third” note may bring from one day to complete SUSPENSION* from riding the bus. (Parents or guardians must meet with the bus driver, the Director of Transportation, the Principal and the Superintendent if a student is to be allowed to ride the bus after the suspension period—and then—only if proper corrective measures have been worked out.)

*Depending on the seriousness of the violation, the Principal or the Transportation Director may deviate from the order outlined above.

Rural route riders who have indicated that they will not be riding during a particular year, should then only ride in the case of necessity. A written request from the parents must be presented to the Principal who will issue a permit, if approved. This regulation is necessary because buses may be loaded to capacity.

If for some reason there is a change (on your regular route only, we do not deviate from that route) in the after-school routine of your child (going home with another student, going to a babysitter, grandparent, etc.) please send a note informing us of the change. This will help assure that we are following your instructions. This is especially true of younger students. Please do not attempt to have your child ride on another route bus as space may be limited.

Bus Rules for Pupils – Humboldt Community School District

A. Respect for Authority
1. The driver is in full charge of the bus and pupils are requested to comply promptly, cheerfully, and with the driver’s requests.
2. Each pupil may be assigned a seat and held responsible for that seat.
3. Pupils must obey and respect monitors or patrols on duty.

B. Respect for the Rules of Safety
1. Remain seated while the bus is in motion.
2. No pupil will extend arms or head out bus windows.
3. Pupils must not get on, off, or move about when the bus is in motion.
4. Pupils who cross the road at bus stops must make sure of a safe crossing.
5. In case of a road emergency, pupils are to remain on the bus.

C. Respect for the Rights of Others
1. Pupils must be on time. The bus cannot wait or return.
2. Ordinary conversation and reasonable conduct are to be observed. Any pupil guilty of unbecoming conduct, inappropriate language, or casting abuse on others, may forfeit the right to ride.

D. Respect for Property
1. Pupils must not throw waste paper or rubbish either on the floor of the bus or out the bus window.
2. Bus riders should not tamper with the bus or equipment.
3. Any damage is to be reported at once to the driver.

Injury or Illness at School

If a student becomes ill or is injured at school, the student’s parents will be notified as soon as possible. First aid will be administered as necessary. Ill or injured students will be turned over to the care of the student’s parents or qualified medical personnel as quickly as possible. Every year parents will be asked to complete an emergency medical form providing the necessary information to be used in the case of an illness or injury.
If your child is sick or sent home sick, your child must be symptom-free without medication for 24 hours before returning to school. Here are some guidelines on when to keep your child home.

- Vomiting
- Diarrhea
- Severe or uncontrolled cough
- Unexplained rash or skin irritation
- Swelling, redness, drainage or discomfort of the eye
- Temperature of 100.4 degrees F or higher
- Any communicable diseases (flu , strep ect.) If your child is started on an antibiotic, they must be on it for 24 hours before returning to school.

Theft

Theft can be a problem in any school setting and our schools are no exception. For this reason, all students should exercise the best judgment, care, and common sense possible in taking care of their personal belongings. Things of value should not be brought to school and students should not carry more money with them than they will need for a given day. If it is necessary to have a large sum of money at school, please leave it in the office for safe-keeping.

The schools will do everything they possibly can to insure against theft and to deal with it when it occurs. Whether school property or personal property is involved, the ultimate responsibility of a lost or stolen article belongs completely with the student. The school is not responsible for any such losses.

Students should report lost or stolen articles to the Principal's office immediately. The same should occur for articles found at school. Stealing or abusing the property of others is a serious offense that will result in severe penalties.

School Nurse

The health of the school-age child, although basically the responsibility of parents, is also a necessary part of modern education. Health services are designed to protect student health and to aid each child in reaching and maintaining his or her best possible state of well-being. The school nurse is a member of the school health team and works in partnership with the teacher to educate the students to practice good health. The functions of the school nurse include dealing with sudden illness plus communicable disease prevention and control, health appraisal including vision screening, and keeping health records. Health counseling and interpretation to parents, students, teachers, and physicians is another service. All of these efforts attempt to provide a safe and healthful school environment. If a student requires special health services refer to Board Policy 507.8.

A school nurse is available in each building during part of the school day. The school nurse assists in the development of an interrelated, coordinated total health program that includes health services, health education, and a healthy school environment. The school designee/nurse is in charge of administering medications.

1. All medications shall be kept in a designated place in each building accessible only to those responsible for giving medications.
2. Persons responsible for giving medications may be the school nurse, school secretary, school counselor, or the school principal who will have successfully completed a medication administration course.
3. Emergency protocols for medication-related reactions shall be posted.
4. Medication information shall be confidential information and shall be available to school personnel with parental authorization.

Loitering

No solicitation or unauthorized gathering will be allowed in any school district parking lot between the hours of 4:00 p.m. and 8:00 a.m. Students in violation of this rule for use of school property may be subject to disciplinary action and the District reserves the right to notify law enforcement of any trespassing in violation of this rule.

Delivery of Flowers/Balloons, etc.

Flowers, balloons, singing grams, etc. delivery is accepted every day of the school year except Valentine's Day due to the mass volume of these items and the substantial disruption to the school environment and learning. Deliveries two days before and two days after Valentine's Day will also not be allowed). After students are informed that they have flowers, balloons, etc. in the office, they may pick up the flowers, etc. after school.

School Cancellation Due to Weather Conditions

When it is determined necessary to cancel school, messages are sent out via Infinite Campus Messenger and the following radio and TV stations.

Radio: KHBT-Humboldt
TV: WHO Channel 13-Des Moines, KCRG Channel 8- Des Moines
Website: www.humboldt.k12.ia.us
District Weather Hotline: 515-332-9700

If school is let out early due to weather conditions, and the route driver cannot get your son or daughter home, the driver will bring your children back to school and call you to have you make arrangements to pick them up.

Humboldt 1:1 Technology Information Handbook

Vision

The 1:1 device initiative gives students the tools to have instant access to the world of information and also transforms teaching and learning within the district. Excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential and one of the learning tools of 21st century students. A device is only the beginning. 1:1 computing aligns with Humboldt's vision for teaching and learning to actively engage all students in real-world, relevant, and academically challenging experiences, preparing them for post-secondary education and the workplace. At Humboldt, we believe the integration of technology enhances learning by increasing knowledge, skills, and the ability to think critically and apply new learning in real-life situations. With this in mind, teachers and students will be using the devices as tools to access content, to meet instructional needs, to collaborate, to communicate, and to assess progress as they move through the Humboldt system. The device's purpose is to give teachers and students a tool to improve learning. It is an exciting time in education and Humboldt is committed to meeting the needs of all learners and preparing them for the world beyond our K-12 system.

Frequently Asked Questions

- **What are my responsibilities as a parent/guardian in terms of the replacement of the device if it is damaged, lost, or stolen?** The Humboldt Community School District will be responsible for the repair of the device for normal wear of the unit. If the device is intentionally damaged, stolen, or lost, the student/parent/guardian is responsible for replacing the unit (approximately $200). The school regards the device as all other materials that are checked out to a student such as library materials, sports and music uniforms, etc. We recommend that all families contact their insurance agent to determine if their policy provides coverage in the event that the unit needs to be replaced or repaired (outside of any normal wear and tear on the computer, as determined by the administration.)
- **What are the replacement costs of the device?** Chromebook and Carrying Bag: $200, Chromebook: $170.00, Bag: $30.00, Cracked LCD Screen: $20.00, Broken Shell: $20.00, Keyboard: $20.00, Charger: $20.00, Strap $10.00, Broken Headphone Jack: $25.00.
- **Does my child have to accept a device?** A device will be checked out to all students. If a parent/guardian does not want the child to take a device home, the parent may submit that request in writing to the office. In this case, the student will need to check the device in and out of their last period class each day.
- **As a parent/guardian, how do I monitor my child's use on the internet?** While your child is using the HCSD network, there are filters available. When your child uses another network, the device does not provide filtering at this time. Please see, "Parents' Guide to Safe and Responsible Student Internet Use".
- **What if we don't have wireless internet at home?** A device's use is maximized with wifi. In a recent survey, the vast majority of families indicated they have internet capability at home. If a family does not have wifi, a student may use the device at school, at the public library, and at friends/relatives homes. Requests can be made to obtain a hot-spot through the technology department.
- **Can students purchase their own bag?** No, the district has provided a bag and it should be the only bag used with the device.
- **What if a student forgets to charge the device?** There are limited power outlets in the classrooms. Students who consistently (three times or more) come to class unprepared without a charge will have an office referral and possible consequences
- **Will students keep the device for the summer?** Devices and all HCSD accessories will be returned during the final week of school so they can be checked for any service needs and prepared for use the following year.
- **What is the Humboldt Community School District's investment in the total 1x1 roll out?** Over a three year period the district will invest approximately $750,000 in the 1:1 initiative.
- **How is the district paying for the device?** The district will use PPEL, SILO, and General Fund money to purchase the computers.

Receiving a Device

Parents/guardians and students must read, sign, and return the user agreement and parent/guardian permission form before a device is issued to the student.

Devices, carrying cases, and AC charges will be labeled and will be linked to the serial number of the device.

Users should have no expectation of privacy of materials found on the device or a school supplied or supported email service. The District has the right, but not the duty, to monitor any and all aspects of its computers, computer-like equipment, computer network systems, and internet access including, but not limited to, monitoring sites students and staff visit on the internet and reviewing email. The administration and the technology coordinator shall have both the authority and right to examine all computers and computer-like equipment and internet activity including any logs, data, e-mails, and other computer-related records of any user of the system. The use of e-mail is limited to district and educational purposes only. Students and staff waive any right to privacy in anything they create, store, send, disseminate or receive on the District's computers, computer-like equipment and computer network systems, including the internet.

Agreements

- I will return the device, power cables, and case on the last day of my enrollment or earlier if requested by the district. I understand that I will be billed for replacement costs if the device is not returned promptly.
- I will treat this device with the same care as if it were my own property.
- I will maintain the device in clean condition.
- I will avoid use in situations that are conducive to loss or damage. Any damage beyond normal wear and tear will be the responsibility of the person it is issued to.
- I will heed general maintenance alerts and advice from school technology personnel.
- I will promptly report any malfunction and/or damage to a teacher or Media Specialist. In case of loss or theft I will inform the building administrator.
- I will always transport the device within the case provided whenever leaving the school building.
- Learning is an anytime/anywhere activity. Students are allowed and encouraged to take their mobile device with them as they see fit. However, the mobile device is expected to be charged and in working order and with the student during normally scheduled school days.
- Purchased apps or programs installed by the student outside of the district mobile device management system will not be reimbursed by the school district. This will hold true even if the purchased apps becomes part of a future standard app package.
- I will adhere to the Humboldt Community School District's Acceptable Use Policy when using this device at all times and locations.

Using the Device

Using a Device at School

- Devices are intended for use at school each day. In addition to teacher expectations for the device use, school messages, announcements, calendars, and schedules may be accessed using the device. Students are responsible for bringing their device to all classes unless specifically instructed not to do so by a teacher.

Charging a Device's Battery

- Devices must be brought to school each day in a fully charged condition. An AC charger will be issued to the student for charging at home.
- In cases where the battery does "run out", students may be able to connect their device to a power outlet in class.

Earbuds

- The use of earbuds in class and/or during study times are at the teacher/supervisor's discretion. Earbuds will be provided by students.

Device Left at Home

- If a student leaves the device at home, the student is responsible for getting the coursework completed as if the device were present.

Screensavers/Background Photos

- While personalized screensavers or backgrounds are permitted, inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang-related images are not permitted and subject to disciplinary action.

Sound, Music, Games, Software/Apps

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

- Students should provide their own headsets/earbuds.
- Music is only allowed on the device at the discretion of the teacher.

Legalities

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the Media Specialist.
- Plagiarism is a violation of the HCSD rules. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to HCSD discipline. Violation of applicable state or federal law may result in criminal prosecution.

Using the Device Camera

- If the device comes equipped with both camera and video capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group and notifying the individual or group if the image will be posted online. Cameras may never be used in a locker room or restroom per state statute.

General Care

- Treat this device with as much care as if it were your own property.
- Do not attempt to remove or change the physical structure of the device, including the keys, screen, cover, or plastic casing. If these actions are taken, families will be charged a repair based on the loss. Here are some examples:
    - Keys are ripped off/removed
    - Charging port damaged
- Do not remove or interfere with the serial number or any identification placed on the device.
- Keep the device clean. For example, don't eat or drink while using the device.
- Do not do anything to the device that will permanently alter it in any way.
- Back up your data. Never consider any electronic information safe when stored on only one device.
- Do not put stickers or use any type of markers on the device.
- Close the lid of the device when it is not in use, in order to save battery life and protect the screen.
- NEVER walk from one location to another with an open device. This is applicable at school and at home.
- Avoid extended use of the device directly on your lap. The bottom of the device can generate significant heat and therefore cause temporary or permanent injury.
- Do not allow anyone else to use your device other than your parent or guardian. Loss or damage that occurs when anyone else is using it will be your responsibility.
- Keep the device in a safe place.
- The device has the ability to be remotely located. Modifying, disabling, or attempting to disable the locator is a violation of the Acceptable Use Policy and grounds for disciplinary action.
- Do not attempt to contact the devices service department directly for repair questions. Please contact the school district.
- Avoid leaving the device in environments with excessively hot or cold temperatures, such as a car or another vehicle.
- Avoid sharp objects near the device.

Cleaning

- Device screens show fingerprints and smudges easily, follow proper cleaning procedures to keep your screen looking new. Power down the device before cleaning. Never use a chemical to clean the screen. Use a soft, dry, lint-free cloth in most cases when cleaning the device. If necessary, the cloth may be dampened slightly to assist in the clearing areas that do not appear to be coming clean with the dry cloth. Screens can cost over $20 to replace, so it is imperative that they are cleaned appropriately. If damage occurs because of improper cleaning, it will be the responsibility of the student to pay a replacement fee.

Device Undergoing Repair

- Loaner devices may be issued to students when their devices are being repaired by the school. A limited number of "loaner" devices are available so having a "loaner" is not guaranteed.

Student Access & Monitoring

- There is no reasonable expectation of privacy while using HCSD devices, networks, or technology. Ultimately the device is the property of HCSD, and **HCSD has the right to determine what is appropriate and to search the device if necessary at any time.**

- HCSD's filtering software allows HCSD to block websites that are inappropriate for students whether they are accessing the web via HCSD wireless network or if they are connected to the Internet at other locations.
- Software also allows for screen monitoring while at school, which makes it possible for appointed HCSD personnel to monitor student device screens.
- Students who access inappropriate sites, or are accessing sites during the school day that are not related to a class they are in will be subject to disciplinary action.
- If prohibited or inappropriate websites or content are accessed by accident, the student should immediately leave the site and report the incident to an adult.

NOTE: The Humboldt Community School District will continue to expand "digital citizenship" in which students are educated on acceptable standards of online behavior. That being said, the best filtering software in the world cannot match the combination of education and supervision at school and home.

Parents Guide to Safe and Responsible Student Internet Use

The Humboldt Community School District recognizes that with new technologies come new challenges to both teachers and parents. Below are suggestions drawn from a wide variety of professional sources that may assist you in effectively guiding your child's use on their device.

- **Take extra steps to protect your child.** Encourage your child to use and store the device in an open area of your home, such as the kitchen or family room, so you can monitor what your child is doing online. Use the Internet with your child to help develop safe surfing habits. Children often model adult behavior.
- **Go where your child goes online.** Monitor the places that your child visits. Let your child know that you are there and help teach him/her how to act socially while online.
- **Review your child's friends list.** You may want to limit your child's online "friends" to people your child actually knows and is working with in real life.
- **Understand sites' privacy policies.** Internet sites should spell out your rights to review and delete your child's information.
- **Limit the time your student is on the device.** While the device is very engaging, it is a school work device. Care and constant monitoring will reduce your child's exposure to excessive use.
- **Report unwelcome or malicious online threats.** Report in a timely fashion to the school any online interactions that can be considered threatening.
- **Help your child develop a routine.** Many parents have found success by helping create a routine for their child's computer use. Define a routine as to how the device is cared for and when and where its use is appropriate.
- **Take a look at the apps or programs**. It is to the advantage of the students, parents, and school that the parents have a working understanding of the programs and student work found on the device.
- **Read and share with your child the Humboldt 1:1 Technology Information Handbook**. By reading and discussing the care and use policies, you can create a clear set of expectations and limitations for your child.

General Tips for Parents for Internet Safety

- Talk with your child about online behavior, safety, and security continually. Set rules for the internet just as you do on use of all media sources, such as television, phones, movies, and music.
- Monitor your child's device use. Know their passwords, profiles, and blogs. When the device is at home it is strongly recommended that it is used in a common family location.
- Let your child show you what they can do online and visit their favorite sites.
- Set limits and clear expectations for device use.
- Look into safeguarding programs or options your online service provider may offer; these may include filtering capabilities.

Reminder: HCSD provides internet filtering on the district's network. These filters do not apply in any other location. It is the family's responsibility to monitor the student's use of the internet outside of the school setting.

- Students are allowed to set up wireless networks on their device. This will assist them with device use while at home.
- All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.

- All activity on the device and district issued email account, whether conducted at school or off site, is subject to search as District property.

Turning in device at end of year

All students are required to return the device at the end of the school year in the same working condition with all accessories issued. Any lost accessories during the school year; the student is responsible for replacement.

Responsibility for Damage

- The student is responsible for maintaining a 100% working device at all times. The student shall use reasonable care to ensure that the device is not damaged. In the event of damage the HCSD will charge the student and parent the full cost for repair or replacement when damage occurs that is beyond normal wear and tear as determined by administration.

Responsibility for Loss/Stolen

- In the event the device is lost or stolen, the student and parent may be billed the full cost of replacement.

Action Required in the Event of Damage or Loss

- Report the problem immediately to your school library media center. If the device is stolen or vandalized while not at a HCSD sponsored event, the parent shall file a police report.

Technical Support and Repair

- The HCSD has technical support, maintenance, and repair available during the school day. Please contact the tech person at your student's school building.

General Provisions

The superintendent, working with appropriate staff, shall establish regulations governing the use and security of the school district's computer resources. The school district will make every reasonable effort to maintain the security of the system. All users of the school district's computer resources, including students, staff and volunteers, shall comply with this policy and regulation, as well as others impacting the use of school equipment and facilities. Failure to comply may result in disciplinary action.

Usage of the school district's computer resources is a privilege, not a right. All information on the school district's computer system is considered the property of the school district. Users of the school district's computer network must not expect, nor does the school district guarantee privacy. The school district reserves the right to access and view any material stored, shared or accessed on school district equipment or provided services.

Personal network devices may be allowed to connect to the district network and devices. When connecting personally owned devices of any nature to district equipment and networks, prior approval of the site administrator is needed. Staff and students seeking to connect their devices to district equipment and networks agree that the contents of these personal devices may be inspected by district personnel on request and in accordance with this policy.

Users will not access, upload, download, transmit or distribute obscene, profane, abusive, threatening or sexually explicit material, or material encouraging the toleration or promotion of discrimination towards, individuals or groups of individuals based upon age, race, creed, color, gender, sexual orientation, gender identity, socioeconomic status, national origin, religion or disability or any other protected trait or characteristic.

Users will make every effort to protect district equipment from physical and electronic damage. The district reserves the right to charge a student or staff member for physical, electronic or software damages. Fines, other charges and/or loss of privileges may be imposed as a result of misuse or damage to these technology resources.

Humboldt Middle School

GENERAL INFORMATION

This handbook is not meant to be all inclusive with regards to disciplinary actions or policy violations. It should be noted that because a specific offense and/or incident has not been addressed in this handbook, school officials still have the right and duty to take the necessary action to resolve the problem. Information contained herein may be adapted or altered by the administration on an as-needed basis.

ACADEMIC INTEGRITY

In education, where performance is considered an accurate reflection of ability and effort, academic integrity, and honesty are essential. In order to meet the demand of work and society in the future, each student must identify and exhibit his or her own academic strengths. Students who are involved in cheating, plagiarism, altering grades, or theft of academic materials weaken the integrity of the academic process and will be subjected to consequences.

Humboldt Community School District Plagiarism Policy

The faculty at Humboldt Community School District is committed to teaching students how to become ethical users of information and ideas. It is our responsibility not only to educate students in the research process, mechanics of writing and proper documentation, but also to hold these students accountable for honest work. Whether an assigned project is in a visual, written or spoken format, students are expected to accurately reference all sources of information consulted for the project.

Plagiarism is regarded as a serious offense and will not be tolerated by the Humboldt Community School District or any other institution of higher learning. It is an expectation that all teachers and students adhere to and enforce this policy. Using information in an ethical manner is a requirement in everyone's personal life, employment, and citizenship. Plagiarism is defined as using another person's ideas and/or works, whether intentional or not, in whole or in part, from a print or non-print source, and claiming those ideas or works as one's own.

Definition of Plagiarism

This would include but is not limited to:

- Purchasing of a work whether created specifically for an assignment or not.
- Exchanging assignments with another person.
- Using a previously submitted document in any class without the current teacher's permission.
- Providing work to be copied or used by another student.
- Deliberate and/or consistent lack of proper documentation and citation in the project or paper.
- In-text documentation that is not reflected in the works cited page.
- Works created by Artificial Intelligence (A.I.)

Student Responsibilities

- Submit original work;
- Follow the project instructions and deadlines assigned by the teacher;
- Ask questions and seek help from appropriate persons (teachers, the teacher librarian, peers);
- Proper citations including works cited and in-text or in-project citations.

Plagiarism Violations

If a teacher has sufficient reason to believe that a student has plagiarized, the teacher must determine the level of plagiarism according to the criteria below. A committee may be formed consisting of a selection of the principal,

guidance counselor, department chair, and teacher involved then has the option to meet to determine what actions, if any, will be taken.

Degrees of plagiarism

I. A first-degree violation may occur due to ignorance or inexperience on the part of the student. An example of plagiarism at this level may involve a student using a paragraph or a few lines of text without properly citing the material; however, most of the paper is the student's own work.

Recommended procedures for first-degree violations are outlined below; any one or more procedures may be chosen:

1. Students may be asked to correct instances of plagiarism within the original assignment.
2. A grade reduction on the original assignment.
3. A make-up assignment at a more difficult level.
4. Disciplinary action taken by administration, including parent notification.

II. A second-degree violation is considered a more serious plagiarism offense. Examples of this violation include use of one or more paragraphs of another's ideas and/or works without correct citation. Incorrect citation may often take the form of improper paraphrasing. Although some of the work is the student's, it is evident that much of the work has been taken from other sources and not referenced. A second-degree violation may also be a student who provides another student with a minor assignment (ex. daily assignment or worksheet) to be plagiarized.

Recommended procedures for second-degree violations are outlined below; any one or more procedures may be chosen:

1. Students may be asked to correct instances of plagiarism within the original assignment.
2. A grade reduction on the original assignment.
3. A make-up assignment at a more difficult level.
4. Disciplinary action taken by administration, including parent notification.
5. A letter may be placed in the student's academic files detailing the offense.

III. A third degree violation is a severe case of plagiarism and indicates the majority of a student's work has been taken from another source or sources and not referenced. An example may be the use of a purchased term paper or other materials as one's own. Also, this violation may involve improperly acquiring information and/or intentionally altering it, i.e. citing sources that are not actually sources. In addition, a third degree violation occurs when a student has been found guilty of plagiarism in a prior instance. In this instance a committee meeting may be held to discuss what will happen. A third degree violation may also be a student who provides another student with a major assignment (ex. term paper or large project) to be plagiarized.

Recommended procedures for third degree violations are outlined below; any one or more procedures may be chosen:

1. A recommendation that no credit be given for the original assignment.
2. A reduction in overall course grade for the term or year.
3. Disciplinary action taken by administration, including parent notification.
4. A letter may be placed in the student's academic files detailing the offense

ASSIGNED AREAS

Students are to remain in their assigned areas, (classroom, gym, cafeteria, etc.) unless given permission to leave. At no time should students be in a teacher's room or in the building without supervision. In addition, students should not be in the halls without a pass showing the teacher knows their whereabouts.

ATTENDANCE

Students, your attendance and punctuality are crucial to your academic success. We expect you to be in school on time and when you are mentally and/or physically able. The Humboldt Community School District has adopted attendance policies aligned to Senate File 277 for the upcoming school year, underscoring the importance of these expectations. This section references School Board policies 501.03, 501.09, and 501.09R(1).

Grading Periods = Semesters

Students who wish to participate in before-school, after-school, or evening activities are expected to be in school **four periods immediately prior** to that day's activities unless prearranged with administration or a note from a medical professional is provided.

Parents/guardians are to call the school if their student is to be absent that day. If the school does not receive a phone call, an attempt will be made to contact the parent to check on the student's safety.

All days count toward your attendance. The exceptions that are stated in Senate File 277 for days that do not count toward your student's attendance are:

- Students who have already completed the requirements for graduation in a public school district or have obtained a high school equivalency diploma.
- Excused for sufficient reason by any court of record or judge.
- Attending religious services or receiving religious instructions.
- Due to legitimate medical reasons.
- Have an IEP that affects the child's attendance.
- Have a 504 plan that affects the child's attendance.
- Being at a school, or school-related function.
- Entering or engaged in military service.
- Travel to attend a funeral or wedding. (reasonable consideration of travel time)

A student who reaches ten percent (10%) absenteeism for that specific grading period is considered "chronically absent." When this occurs, the school will contact the County Attorney's office and send a letter to that child's parent(s)/guardian(s) to notify them of their attendance.

When a student is absent from school for greater than or equal to fifteen percent (15%) of the grading period, the school will engage with the parent(s)/guardian(s) of the student in a parent engagement meeting. The purpose of this meeting will be to identify any barriers to attendance and implement interventions to help improve the child's attendance (See Parent Engagement Meeting Template here). If participants refuse to participate in the parent engagement meeting or the "Absenteeism Prevention Plan" terms (See Absenteeism Prevention Plan Template), they violate the law and commit a public offense.

When a student reaches twenty percent (20%) absenteeism for any grading period, the student will be considered, "Truant." The truancy officer shall promptly institute proceedings against any person violating this.

Percent Absent	Steps from the school	Next Steps
0 - 9% absent	● Monitor student absenteeism rate	● Monitor student absenteeism rate.
10% - 14%	● Notify parent(s)/guardian(s) by mail, and contact County Attorney's Office. ● Student is considered, "Chronically absent"	● Monitor student absenteeism rate. ● Talk with students about any barriers in coming to school. ● Review next steps that will occur with students.
15% - 19%	● School will engage parent(s)/guardian(s) in "Parent Engagement Meeting." ● With parent(s)/guardian(s) at the "Parent Engagement Meeting", the school will create the "Absenteeism Prevention Plan."	● School will monitor participant's compliance with the terms of the, "Absenteeism Prevention Plan." ● School will contact participants at least weekly during the remainder of school calendar to monitor the performance of the participants under the plan. ● Notify the County Attorney if participants are not complying or engaging in the "Student Engagement Meeting," or the "Absenteeism Prevention Plan."
20% +	● Student will be considered "Truant." ● School will notify the Truancy Officer and rest of the participants in the "Student Engagement Meeting." ● County Attorney is notified	

Late Assignments and Make-up Work from Students:

It is the student's responsibility to find out what assignments were given during his/her absence.

Unplanned Excused Absences:

For unplanned excused absences, such as legitimate medical excuse, according to board policy, students will have **two school days** for every class missed to complete new assignments. If a student is absent the day an assignment is due, it should be turned in the next class period. This does not included scheduled tests/exams or long-term assignments. Assignments submitted outside of these parameters could be considered late and could be subject to the course late work policy.

Pre-arranged Excused Absences:

Parents of students who are going to be absent for three or more days should alert the attendance secretary of the dates they are going to be absent. The attendance secretary will notify the teachers of the student's absence. The **student** will be responsible for communicating with their teachers and making up all missed assignments.

Students should make every effort to obtain and finish the work they will miss before the absence. It is the student's responsibility to turn in all homework within two days of being absent. Tests and quizzes missed during the absence must be make up within four days after the student returns.

Long-range Assignments:

Long-range assignments are exempt from the two day rule; therefore, students are expected to turn in term papers and/or projects on the day they return to school.

TARDIES

Fifth through eighth grade students have three minutes between each class period. If a student arrives to class after the bell, they are considered tardy. Students are expected to be in class on time. Frequent tardies to class may result in parent/guardian notification, loss of social time, and/or possible consequences.

The following guidelines will be used to ensure that students do not develop excessive tardies:

- 4-7 tardies to class – per quarter Each tardy will result in a 30 minute detention with the teacher and a call home to parents to make them aware of each tardy.
- 8th tardy to class– will result in an office referral and consequences may include time after school, or others deemed necessary by the administration.
- 9 or more tardies to class– will result in a conference with the student and parent/guardian, the school administrator, a plan will be put in place to make sure the student is making it to their scheduled classes on time.

SKIPPING CLASS

To promote academic responsibility, respectful behavior, and ensure all students have the opportunity to succeed, the following policy applies to instances of class skipping, deliberate class avoidance, and insubordination. Upon appropriate investigation, students who are identified as skipping a scheduled class period without permission, deliberately avoiding attendance in an assigned class, or refusing a reasonable directive from a staff member to report to or remain in class may be subject to disciplinary action. Students who engage in class skipping or deliberate class avoidance will be required to make up the missed instructional time. The amount of time owed will be equal to the duration of the class period(s) missed.

Time recovery will be served through assigned before-school or after-school detention sessions, as determined by school administration. During this time, students will be expected to complete the academic work missed from the specific class or classes they skipped or avoided. This requirement is intended to reinforce accountability, support student learning, and minimize the negative academic impact of missed instruction.

Students who demonstrate insubordination by refusing staff directions related to class attendance, supervision, or participation may receive additional disciplinary consequences in accordance with school expectations and the Student Handbook.

Parents/guardians will be notified of incidents involving class skipping, deliberate class avoidance, or insubordination, as well as any assigned consequences and required time recovery. The school will work collaboratively with families to address patterns of behavior, improve attendance and engagement, and support student success.

BAND - INSTRUMENT RENTAL FEES

Instrument rental fees may be adjusted for students who qualify for free or reduced-price meals based on household income. Families experiencing financial hardship are encouraged to contact the band teacher directly, as support options are available. Fifth-grade students trying band for the first time may delay payment of rental fees until after October 1.

BUILDING HOURS

Doors to Humboldt Middle School will be opened at 7:45 am. Students are not allowed in the building before that time unless they are supervised by an adult. Once students are on school property during building hours, they are not allowed to leave unless with a parent or guardian.

The doors to the academic wings of the building will be unlocked until 4:15 pm. After that time, students will need to ask the office to enter this area. They must have a teacher (or activities coach) that will be supervising them in order to remain. Students not participating in extracurricular activities that are in season are expected to leave after school is dismissed.

All visitors must check in at the office upon arrival.

BULLYING

Bullying is unwanted, aggressive (not limited to physical, verbal, written) behavior among school-aged children that involves a real and targeted action and creates a power imbalance. The behavior is repeated over time. In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying will not be tolerated and a founded case be treated as a disciplinary matter and handled accordingly. All bullying activities should be reported to an adult in the building, then it will be documented, and result in notification of parents/guardians. The school is unable to address incidents if they are not reported.

CELL PHONES AND ELECTRONIC DEVICES

"Off and away during the instructional day"

Any cell phones, smart watches, or personal electronic devices will not be permitted to be used during regular school hours 8:15 a.m. - 3:22 p.m. unless pre-approval has been given by the teacher or office staff for instructional purpose or activity.

1st Violation	Phone, smart watch, or electronic device will be taken to the office and may be picked up at the end of the school day by the student.
2nd Violation & Subsequent Violations	Phone, smart watch, or electronic device will be taken to the office and the parent/guardian (or administrator-approved adult, no siblings) will be required to pick up the device from the office during regular office hours.
Alternate Options	If phone violations become a regular issue, a meeting will be called with the parent and a plan will be put in place which may include the student turning in the phone, smart watch, or electronic device at the beginning of each day.

To protect privacy, electronic communication devices shall not be used in restrooms, locker rooms, dressing rooms, hallways, classrooms, cafeteria, or any other similar situations or locations at any time during school hours, practices, or competitions. This prohibition also includes the use of camera phones, either still or video. This applies to all persons except law enforcement personnel or school administrators and faculty.

Any student in violation of the above policy shall be deemed to have created a disruption to the learning environment and is subject to disciplinary action including suspension.

In case of family emergencies, please notify the **office** and arrangements can be made. (Notification of the teachers that a specific student for a specific amount of time is permitted to use their cell phone for incoming calls only). Students can also be contacted for emergency purposes by contacting the main office.

The District, including buildings and its employees, shall not assume responsibility for these items if they are damaged, lost, have any unauthorized use, or are stolen.

Supportive Reasons for this Regulation

-House File 782: Personal Electronic Devices in Schools
-Cell phones disrupt the learning environment
-Cell phones have been used for inappropriate message in the District
-Cell phone use by student increase rumors, in doing so, causes undue distress
-Cell phone use by students can impede public safety response by accelerating parental response to the scene of an emergency during times when officials may be attempting to evacuate students to another site
-Cell phone systems typically overload and knock out emergency response systems during crises. Since cell phones may be a backup communication tool for school administrators and crisis teams, widespread use by students could impede and possibly eliminate the crisis or emergency teams' communication tools
-Cell phones invade privacy
-Cell phones increase the opportunity for cheating on assignments, tests, quizzes, projects

Students should only wear earbuds and earpods in the classroom when given permission by an adult for educational and instructional purposes. No earbuds or earpods should be worn in the lunchroom or hallways. If students are misusing their earbuds or earpods, they may be taken away until the end of the day.

CHANGE OF ADDRESS OR PHONE

Please report any changes of address, e-mail address, cell phone, or home phone number during the school year to the office or update information in Infinite Campus.

CONFERENCES

Time is set aside on the school calendar each year for the purpose of sharing ideas for the benefit of student progress. Parents/Guardians will generally be notified by email announcements as to time and dates of conferences. Parents/guardians are encouraged to contact school at any time for assistance and especially during conference times.

At any time throughout the school year, a team conference may be called by the parents/guardians or teachers before school, after school, or during teacher collaboration time. Please contact the guidance counselor, classroom teacher, or office if you need to schedule a conference.

DAMAGE TO SCHOOL PROPERTY

Students causing any damage to school property will be assessed a fine. This includes but not limited to damage caused to desks, lockers, books, restrooms, computers, computer cases, and walls. Graffiti is prohibited and students will be required to wash the area and/or pay a fine.

DRESS CODE

Being dressed properly for school is a symbol of personal pride and school respect. A well-maintained school dress code builds student confidence, reduces distractions, and promotes a positive academic atmosphere.

Clothes shall be sufficient to conceal undergarments at all times. See-through or fishnet fabrics, inappropriate halter tops, off-the-shoulder or low-cut tops, bare midriffs, sheer clothing without proper undergarments, and extremely short skirts or short shorts are prohibited. At NO time may a student's shirt or sweatshirt hang lower than his/her shorts. Pants/shorts must be visible at all times.

Dress, accessories, and jewelry that contain obscene symbols, signs, or slogans, and /or which slur or degrade on the basis of race, religion, ethnicity, sex, disability, or sexual orientation and impose a threat of imminent violence or disruption to the orderly operation of the school shall not be worn.
Hoods/Hats/Sunglasses are not allowed. Students may not have their hoods up while they are in the school building.

Students appearing on school grounds in violation of the dress code shall be asked to put on alternate clothing for the day. If the student has clothes for PE, those may be used. If the student has no clothes available the student will be directed to the nurses office where extra clothes are kept for students or a phone call will be made to a parent/guardian to bring alternative clothes to the school for the student. The student will not return to class until he/she is wearing appropriate clothing.

School personnel have the right to deem any article of clothing as a violation of the dress code if it is causing the disruption of the learning environment.

A student who willfully and continuously violates the dress code may be subject to disciplinary action.

ELIGIBILITY

ELIGIBILITY REQUIREMENT FOR MIDDLE SCHOOL ATHLETICS AND ACTIVITIES:

Board Policy Code 503.4

Participation in interscholastic competition and extracurricular events is a privilege and not a right. Students who wish to have the privilege of participating in the middle school athletic and activities programs must practice "Good Conduct" by conducting themselves in accordance with all Board policies governing general student conduct which is illegal or which would be detrimental to the ideals, principles or standards of the District and its activities programs.

Good Conduct Rule-Extracurricular Activity Programs

Board Policy Code Number 503.4 - Good Conduct Implementation

Definitions of Activities

1. Curricular Activities: Any event that a student performance is tied to an academic grade for a course in which the student is enrolled.
2. Co-Curricular Activities: Any event that a student performs is tied to an academic course but no grade is tied to the performance.
3. Extra-Curricular: Any event/organization that a student performs is not tied to an academic course.
4. Student Organization/Other: Any organization that does not have direct academic course ties but promotes students and/or the school.

Curricular Activities	**Extracurricular Activities**	**Student Organization /Other Activities**
Music Concerts	Baseball	Student Ambassadors/Leadership
	Basketball	PBIS Student Team
	Cross Country	
Co-Curricular Activities	Football	
Music (Band/Chorus)	Softball	
Jazz Band	Track	
	Volleyball	
	Wrestling	

Good Conduct Policy Violations

Any violations of the Good Conduct Policy will have the consequences outlined below. Violations will be applied across all co-curricular, extracurricular and student organizations in which the student is currently or will be involved in.

Curricular Activities: No consequence for activities used to determine a student's class grade.

Co-Curricular/Student Organization/Other Activities

1st Offense: Ineligible for next performance/event/activity
2nd Offense: Ineligible for next two (2) performances/events/activities
3rd Offense: Ineligible for the next three (3) performances/events/activities

Extra-Curricular Activities

Offense Number	**Consequence**
1st Offense	⅓ of the regular season
2nd Offense	⅔ of the regular season
3rd Offense	¾ of the regular season
4th + Subsequent Offenses	Full regular season

Activity	Season Length	¼ of Season	⅓ of Season	½ of Season	⅔ of Season	¾ of Season	Full Season
Cross Country	7 Meets	1 Meets	2 Meets	4 Meets	5 Meets	5 Meets	7 Meets
Volleyball	9 Dates	2 Dates	3 Dates	5 Dates	6 dates	8 Dates	9 Dates
Football	6 Games	2 Games	2 Games	3 Games	4 Games	5 Games	6 Games
Basketball	12 Games	3 Games	4 Games	6 Games	8 Games	9 Games	12 Games
Wrestling	9 Meets	2 Meets	3 Meets	5 Meets	6 Meets	8 Meets	9 Meets
Track	7 Meets	1 Meets	2 Meets	4 Meets	5 Meets	5 Meets	7 Meets
Baseball	TBD Games						
Softball	TBD Games						

If the consequence is not fulfilled before an activity/season ends, the percentage remaining of the violation will be carried over to the next season. ***Example: A football player is ineligible for 2 games (¼ of season). He starts his ineligibility Week 6 of the season. He has served 1 game (0.17) of his ineligibility. He goes out for basketball. He would be ineligible for (0.18) of the basketball season (2 games).***

Further clarifying statements as it pertains to implementation of the Good Conduct Policy

- If a student doesn't participate in any activities for a calendar year, he/she will be declared eligible.
- A student must complete the entire season in good standing. If they don't finish the season in good standing, their penalty carries over to the next activity in its entirety.
- Multiple good conduct violations will be served consecutively, not concurrently.
- A good conduct violation and academic ineligibility can be served concurrently.
- If a student is a dual sport athlete they will serve the ineligibility penalty for both sports.
- If a student is an athlete and involved in a co-curricular activity, they will serve the ineligibility for both activities.
- If there are circumstances that are unique or not addressed in the policy or the handbook, a Good Conduct Council will convene to render a decision. Good Conduct Council will consist of:
    - Building Principal
    - Building Assistant Principal
    - Activities Director
    - Head Coach (at least 2)
    - Non-sport Activity Sponsor (at least 1)

Academic Eligibility

All students need to experience the responsibility of maintaining their academic performance while also representing themselves and our school. As a school, we also have a responsibility to prepare our students for the academic standards they will have to adhere to at the next level.

Humboldt Middle School Student-Athlete Academic Eligibility Plan:

The high school follows the state of Iowa's "No Pass, No Play" policy.

The Iowa High School Athletic Association and the Iowa Girls High School Athletic Union leave it up to the local school district to determine middle school eligibility policies.

Any student-athlete or manager who is receiving a grade of "F" in any of his/her classes at:

-first quarter midterm (fall sports)
-mid-term second quarter (1st part of winter split season)
-end of the first semester (2nd part of winter split season),
-fourth quarter midterm (spring sports),
-end of second semester (summer sports) will be declared ineligible to participate in interscholastic games or competition for ten (10) school days.

Athletes are allowed to practice during the ineligibility period, but are not allowed to travel, suit up or participate in games/matches/meets.

- Athletes are allowed to attend home events and sit with the team in regular, daily dress attire.
- Student-athletes are encouraged to seek additional help from teachers to boost grades during this time and would be excused from practice if they are working with a teacher on academics.
- At teacher request, students may be required to work until 4:00 PM during this ten day period.

Middle school administration reserves the authority to waive the ineligibility period for student-athletes with unforeseen circumstances or students with an IEP.

FIDGETS

To help maintain a focused learning environment for all students, fidgets will be permitted only if a student has documentation from a doctor, licensed mental health counselor, or school counselor recommending the use of a sensory tool. No other fidget toys will be allowed at school without this documentation. Parents/guardians may submit appropriate documentation by sending the note with their child to the school office or by emailing it directly to the school.

For students who are approved to use a fidget, the following expectations will apply:

- Students are allowed one fidget tool per person.
- No sharing of fidget tools is permitted.
- The fidget must be no larger than the student's hand.
- Poppable fidgets (e.g., Nee-Doh style toys) are not allowed.
- Fidgets should be kept in the student's hands or lap and should not sit on desks or move around the room.
- Fidgets must be quiet and non-disruptive to others.
- Fidgets are intended to support focus, not for play, entertainment, or display.

If a fidget becomes a distraction to the student or others, staff may require the student to take a break from the tool, and it may be temporarily removed. Sensory tools can be beneficial for some students when used appropriately. It is expected that all approved fidgets are used responsibly to support learning rather than interrupt the educational environment. Not adhering to this policy could result in disciplinary actions.

FIELD TRIPS

Field trips are well-planned educational experiences for students. These trips are meant to be extensions of classroom experiences. They do have educational value. Written permission will be given by parents at registration. School-wide expectations are to be followed on all field trips.

FIRE, TORNADO, AND LOCK-DOWN DRILLS

State law requires all schools to hold various drills such as fire, tornado, lockdown, etc. drills throughout the year. Each classroom will have posted directions for both drills and designated safe areas for all individuals to go in these situations. These drills are to help prepare students for an actual emergency situation.

GRADING/INCOMPLETES

Students are expected to complete assignments and assessments when they are given. If a student has missing work, it is the student's responsibility to communicate with the teacher and make arrangements to get work completed and turned in.

Grading Window - teachers may not take any missing or late work past the due dates listed unless prior arrangements have been made.

5th Grade: End of semester
6th Grade: End of semester
7th Grade: End of quarter
8th Grade: End of midterm

Students who receive an incomplete (I) on their quarter or semester grade for a class will have two weeks to get the work completed and made up. During this time, it is the responsibility of the student to contact the teacher and make arrangements to get extra help if needed.

Depending on the situation, students in 7th and/or 8th grade may be required to make up missed work or retake a course if they have not demonstrated proficiency (passed with 60% or higher) on 12/16 grade marks (see below). This may include attending summer school to work on courses they were not proficient in so they have the foundational knowledge and skills needed to continue their coursework in high school. These will be checked at the end of each semester, and communicated with parent(s)/guardian(s) about the need to complete the coursework.

Grading Marks	Quarter 1	Quarter 2	Quarter 3	Quarter 4
English Language Arts (ELA)				
Math				
Science				
Social Studies				

INFINITE CAMPUS

Infinite Campus allows parents/guardians to check student grades, attendance, and lunch balances. Each parent/guardian will be able to set up a personal account that will give information about your student(s) attending school in the Humboldt School District.

ILLNESS/INJURY

Please send a doctor's excuse with your child if they are sick or injured and cannot participate in physical education. For prolonged illness or injury, the note should specify when it is safe for your child to resume participating in physical education classes.

If a student is sick, they will need to visit the nurse in order to be assessed. If the nurse deems the student ill, parents will be notified, and the illness will be documented as a "legitimate medical reason". Students should not contact parents to leave without seeing the nurse.

LIBRARY/MEDIA CENTER/BOOK SELECTION

The Humboldt Middle School Library/Media Center is a place for learning and thinking. The purpose of the library/media center is to provide students with a wide range of books and multimedia resources to ensure they will become effective users of information. Materials are selected and provided to enhance student class work and encourage independent motivated readers. The library staff is available to assist students with their assignments and activities. Students are responsible for the care of these books and returning them in a timely manner. Parents will be charged for lost or damaged books at the end of the school year.

All students will now have access to eBooks through the library. Books may be downloaded on any mobile device that supports the Kindle App or the Adobe Digital Editions software. Students may check out 2 titles at a time. Instructions on how students can obtain access can be found in the Media Center. Students can not use their own personal devices during school hours.

Several teachers require students to have independent reading books for designated free reading time. Students may select books from the school library, the public library, or bring books from home. All reading materials should be appropriate for the student's age and developmental level. Teachers use their professional judgment to help guide these selections. If a book contains content that is considered too mature or not suitable

for middle school students, students will be required to choose an alternative text. Failure to follow these expectations may result in disciplinary action.

LOCKERS

A student's locker and PE locker are provided and are to be used solely for the purpose of storing coats and school materials. The locker is **NOT** the student's private property and may be opened at any time by school authorities. Any unauthorized items found in the locker may be removed and discipline may result. Students wishing to have a lock MUST secure a padlock from the school office for a deposit of $3.00. Only school-approved locks are acceptable. Students should not tell their combination to anyone. The school will not be responsible for any items missing from lockers. Do not put valuables or personal items in your lockers. Valuable items should not be brought to school, but if they are, they should be stored in the main office. Students are not to trade or move to a new locker unless permission is received from the office. If you have trouble with your locker, contact the custodian or office. Students are financially responsible for any damage done to the locker. All coats and backpacks are to be stored in the lockers, they are **NOT** to be in classrooms. **No containers of liquids or food may be kept in lockers.**

LUNCH AND SNACKS

All students must report to the lunchroom for their lunch period. Students may bring a sack lunch and/or participate in the hot lunch program. Lunch money should be paid in the office before school. Parents/Guardians are responsible for ensuring that student lunch accounts do not go into debt. Low lunch balances will be given to students as they go through the lunch line and parents/guardians may access their child's lunch account information on Infinite Campus. **NO** pop or caffeinated beverages should be consumed by students during school hours as directed by the HEALTHY KIDS ACT unless permission is granted by the principal. It is recommended that you talk to the school nurse prior to bringing in snacks to ensure that all student health needs are accounted for.

There are a few procedures which need to be emphasized when students are using the cafeteria during their lunch period:

- Walk in lunchroom
- Choose your seat
- Wait to be dismissed to go to the window to get food
- Keep electronic devices put away
- Use conversational voices
- Clean up table / area
- Wait to be dismissed by an adult before you leave the lunchroom
- Follow any adult expectation given
- If you have a question, raise your hand and an adult will come to you
- There is to be no running to get to the lunch line.
- Students must know their I.D. number in order to eat breakfast or hot lunch.
- Once you pick a seat you need to remain in that seat for the duration of lunch period.
- Seats may not be saved for other students
- Birthday or other treats are not allowed in the cafeteria. Students may check with their prime time teachers to see if arrangements can be made during prime time.

Lunchroom Expectations			
Care About Each Other	**A**ct Respectfully	**T**ake Responsibility	**S**tay Safe
★ Use manners ★ Include others ★ Make way for others passing through ★ **Take turns cleaning** ★ Have appropriate conversations with those around you	★ **Follow any adult's expectations** ★ Use conversational voices ★ Be patient; wait your turn while standing in line ★ **Wait to be dismissed from your table by an adult** ★ Say please and thank you	★ **Clean up after yourself** ★ Listen and follow directions ★ Come in quietly, sit down, and stay in your seats ★ Leave things the way you find them ★ Admit mistakes ★ Be a positive role model	★ **Keep hands, feet, and objects to yourself** ★ Use silverware as intended ★ **Always walk in and out of the lunchroom**

The school hot lunch program is a program partially funded by the federal government. We have to comply with all federal laws controlling this program to keep our commodities, which keep our lunch prices low. The federal guidelines governing this program include:

- No carbonated beverages can be sold during the lunch hour. Students bringing lunch from home should not have carbonated beverages in their lunch.
- No competing food sources. That is why students are not allowed to have HOT food delivered at lunch time. It competes with the hot lunch program.
- No advertising of competing food sources. That is why students cannot have food delivered in a box or bag with the name of the restaurant providing the food in it.
- No snacks should be brought into the lunchroom to eat unless they are part of a student's cold lunch.
- Students eating cold lunches cannot give away food to other students. Students eating hot lunch may not bring other food into the lunchroom to give away at any time. If students choose not to eat hot lunch, they may not take food off the trays of other students.

MEDICATION

In addition to the information provided above, all prescribed and over the counter medications, vitamins, etc. are to be checked in at the office and a medical release signed by the doctor or licensed prescriber must be on file. The school nurse will distribute the medication as needed/prescribed. No student is to offer their medication to another student, or share medication with another student. Doing so may result in disciplinary actions.

MONEY & VALUABLES

The school cannot be responsible for lost money and valuables. It is recommended that students do not bring large amounts of money or valuables to school. If it is necessary to bring these items, please check them into the office.

MOPEDS AND BICYCLES

Mopeds and bicycles are to be parked in designated areas during the school day. (See High School Parking Lot Handbook below)

MUSIC LESSONS

Instrumental lessons which are a part of the student's commitment to the school instrumental program are given during school hours. Lessons are 20 minutes in length and are scheduled on a rotational basis so students do not miss the same class consistently for lessons.

PBIS - Positive Behavioral Intervention System

PBIS is a process for creating safer and more effective schools. The process focuses on improving our ability to teach behavior expectations and support positive behavior for all students. PBIS includes school-wide procedures and processes intended for all students and all staff in all settings. PBIS is a team-based process for systemic problem solving, planning, and evaluation. It is an approach to creating a safe and productive learning environment where teachers can teach and all students can learn. (see letter below)

PHYSICAL EDUCATION REQUIREMENTS

All students are required by state law to take physical education. A student may be excused from physical education only with a signed statement from a doctor. If a parent/guardian requests a temporary excuse from P.E. the student will attend class, dress but not participate. The PE teacher or office personnel may contact the parent to request further information concerning excusing a student from the physical education class.

Gym Clothes Physical education is a very activity-oriented class. Your child should wear clothes that he/she can be very active in. Sometimes students play on wet grass or dirt on the playground. On physical education days have your children wear clothes that you do not care if they get a little dirty. Students should avoid wearing short shirts, baggy shorts, skirts, or dresses on physical education days.

Gym Shoes Again, your child should wear shoes that are appropriate for the gym or outside play. The shoes should either have laces or Velcro so they stay securely on their feet. Slip-on shoes or flip-flops are distracting to other students when they come off and can be unsafe during activity.

PHYSICAL EXAM & HEALTH RELATED INFORMATION

Each academic year, every student participating in athletics is required to submit a health certificate signed by a licensed physician, to the effect that the physician has examined the student and that this student may safely engage in athletic competition. This regulation was approved by the State Department of Education and the Legislative Rules Committee.

Students may be screened during the school year for vision, hearing, height, weight, body mass index, and dental. If you do not want your child screened, please provide a note to the health office at the beginning of the school year. Students are required to follow Student Health and Immunization Certificates board policy (507.1) and recommendations from Iowa Department of Health and Human Services/Public Health.

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection are not allowed at Humboldt Middle School.

REPORT CARDS AND MID-TERM REPORTS

Parents will be notified when grades have been posted in Infinite Campus. The report contains grades, teacher comments, attendance, and other data. If a parent/guardian does not have email, please contact the office, and a report card and other pertinent information will be mailed to you.

SCHOOL ACTIVITIES

All students who attend school activities such as athletic events, plays, musicals, etc. are expected to conduct themselves in a responsible manner. Everyone should remain in a seat except at halftime, between games, and during intermission. Students should not attend functions they do not plan to watch.

SCHOOL COUNSELOR

The school counselor works with ALL students developmentally through classroom guidance lessons, small groups, and individual counseling. Students can refer themselves or be referred by teachers, parents/guardians, and administrators requesting services. To make a referral, parents/guardians are encouraged to contact the counselor directly. Follow-up communications will be as needed.

SCHOOL TRANSPORTATION FOR ACTIVITIES

Students will be transported to and from activities by school vehicles.

1. Students will ride to and from contests or activities in the school vehicle.
2. There may be special circumstances that arise in which a participant may be granted permission to deviate from the travel regulations. These occurrences will be judged on individual merit and kept to a minimum by the administration. These requests should be made in writing at least a day in advance of the event.
3. The administration will make the decision to allow special travel arrangements. In the event that an administrator is not present, the varsity head coach, director, or sponsor may allow a student only to ride home from a contest or event with his/her parents/guardian with a written request by the parent/guardian to the head coach, director or sponsor.

SCHOOL RESPONSE TO STUDENT THREATS OF HARM TO SELF OR OTHERS

The safety of Humboldt students and staff is the top priority of the district, and therefore employs a variety of processes and tools when confronted with situations in which students have threatened harm to themselves or others. Once a situation has been brought to our attention, administration and counseling act to gather pertinent information and formulate a plan of action. This plan may incorporate the use of tools such as a suicide assessment, threat assessment, and/or a risk assessment for violent behavior. Witnesses may be interviewed and materials specific to the threat are reviewed. The administrative team, counselors, law

enforcement officials and any other school personnel with knowledge of the situation or persons involved are consulted and collaborate to determine next steps.

To maintain a safe and supportive school environment, all students share a responsibility to speak up when they see or are aware of behavior that may be harmful, unsafe, or against school expectations. This includes, but is not limited to, bullying, threats, harassment, or violations of school rules.

Students who witness or have knowledge of such situations and choose not to report them to a staff member may also be subject to consequences as per our district discipline matrix/ policies. Reporting helps us respond quickly, support those involved, and prevent situations from escalating.

Students are encouraged to report concerns to any trusted adult, including teachers, counselors, or administrators. If you see something or know something, say something—your voice matters in keeping our school safe.

Notifications and information are disseminated based on the determination of the level of threat or risk. We take all incidences seriously, and pursue any and all appropriate avenues to ensure that our students are safe while in our care.

Student restrictions may be put in place for school / district events.

SEARCHES/SEIZURES/STUDENT INTERVIEWS

School district authorities may, without a search warrant, search students or protected student areas based on a reasonable suspicion that a school district policy, rule, regulation, or law, has been violated. The search shall be 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.

School authorities may seize any illegal, unauthorized, or contraband materials discovered in the search. 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 buses; 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 will be reported to local law enforcement officials.

STUDENT CONSEQUENCES

The administration team will investigate all issues brought forth. The team will utilize a discipline matrix to help determine the consequence, which include, but are not limited to:

Detention: A detention usually results because of a discipline problem and can be assigned by teachers and administration. Length of detention will be determined, depending on the nature of the repetition of offense. Students will not be kept after 4:30 without parent/guardian knowledge and are responsible for their own transportation. Students who “skip” their detention without approval, may be assigned additional time.

In-School Suspension: An in-school suspension may be used when a student exhibits a major behavior violation. This will be documented on a “per-period” basis. Students do receive credit for assignments completed during an in-school suspension. During the time of suspension, a student may practice with the extra-curricular activity and may **NOT** participate in any school-sponsored activities, events, or games.

Out-of-School Suspensions: A suspension means that a student is temporarily removed from school and all school-sponsored activities for a certain period of time. The principal has the authority to suspend a student as a disciplinary measure. This will be documented on a “per-period” basis. Students do receive credit for assignments completed during a suspension. A re-entry conference may be scheduled with the student, parent/guardian and school officials.

*Following any investigation of a situation, we will only disclose consequences and information regarding your specific student’s involvement. We are not able to disclose any information on how the situations were handled with other students due to FERPA.

TRANSPORTATION / PARKING LOT:

Driver Education is provided to Humboldt students through StreetSmarts Drivers Education. This is a private driver education company based in Clive, Iowa. You will need to go to their website: www.StreetSmartsDriversEd.Com to register for driver education. Follow the online directions for the location and date, and the registration form that needs to be sent back to StreetSmarts.

Safety is always our first and #1 priority. The parking lot rules will be strictly enforced to ensure the safety of all staff, students, parents, and visitors.

All drivers should abide by the Humboldt Community signs posted; drive with care and caution on the streets surrounding the school campus. **Utilize the appropriate entrances and exits**. Be mindful of pedestrians. Care should be taken to park in allowed areas only, and to be respectful to others and their property (i.e. avoid blocking off areas, littering, etc.).

When students get their driver's / school permit and plan to drive to school, they need to follow the Humboldt CSD Parking Lot Student Handbook and register their vehicle with the HS office, which also indicates that students/parents/guardians have read and agree to everything in the Parking Lot Student Handbook.

VISITORS

All visitors are required to first report to the office to sign in and obtain a visitor's badge. If visiting the building for the first time, please bring your ID for a background check to align with our safety procedures.

Students from other buildings are required to check in at the office and then be accompanied by a teacher while in the building.

WEATHER

We will follow the Iowa Department of Public Health guidelines for Child Care Weather Watch. We will follow their guidelines to help keep our students safe when related to the weather.

Wildcat Pride

SETTING

EXPECTATIONS

	 CLASSROOM	 HALLWAYS	 LUNCHROOM	 RESTROOM	 OFFICE	 ARRIVAL/DISMISSAL	 TECHNOLOGY
C Care about each other	• Greet others appropriately • Show empathy • Be an active listener • Include others • Help others in need • Encourage others	• Greet others appropriately • Help others in need • Keep moving in high traffic areas	• Use manners • Include others • Make way for others passing through • Take turns cleaning • Have appropriate conversations with those around you	• Wait patiently • Seek adult help when you see a person in need	• Greet office staff and others appropriately • Honor privacy and confidentiality	• Greet others appropriately • Walk bikes to bike rack once on main walkways • Make way for others who are passing through	• Ask before recording or taking pictures of others • Ask permission to post images or videos of others • Be a kind digital citizen
A Act Respectfully	• Follow any adult's expectations • Ask appropriately for help • Use conversational voices • Participate with a positive attitude • Respect others' property	• Follow any adult's expectations • Use conversational voices • Respect others' space	• Follow any adult's expectations • Use conversational voices • Be patient; wait your turn while standing in line • Wait to be dismissed from your table by an adult • Say please and thank you	• Follow any adult's expectations • Give others privacy and space • Use manners when asking to use the restroom	• Follow any adult's expectations • Be patient; wait your turn • Say please and thank you	• Follow any adult's expectations • Use conversational voices	• Follow any adult's expectations • Keep hands, feet, and objects away from others' devices • Close computers during presentations and instruction (unless directed otherwise) • Use earbuds or keep volume turned down when appropriate
T Take Responsibility	• Follow directions (from ALL staff) • Be on time • Bring materials to class • Clean up after yourself • Do your own work with integrity • Maintain a growth mindset • Be a positive role model	• Follow directions (from ALL staff) • Leave no trace • Admit mistakes • Be a positive role model	• Clean up after yourself • Listen and follow directions • Come in quietly, sit down, and stay in seats • Leave things the way you find them. • Admit mistakes • Be a positive role model	• Ask adult permission to leave the room • Clean up after yourself • Manage time efficiently • Admit mistakes • Be a positive role model	• Check in and state the reason for your visit • Follow directions • Admit mistakes • Be a positive role model	• Follow directions (from ALL staff) • Clean up after yourself • Go straight from cafeteria to Prime Time • Admit mistakes • Be a positive role model	• Keep devices out of the lunchroom, restrooms, and locker rooms • Keep chargers with computers at all times • Keep computers in lockers when not using them in class • Admit mistakes • Be a positive role model
S Stay Safe	• Keep hands, feet, and objects to yourself • Use inclusive and appropriate language • Maintain personal space	• Keep hands, feet, and objects to yourself • Use inclusive and appropriate language • Walk to your destination	• Keep hands, feet, and objects to yourself • Use silverware as intended • Always walk in the lunchroom	• Keep hands, feet, and objects to yourself • Tell an adult about broken fixtures, slippery floors, or unsafe activities	• Keep hands, feet, and objects to yourself	• Walk at all times • Stay behind the yellow bus lines • Cross at crosswalks	• Keep your logins and passwords to yourself • Keep computers closed with cases zipped when not in use • Handle your computer with care

Dear Parents,

This letter is to inform you of our school-wide behavioral system called Positive Behavior Interventions and Support (PBIS).

What is PBIS? PBIS is a process for creating safer and more effective schools. The process focuses on improving our ability to teach behavior expectations and support positive behavior for all students. PBIS includes school-wide procedures and processes intended for all students and all staff in all settings. PBIS is a team-based process for systemic problem-solving, planning, and evaluation. It is an approach to creating a safe and productive learning environment where teachers can teach and all students can learn.

What is PBIS at our school? We have adopted a unified set of school-wide expectations called CATS. You will see these expectations posted in different areas throughout the school and your child will be practicing them throughout the school year. Our school-wide behavior expectations are found in every classroom and non-classroom settings (bus/gym/bathroom/lunchroom/ hallway) and are based on the following:

Care about self and others.
Act responsibly.
Try your best.
Stay Positive.

We also have a school-wide system of consequences for major and minor behaviors. Minor behaviors are behaviors that can be handled in the classroom by the classroom teacher. The classroom teachers document the minor behavior and deliver an appropriate consequence while reteaching the appropriate behavior. Major behaviors are behaviors that require a formal office discipline referral and are handled by the administration. The administrator documents the major behavior, parent contact is made, and appropriate consequences are administered while re-teaching the expected behavior.

If you have questions about PBIS please feel free to contact your child's teacher. We look forward to a wonderful year of teaching your child.

-Middle School PBIS Team

Technology Flow Chart

